



INTERNSHIP PROGRAM

Factsheet 2023

DESCRIPTION

Interns will be placed in a customized internship placement in the professional area of their choice. They will be provided with meaningful work that aligns with their professional goals and develops desired skills.

QUICKFACTS

- Minimum Duration - 8-24 weeks + 1 week of Spanish min.
- Start Date - Any Monday
- Time Commitment - Approximately 30 hours per week
- Internship Site Language - English or Spanish
- Language Requirement - Interns must have a B2 level of internship site language
- Age Requirements - 18 to 35

INTERNSHIP AREAS

- | | |
|-------------------------|--------------------------|
| • Architecture | • IT & Computer Science |
| • Art & Design | • Language & Translation |
| • Business | • Nonprofit Sector |
| • Education & Teaching | • PR & Marketing |
| • Fashion | • Social Work |
| • Hospitality & Tourism | |

INTERNSHIP PROGRAM REQUIREMENTS

- Age - 18 to 35 years old.
- Professional Experience - None required but ideally studying the subject of internship area
- Language - Proficient in Spanish or English (B2 or higher)
- Required Documents - Enrollment Form, CV with Photo, and Passport Copy
- Minimum personal liability insurance of 1,000,000€ (travel insurance)
- Min. 1 week of Spanish classes before starting internship placement

SPANISH VS. ENGLISH-SPEAKING INTERNSHIPS

Expanish offers the opportunity for applicants to participate in an internship with an English-speaking supervisor or a Spanish-speaking supervisor. In order to participate in a Spanish-speaking internship, applicants are required to possess a B2 level of Spanish by the start of their program. Applicants are required to complete an online written Spanish exam as well as an oral level assessment during their initial phone call with Expanish staff.

INTERNSHIP PLACEMENT PROCESS

The placement process typically takes 8 weeks from the time we receive the application documents.

1. Intern sends application with the following documents
 - Enrollment Form, with up to 3 placement areas selected
 - CV with photo and professional objectives
 - Passport Copy
2. Expanish staff coordinates for the intern to complete a questionnaire and complete an informational phone call with the internship coordinator to better understand their goals and background.
3. Expanish staff will select an appropriate internship site to present to the intern.
4. The applicant and site supervisor(s) conduct an interview via Zoom.
5. Expanish receives feedback from both the supervisor(s) and the applicant after the interview.
6. Both parties sign a commitment letter.

*If feedback is negative from either intern or site supervisor, Expanish will provide 1 additional placement site to interview with. Additional sites after the initial 2 will incur extra fees.

SAMPLE PLACEMENT SITES

Expanish selects placement sites with the following characteristics:

- High-performing businesses and nonprofits.
- Spanish and international entities
- Small and medium-sized companies (we do not work with large corporations)
- Spanish-speaking and English-speaking offices

Here are example descriptions of internship sites to provide an idea of possibilities:

Business: Professional women's group and global community that helps early-stage female entrepreneurs.

Computer Science: Startup company related to the tourism industry that offers 2.0 platforms and tools to make business travel reservations easier.

Marketing: Video game development company that makes competitive games for mobile devices.

Marketing: Tech company that develops apps with artificial intelligence to assist other companies with B2B sales.

Non-Profit: Nonprofit organization working to provide better opportunities, to children and teenagers in vulnerable situations.

Non-Profit: Charity that empowers homeless people to use the skills they have to create a new life for themselves.



SPANISH JUMPSTART

Prior to the start of the internship portion of the program, interns will participate in a minimum of 1 week of intensive Spanish classes (20 hours) at our Spanish language institute in Barcelona. All levels of Spanish are welcome and interns will take classes with students of all ages from all over the world. Whether interns do a Spanish or English-speaking internship, a Spanish jumpstart helps acclimate to the city and the local accent.

Spanish classes must be taken separately from the internship portion as the work schedule may interfere with lessons. Interns have the opportunity to continue their Spanish lessons during the internship portion by taking our Evening Spanish Group course, which are night classes twice a week.

ACCOMMODATION

Interns can live in Expanish housing for the duration of their internship even if they are not taking Spanish classes with us.

ORIENTATION AND SUPERVISION

Interns will receive a comprehensive on-site orientation about Barcelona, work culture, health, and safety as well as general tips for life in the city. During the program Expanish staff complete evaluations with the intern and site supervisor to assure a positive experience. We also provide 24/7 emergency support.

NOTES

- The internship placement process typically takes 8 weeks to complete.
- Due to COVID-19 work/life changes, interns may work remotely for a portion of their hours depending on work from home policies of the specific internship site.