

Academic year 2024-2025

Extracurricular internships – year 1 and year 2 students

OBJECTIVE

Extracurricular internships constitute an optional formative that is not credit bearing. Its aim is to allow students to apply and complement the knowledge acquired during their academic education. This will favor the acquisition of skills that will prepare them for professional activities, facilitate their employability and promote their entrepreneurial capacity.

Extracurricular internships are available to year one and year two students during the summer periods, however, students can exceptionally apply to extracurricular internships from the spring semester of year 1 if they fulfill the requirements indicated below.

REQUIREMENTS TO CARRY OUT AN EXTRACURRICULAR INTERNSHIP FOR Y1 AND Y2 STUDENTS

To carry out an extracurricular internship in a collaborating organization, the following requirements must be fulfilled:

- The student has to have a GPA higher than 7.5
- The student cannot submit a request if they have a fail in any of the study plan courses
- The internship has to have a maximum of 12 hours per week and has to be compatible with students' class schedule and exams dates (Companies will have to confirm the same in an official document, stamped and signed, which the student has to submit to the Program Management for final internship approval)
- The student must comply with the attendance policy. Extracurricular internship cannot be a cause for attendance waiver or online attendance.
- Student must comply with deadlines and deliverable submissions (individual or group work) throughout the duration of internship. Internship cannot be a cause for deadline extension.
- Student must comply with meetings and team assignments, submitting contributions on time and to high standards. If this condition is not fulfilled, the University will contact the company to terminate immediately the internship.
- Student will be required to sign the document of commitment (Annex I.)

Annex I.

Letter of commitment

Students who undertake an internship while studying their program assume a new level of responsibility. They will be expected to manage themselves, as well as their responsibilities to others, with maturity, professionalism and empathy. This document outlines the key commitments that the student will make while studying and interning.

My responsibilities to my team

- I will be accountable to my teammates throughout the duration of the internship since letting my team down is not an option.
- I will be a team player and respond to the needs of the team, consistently and to the highest standards.
- I will participate meaningfully in meetings and team assignments, submitting my contributions on time and to high standards.
- I will communicate when and wherever necessary, to maintain the best possible coordination with my teammates.

My academic responsibilities

- I understand that when enrolling in my program at IE University, I committed to upholding high academic standards.
- I understand that I will be expected to deliver my coursework on time, according to the assignment criteria and to the best of my ability.
- I understand that I will be expected to be present at scheduled times, such as classes and meetings, as outlined by program direction and as part of the attendance policy.
- I will communicate with my program director if the conditions of the internship begin to affect my coursework and I understand that this may cause a termination of the internship
- I will be participative in my sessions and respond, wherever necessary, to communications from faculty.
- I understand that I cannot require any attendance waivers or online attendance due to the internship
- I assume the impact of the internship in my academic performance and the corrective measures de program direction could take regarding negative results

My responsibilities to my internship manager

- I will actively keep my manager informed of my workload, to ensure optimal coordination and minimal interference with my other responsibilities.
- I commit to delivering the best possible work to the company, once my academic responsibilities are upheld.
- **NOTE:** The student cannot commit to more than 12 hours per week in an internship while studying full-time in a program at IE University as outlined in the extracurricular internship policy.

My responsibilities to myself

- I will actively work on my personal skills (time management, self-discipline, etc.), in order to get the most out of my program and internship.



- I will be conscious of my own health and wellbeing and be honest with myself if the conditions need to be evaluated.
- I will take time away from work and study to ensure my mental and physical health remain balanced.

I understand that by undertaking this internship, I will have the opportunity to develop my career while also assuming more responsibility to others. By taking this internship, there will be implications on my team, my professors, my manager, my program direction at IE University. It is with this level of awareness, and willingness to uphold my responsibilities, that I will begin the internship.

Failure to meet the Terms

Program Direction in coordination with the Talent and Careers Department at IE University, reserves the right to discuss or agree on new terms with the student undertaking the internship, should the existing terms penalize the individual performance of the students and/or the student's team, including the temporary ban of further extracurricular internships requests.

Data protection

Each of the parties is informed that their data will be processed by the other party in order to allow the performance of these Terms agreed between the parties.

The data will be kept during the provision of the services and once finished, it will be blocked until the possible liabilities arising from the contractual relationship have time-barred, being definitively deleted after said period.

At any time, the parties may exercise his/her rights of access, rectification, erasure, opposition, restriction of processing and portability of the data through soportededatos@ie.edu.

The above mentioned, may contact the data protection officer of IE at DataPrivacyOffice@ie.edu and lodge a complaint to the Spanish Agency for Data Protection.

And in witness whereof, student and IE have executed these Terms on the date written below.

Date: _____

IE Representative name

Position

Student name: _____

Program: _____

Intake: _____

Reference # (if applicable): _____

Company: _____

DNI/ NIE/ Passport no.: _____