



INTERNSHIPS, VOLUNTEERING, & SERVICE LEARNING



Tourist Companies

1. Name of the institution: Enamorarte Alcalá. Servicios turísticos.

Tasks:

- Work on the webpage, translate some text.
- Create flyers and dossiers in English for different visits.
- Create a service “Bono” in Spanish and English.
- Send out information.
- Create invoices.
- Develop different tourist packages and routes.
- Write presentation letters.
- Work on social media.
- Do tours in Alcala for different clients.

Requirements:

- Students must be studying business, tourism, hospitality, accounting, finance.
- Be culturally sensitive.
- Have a basic knowledge of Spanish.
- Be interested in doing different tasks.

2. Name of the institution: Zafiro Tours.

Tasks:

- Organization of group trips for one day tours.
- Search information about different cities and countries and prepare flyers.
- Trip budgeting.
- Itinerary translations (Spanish to English).
- Supervised customer service.
- Learn the differences between retail, wholesale and receptive tourism.

Requirements:

- Students must be studying business, tourism, hospitality, accounting, finance.
- Be culturally sensitive.
- Have a basic knowledge of Spanish.



Environment

Name of the institution: Real Jardín Botánico Juan Carlos I

Tasks:

- Support with the guided visits to groups of schoolchildren as well as to the general public.
- In the Seeds Bank, support in the cleaning of seeds and their conservation, preparation of labels for their inclusion in the database, reviewing of conserved seeds, monitoring of germination protocols.
- In the vegetable garden, support with cleaning of cultivated areas, planting, and ecological treatment among other activities.
- Support in the maintenance and conservation of plants, carrying out tasks of elimination of weeds, etc.

Requirements:

- It is recommended that the students are studying degrees related to biology, environmental sciences or education, but it is not compulsory in any case.
- Students must complete 75h.
- It is mandatory to attend a presentation meeting.

Immigration and displaced peoples

1. Name of the institution: Cruz Roja. Red Cross.

Tasks: This association has several projects, but they will discuss it to offer us the activities that best suited the profile of the given student as well as the needs of Cruz Roja.

Requirements:

- To perform four hours a week in any of the activities of Cruz Roja.
- Acceptable level of Spanish (students should be able to maintain a fluent conversation).
- Students should be committed to help others, especially children, immigrants, poor families.
- Students working with children need to complete a background check.

2. Name of the institution: Casa de Acogida San Juan Pablo II. Soup-kitchen.

Tasks: students participate in the preparation of food for lunch or dinner. They also need to help with the shelter's cleaning and organization of the beverages. They can



talk with the homeless people and get to know them better. They can share some of their talents with the people at the shelter for example if the student knows how to play the guitar, he can sing songs for them or even teach others how to play the guitar.

Requirements: be open minded, patient, empathetic and caring.

- 3. Name of the institution:** Centro de Participación e Integración de Alcalá de Henares (CEPI). Center for immigrants.

Tasks: teach English or Spanish classes to immigrant population or people in a social exclusion situation in Alcalá de Henares. Students need to plan each lesson and teach it in the classroom. Users of this center are not always consistent about attending classes, so students may have new students joining the group of different ages (adults, children, elderly). Each class may be different and students need to be flexible about adapting the activities and lessons to different people.

Other possible tasks are helping children with homework, teach computer skills to adults or do tours in Alcalá de Henares for the adults attending this center.

Requirements: be flexible, open minded, be open to teach adults and be culturally sensitive.

Education

- 1. Name of the institution:** C.A.J.E (Colectivo de Acción Para el Juego y la Educación)

Tasks:

4 projects:

1. **School support:** Students plan, develop and evaluate activities for children who have learning disabilities.
2. **Free time:** All children participate within this project. There are group activities, trips and some workshops. Students prepare activities related to the environment, etc.
3. **Women:** This project serves mothers of students from other nationalities who have some lack with respect to the Spanish language. In this way, students would help them throughout their learning.
4. **Sports:** This project is designed for children who do not need school support. Essentially, students would play basketball with them.

Requirements:

- There are no compulsory requirements concerning specific training, but it is highly recommended that the students have an interest in what they will be doing. Also,



if possible, that their studies are related to education or to the project in which they will be involved (that is to say, sports, etc.).

- Students must complete a background check when working with children.

2. Name of the institution: Public and private schools in Alcalá de Henares

Tasks:

- Maintain conversations in English with children or teachers.
- Help teachers in the classroom.
- Make short presentations about student's culture, country.
- Help students one-on-one in the classroom.
- Participate in school English projects.

Requirements:

- If possible, students should be studying education or a related field of study
- Students must complete a background check when working with children.

3. Name of the institution: Escuela Garabatos de Montessori de Alcalá de Henares.

Tasks:

- Help teachers develop English communication skills for children from 1 to 6 years old.
- Students need to prepare games or activities where children can learn and use English in the classroom. They are also required to sing songs, read stories or play with them and the purpose is to only use English language to communicate with them.
- Students also need to help teachers in performing the classroom routine.

Requirements: be open minded, enjoy being with little children and singing and playing with them. A background check is required.

4. Name of the institution: T-Oigo (Organization for children with hearing impairment)

Tasks:

- Activities are highly individualized and are centered on the child and student volunteer's interests.
- Use materials and toys that the family already has, no extra purchasing of materials is necessary. Minimal preparation, if any, is needed. T-Oigo provides materials in their blog.

- Can include playing sports, singing, baking, playing games like Simon Says, board games like Monopoly, hide and seek, drawing, and activities related to holidays, computer games, music and dancing...
- Students and families must write about their experiences to share with others in Ihearyou.t-oigo.com

Requirements:

- Native English-speaking enrolled or graduated from a recognized study-abroad program.
- Must commit to a full semester, one day per week, usually 1-2 hour sessions plus travel time to family's home, up to one hour.
- Willingness to travel to family's home on public transportation (expenses beyond the normal "bono" are paid for by the family. Some families who live farther away will sometimes help by car).
- Understand their role as a "special English- speaking friend, similar to a big brother or sister", contribute creativity and positive attitude to helping a child overcome obstacles.
- Register as a user on the t-oigo.com website (it's free) and indicate an interest in being an Amigo as part of the t-oigo association.

5. Name of the institution: Colegio Gredos San Diego Alcalá de Henares

Tasks: help teachers to develop English communication skills for children from 3 to 16 years old. Students need to prepare games or activities where children can learn and use English in the classroom. Depending on children's ages, they can also sing songs, read stories or play with them and the purpose is to only use English language to communicate with them. Make presentations and games about American culture, natural science, historical or other events.

Requirements: be open minded, enjoy teaching or being in an education environment with children of all ages. Enjoy planning and preparing classroom materials or activities. A background check is required.

Homeless

Name of the institution: Cáritas (Catholic organization)

Tasks: Students help with homeless people and also in the school support group.

They offer support to immigrants, training, literacy and workshops for immigrant women. Spanish language and culture, school support to children and computer training.

Requirements:

- There are no compulsory requirements concerning specific training, but it is highly recommended that the students have an interest in what they will be doing within their practices. Also, if possible, that their studies are related to education or to the project in which they will be involved (e.g., sports).
- Students must get a criminal record certificate of absence of sexual offences when working with children.

Governance, public relations, policy

Name of the institution: UGT (Unión General de Trabajadores). Worker's Union.

Tasks: Students learn how a labor union works and some things related to business committees, enterprise problems, immigration legal services, etc. They can also participate in meetings of public administrations and other institutions, see other headquarters as for instance the one in Torrejón de Ardoz.

- **Requirements:** There are no compulsory requirements concerning specific training, but it is highly recommended that students have an interest in what they will be doing within their practices. Also, if possible, that their studies are related to government, politics, international relations, public policy.
- Be committed to do the tasks offered by UGT.

Human Rights

Name of the institution: ProVida

Tasks: The association's mission is the defense of life, from the moment of conception to its natural end. The tasks that they can entrust to students are:

- Wardrobe: Students would sort clothing donations and prepare orders for the family users.
- Food: Students would receive food and prepare deliveries to family users.
- Training: Students could give talks to the mothers, explaining what women in the same situation in the USA do and what type of support they get.
- Children's Space: Students would take care of the mother's children while they are in class: moms and children in the same place, in adjoining rooms.
- Administration: Students can help in the office.

Requirements:



- There are no specific requirements, but students should be willing and serious about helping and committed.
- Students must get a criminal record certificate of absence of sexual offences when working with children.

Photography/digital media/visual arts

Name of the institution: El Club de Fotografía

Tasks: Students would prepare an activity program, accompany members to their photography activities, etc.

Requirements:

- Students must have some knowledge about photography.

Other businesses and companies

For other internships (marketing, finance, human resources, etc.) please contact Rosa María García-Barroso, rosi.garciabarroso@uah.es