

Course Title (English)	Internship in Sustainable Business
Academic Institution	Latin University of Costa Rica (ULCR)
City	Heredia
Country	Costa Rica
Course Number	INT-04
Sessions (Terms)	Summer
Instructional Language	English or Spanish
Contact Hours	6 + 120 internship hours
Credits (semester credits)	3
Credits (quarter units)	4
Prerequisites	Sustainable Business in Costa Rica
Notes	The internship includes 120 hours of in person work.

Course Description	<p>The Sustainable Business in Costa Rica Program offers students the opportunity to undertake internships - they are a form of experiential learning - with the purpose of acquiring apprenticeships related to the field of sustainable business and to face the challenges of this nature from practical experience. In addition, it allows them to develop skills and competencies, gain experience, and establish relationships with an organization.</p> <p>During a one-month sustainable business internship, students will have the opportunity to work closely with a company on a pre-selected project aimed at enhancing the organization's sustainability practices. Projects may include developing and implementing online marketing campaigns to promote eco-friendly products/events, conducting market research to identify sustainable business opportunities, analyzing and optimizing the company's supply chain for reduced environmental impact, or assisting in the creation of corporate social responsibility reports. This hands-on experience will allow students to apply their skills in a real-world setting while contributing to the company's sustainability goals and gaining valuable insights into the intersection of business and environmental stewardship.</p> <p>Note: Students will have the option to have an internship in English if their Spanish is intermediate or lower.</p>
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Focus Areas:

- Business Administration: Sustainable Business
- Personal and professional growth.
- Development of attitudes, aptitudes, abilities, competencies and values.
- Expands technical knowledge and the development of the best labor competencies.
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- Bonding in challenging and exciting projects within the organization, guided by a tutor who will ensure your success during your internship period.
- Schedule flexibility.

Course Content

Schedule:

- The internship schedule is negotiated with the institution where the internship will take place, in order to have mutual agreement (student-institution). Available hours are Monday through Friday from 7:30 a.m. to 6:00 p.m.

Program Schedule:

- Once the student is accepted in the internship, the following structure is followed:
- Introduction: the student is introduced to the tutor and the company. In addition, you are given the necessary documentation.
- Establishment of a timetable: agreement is reached on schedules and activities to be carried out.
- Supervision: the tutor performs supervision of the tasks or activities entrusted. Feedback is given to the intern.
- Report: the intern presents a report on the internship carried out.
- Evaluation and Grading: the tutor reviews the report and gives a grade, which is discussed with the intern. It should be noted that the final grade is summative; that is, it is not only based on the report, but on the whole performance.

Activities

Possible Placement Locations:

- Heredia, Alajuela, San José. You are responsible for any transport fees associated with getting to and from your placement. Transportation fees are not included in the cost of the program.

Companies Available for Sustainable Business Internships (examples):

Company
Kimberly Clark
Unilever
P&G
Florida Bebidas
Phillip Morris International
Bayer
Nielsen
IBM
DXC Technology
HP
Accenture
Convergys
Amazon
Publimark
Amazon
Auxis
Cencora
Bayer
Align
Boston Scientific
Curtis
Spectraforce
Green energy
AXIM
Foundever
BAT
Genpact
Workday
Café Britt
Straker
Eurofins
Bill Gosling
Infotree
Equifax
● Pozuelo

Methodology

Application Process

International students who wish to apply for the internship program at the

Universidad Latina should follow the following process:

- Students must choose to join the optional internship.
- Once the internship has been selected, candidates must complete and send the application form with the documents stipulated therein (cover letter, resume, etc.).
- Applications will be evaluated and a response will be given to candidates within a maximum period of two weeks. Incomplete applications will not be reviewed.
- Once the applications have been reviewed, candidates will be given a date for the online interview with the internship supervisor.
- The internship supervisor will confirm the candidate's skills. If this is suitable for the internship to which you are applying, an interview with the receiving company will be arranged.
- If the receiving company accepts the candidate, it will indicate to the participant the conditions of their stay. The Universidad Latina will send the letter of acceptance to the international internship program and the commitment letter of international internships that must be signed by the student and by an academic authority at their home university.
- Once the acceptance letter is received, the participant must confirm that they have international insurance.
- In Costa Rica, the participant must report to the Universidad Latina for an orientation session and to personally meet with their tutor. After this, you will visit the company for the general instructions of the internship.
- The participant will have an advising meeting with their tutor once a week. The tutor will visit the intern at least once during their stay at the company where they work. At the end the tutor and the company will give a grade of the intern's performance.
- The internship will last as long as was originally agreed upon. If you want to extend this internship, you must pay any corresponding expenses for the extension.

Requirements

Prerequisites: To apply to this internship, it is recommended that the student meets the following requirements:

1. Successfully complete the Sustainable Business in Costa Rica course
2. Be an advanced student of the area to which he / she applies or of a related degree plan.
3. Complete the required documentation: registration form, letter of intent, resume, etc.

4. Start the procedures two months in advance of the planned start date.

Assessment

From the very beginning, the intern is told what their tasks are and how they will be evaluated. The review is periodic. They will always receive feedback from their tutor.

Compliance with the schedule (assistance):	10%
Performance in the tasks and activities entrusted:	60%
Final project and report:	30%

Final grade is Pass / Fail