

## University at Albany, SUNY Madrid Program Internships with EUSA

NOTE: There is an extra cost if you choose to participate in this internship opportunity with EUSA. Internships are *optional*. Please see the estimate of costs for this program for details and current cost information.

### Key Details:

- EUSA internships are part-time and are worth **6 SUNY credits**
- EUSA internships have an academic component (requirements could include group meetings, daily journal, written reports, oral presentations) supervised by UAlbany's Academic Advisor in Madrid
- Interns are expected to take 2 regular classes through the SUNY Madrid program (total of 12 credits)
- Students usually work at their internship placements two full days per week and take regular academic classes two other days per week
- EUSA internships are **unpaid**
- *Some* placements in ENGLISH *may be* available in the fields of Business, Investment, Tourism, Journalism, and Education. A wider variety of placements are available in SPANISH.

\* Note: Students participating in this internship option are only guaranteed one week of spring break.

### What is EUSA?

EUSA is the largest independent internship provider in Europe, placing over 1,800 young people each year in a wide-range of professional practice situations. Students will have access to professional practice internship opportunities spanning a wide variety of industry sectors in Europe – including (but not limited to) international organizations, advertising, marketing, public relations, business, finance, consulting, health & human services, arts, and architecture.

EUSA's goal is to place students in internships that directly reflect or relate to their courses of study to ensure quality and academic relevance of the placement. The companies and organizations that make up the list of approved internships are carefully and regularly monitored by site visits and student assessment.

### How does it work?

#### Individual Placement Meetings

The EUSA internship team will meet and orient all participating students by telephone before the start of the program. During the placement meeting, EUSA will assess each student's priorities and placement preferences, discuss the student's expectations and give advice on resume preparation.

\*NOTE: EUSA will charge a cancellation fee if you decide not to participate in an internship AFTER your pre-placement phone meeting.

The EUSA internship team will work closely with each student prior to the program to identify the best possible placement opportunity. Students will receive a provisional placement via email containing a placement description, sponsor website and previous student's evaluations, when available, to prepare them for their on-site interview.

#### On-site interviews

Students will take part in their on-site interviews with their internship sponsor shortly after arriving in Europe. EUSA staff will provide coaching in interview techniques and Spanish business etiquette. The provisional placement is always contingent upon the success of the on-site interview with the

sponsor. In the event of an unsatisfactory interview, a new placement will be made available for the student.

EUSA makes appropriate internship placements based on the skills, interests and professional goals of the student, as well as EUSA's knowledge of sponsor's internship needs and work cycles.

#### Advising/Office hours

While students are participating in their internships, EUSA staff will be available for after-work consultations, either by appointment or by regular office hours, to discuss any problems or concerns arising from the workplace experience and advise students on how to deal with these issues. Members of the internship team will also visit many of the students at work during the course of the program.

#### Mid-term reviews

EUSA will monitor the placement experience and provide ongoing support and advice. Halfway through the placement, each student will complete a mid-term review to assess progress achieved at the workplace.

#### Sponsor evaluations

Upon completion of the placement, each sponsor will complete a sponsor evaluation to evaluate individual student performance. EUSA internship team will collect these and provide copies to UAlbany's Academic Advisor in Madrid (Dr. Carlos Vela) to be considered for part of the academic assessment.

***Interested?*** Please contact the Office of Education Abroad at UAlbany as soon as possible in order to be considered for this opportunity.

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