



INTERNSHIP PROGRAM

Factsheet 2024

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 - 2-6 Months
- Start Date - Beginning of Every Month (see below for specific dates)
- 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
- Art & Design
- Business
- Education & Teaching
- Fashion
- Hospitality & Tourism
- IT & Computer Science
- Language & Translation
- Nonprofit Sector
- PR & Marketing
- Social Work

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
- Minimum personal liability insurance of 1,000,000€ (travel insurance)
- Min. 1 week of Spanish classes before starting internship placement

INTERNSHIP PROGRAM PACKAGES*

We offer three program packages for students:

PROGRAM PACKAGE	TOTAL WEEKS	INTERNSHIP DURATION	SPANISH CLASSES
2 MONTHS	8 WEEKS	8 WEEKS	2 MONTHS**
3 MONTHS	12 WEEKS	12 WEEKS	3 MONTHS**
6 MONTHS	24 WEEKS	8 WEEKS	16 WEEKS***

*Customizable packages are available, ask our team.

**Evening Group Course (16h per month). Not available in August.

***The Group Course 20 is 20 lessons per week, 4 lessons per day. The goal of the 6-month program is to reach a high intermediate level of Spanish, allowing students to conduct an 8-week internship in Spanish.

INTERNSHIP PROGRAM 2024 START DATES

Programs start the first Monday of every month. The 2024 dates are as follows:

- **Module 1:** January 9
- **Module 2:** February 6
- **Module 3:** March 5
- **Module 4:** April 2
- **Module 5:** May 7
- **Module 6:** June 4
- **Module 7:** July 2
- **Module 8:** September 3
- **Module 9:** October 8
- **Module 10:** November 5

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 sites 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 CLASSES

Throughout the internship, students will take our Evening Group Course to improve their Spanish, which is twice a week from 7pm to 9pm. These courses are typically taken by students who are living and working during the day. They will be a great aid for students throughout their internship. The only exception to this is the 6-month program, which consists of 16 weeks of the Group Course of Lessons to be then able to do an 8-week internship fully in Spanish.

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 Madrid, 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.