



Facts Sheet Barcelona Internships

Nature of Internships in Barcelona

Barcelona global city attracts people to live, study and work from all corners of the globe. As a result, the competition for internships is highly competitive. It is imperative for students to provide CAPA with the highest quality materials that we can use to promote their skills and experiences. This includes not only their application and supporting documents, but for specific industry areas, Portfolios, writing samples, evidence of work, etc.

It is also of utmost importance that interns have realistic expectations about the feasibility and appropriateness of the placement they wish to secure. CAPA ensures that placements are meaningful, developmental and appropriate for each and every student based on their level of skills, abilities and aspirations in their selected industry areas. For Spanish speaking or Catalanian internships, language skills are essential and placement opportunities, projects tasks and responsibilities can vary and be dependent upon each individual's level of Spanish. For English speaking placements, CAPA targets the 5000 international organizations in Barcelona that have clear synergies with English speaking operational needs.

Enrollment Criteria

To participate in the CAPA Barcelona Internship program interns must be in the 2nd semester of their sophomore year or above in University and carrying a GPA of 2.5 or higher. Applicants with GPA's lower than this will be reviewed by CAPA's academic management in order to assess their suitability for the CBP

For Spanish speaking internships, students will be required to have successfully completed 4 semesters of University level Spanish. English speaking placements will not require any Spanish language skills, although can be useful.

For programs that are in excess of 90 days, there will be specific visa requirements

Application: Students must submit the following documents; a completed Experiential Application form, up to date Resume (One in English and another in Spanish where applicable), a generic Cover Letter (One in English and another in Spanish where applicable), one Academic and one Professional Reference, University Transcripts (Transcripts are essential in registration with Austral University), a Police Background Check, two passport size photos and any University Department Requirements - for specific majors (If applicable) In addition, all internship sites in Barcelona will want to see medical insurance and cover.

Internship Framework

Barcelona offers both 3 credit and 6 credit placements in both summer and semesters. In addition, placements are offered in English, Spanish and Catalanian in all of these programs.

Semester: 3 credit: Students will undertake 15 hours per week in their internship placement, whereas 6 credit students will commit to 20 hours per week.

Summer: 3 credit students will participate in 20 hours per week in their internship placements, whereas 6 credit students will commit to 28-32 hours per week.

Internship Process

- **70 Days prior to program start date:** All Experiential Application material must be submitted to CAPA's Boston staff.
- Spanish speaking placements: Students will have a language assessment with Barcelona in country staff to ascertain their language proficiency. This will assist with the placement process.
- **60 Days prior to program start date:** All Experiential Application material must be submitted to CAPA BA internship staff. In addition, Spanish speaking interns will engage with CAPA's in-country staff in a language assessment via skype. This will assist in the placement process and identifying the most appropriate site and placement.
- Following the 60 day milestone, CAPA will begin to set up internship interviews for each student. Many of these will occur virtually through skype during the predeparture phase of the program. However, occasionally face to face interviews will take place once the students arrive in country.
- **14 Days prior to program start date:** CAPA makes every effort to provide students with Position Descriptions (PD's) outlining their potential placement. (please note that for students who have a skype interview ahead of this milestone- PD's will be share with students prior to the interview) On rare occasions, and when students are set up for face to face interviews in country, these documents may not be available at 14 days and the student will receive details during their in-country orientation.
- **Mandatory Internship Orientations:** Internship orientations will typically be delivered within the first 72 hours of arrival in to Buenos Aires.
- **Internship Interviews:** For those students whom have not already had a virtual interview, following the mandatory internship orientation, Interviews will be arranged to take place within the next 5 business working days.
- **Internship Start Dates:** Semesters: Interns will typically start with their host sites approximately 3 weeks in to the program. This is to ensure each individual can acclimate to Buenos Aries, become familiar with their surroundings and have the opportunity to engage in language skills ahead of their internship start date. This timeframe will also ensure that students can reach their required internship hours targets.
- Summer: The summer program requires students to start as soon as possible. It is typical for the students to start within a few days of arrival in to Buenos Aires.

Helpful Links and Resources

CAPA Documents and Links:

- <https://www.capa.org/barcelona-spain>
- [CAPA World Blog - Internships](#)
- [Global Internship Workshop Syllabus – 3 Credit](#)

- [Global Internship Workshop Syllabus – 6 Credit](#)

Application Documents:

- [LINK](#) for guidance on item listed below
[Why Do an Internship Abroad](#)
[How to Fill Out the Online Internship Application](#)
[Required Supporting Documents](#)
[How to Write a Resume](#)
[How to Write a Cover Letter](#)
[How to Request a Letter of Recommendation](#)
[How to Obtain a Police Background Check](#)
[Email Guidelines](#)
- [LINK](#) for guidance on Portfolios

