

SPAGNA

Struttura ospitante	Città	Mansioni assegnate al tirocinante	Contatto
Centro Culturale "Amalitaliano"	Barcelona	-Understand how the organization and the human environment work, develop either one big project or some little ones which could be useful for the organization -Tailor-made programs for closed groups, syllabus design and development, testing and needs analysis, resource management and development, educational management.	Supervisor at the Company: Ada Plazzo segreteria@centroamalitaliano.com www.centroamalitaliano.com
System España	Castellón de la Plana	-The intern will acquire the knowledge of the city, the trade and financial Spanish and will gain ability in solving problems, and will create a good relationship with the enterprise, making important decisions.	Supervisor at the Company: Toledo Pedro ptoledo@system-esp.com
GRAN HOTEL ATLANTIS BAHÍA REAL	Av. Grandes Playas, s/n, Corralejo	-Attend the phone calls; registration guests-; check-out ; attend to client requests -Managing client's requests to other departments, such as restaurants and bars, housekeeping and technical services; use of NEWHOTEL hotel management system, and updating records guests staying.	Supervisor at the Company: Santana López Elías Reservations.bahiareal@atlantishotels.com www.atlantisbahiareal.com
Cooperativa de enseñanza manuel Siurot	Baron de Les Street , number 9, Málaga	-Auxiliary of English and French's conversation, assistant in the secretary's office in administrative matters	Supervisor at the Company: Medina Pèrez Ana Maria msiurot.ana@gmail.com manuelsiurot.es
PAZ Y DESARROLLO	C/ REFINO, 8 BAJO, Málaga	-Contact with public and private institutions for presentation of events -Support in the design of materials for publication -Support updating social networking website, writing for communicating new social projects.	Supervisor at the Company: PINEDA ZAMORANO Francisco direccion@pazydesarrollo.org www.pazydesarrollo.org
Istituto italiano di cultura - Madrid	Calle Mayor, 86, Madrid	-La tirocinante collaborerà ad ampio spettro con tutti i settori dell'Istituto: affiancherà i corsi di lingua e collaborerà al loro coordinamento, si occuperà di laboratori linguistici.	Supervisor at the Company: Guarneri Lillo lillo.guarneri@esteri.it www.iic.madrid.esteri.it

		<p>-Sarà inserita in un ambiente linguistico omogeneo e avrà la possibilità di sviluppare metodi di insegnamento dell'italiano come L2.</p> <p>-Svilupperà capacità organizzative e comunicative occupandosi della gestione delle classi e avrà la possibilità di analizzare il percorso formativo degli studenti dal livello A1 al C2 del CEFR. Potrà inoltre affiancare i docenti mediante l'osservazione del loro lavoro in classe.</p> <p>-La tirocinante affiancherà il lavoro amministrativo e di coordinamento degli esami e delle prove di livello.</p> <p>-Potrà collaborare alla preparazione degli eventi culturali e all'accoglienza in biblioteca- mediateca.</p>	
Universidad Complutense de Madrid	Madrid	<p>-During three months the student will work under the supervision of one member of our staff in helping with the tasks of the International Relations Office</p>	<p>Supervisor at the Company: Juan Carlos Benitez icbenite@ucm.es</p>
Instituto hispánico de Murcia	Murcia	<p>-The trainee will have to do a small research on Spanish language as an economic resource in home country, will contact language travel agencies, various Universities and Spanish Clubs, and offer Murcia as a language destination.</p> <p>-She/he will also have to work on tools in order to approach international students to study Spanish</p>	<p>Supervisor at the Company: Felipe Espada-Aznar felipe@ihmurcia.es</p>
University of Seville - Faculty of Philology	Seville	<p>- Help desk for Erasmus students, both incoming and outgoing.</p> <p>- Giving information on international exchange programs of the Faculty and.</p> <p>- Checking students' learning agreements and other Erasmus documents.</p> <p>- Orthographic review of papers in Italian</p> <p>- Translation of materials and information</p> <p>Other options: Assistance in teaching Italian as a foreign language in Filología Integradas department and in Instituto de Idiomas</p>	<p>Supervisor at the Company: Leonarda Trapassi vicriff@us.es www.filologia.us.es</p>

Universidad Cardenal Herrera	Valencia	<p>-Writing and translating articles for the international blog, translating official and legal documents</p> <p>-Maintaining the university website and social network pages, establishing relations with foreign businesses and universities to promote student mobility</p> <p>-Managing the admission process of international students e.g. collecting documentation, resolving issues, helping students find accommodation, open bank accounts etc</p>	<p>Supervisor at the Company: Camino Garcia Ventoso camino@uch.ceu.es</p>
Universitat de València – Facultat de Filologia	Valencia	<p>-Perform duties of community management</p> <p>-Translation, assessment for the exchange projects, promotion of different activities in the framework of internationalization</p>	<p>Supervisor at the Company: Calero Valera Ana Rosa ana.r.calero@uv.es</p>
Centro G. Leopardi- Scuola di Lingua e Cultura Italiana	c/ micer mascó, 6, 2, Valencia	<p>-In our school the trainee prepares conversation lessons in Italian Language with students of every level, using materials from books, newspapers, internet etc.</p> <p>- He helps and collaborates in the translation works from Spanish to Italian and vice-versa.</p>	<p>Supervisor at the Company: Volpe Laura direzione@centroleopardi.es www.centroleopardi.es</p>
Intereuropa, Español para extranjeros S.L.	Valencia	<p>-The trainee will carry out the following tasks: Administration, help to teachers, help to students, translations</p>	<p>Supervisor at the Company: Darcangelo Pio info@intereuropa.es www.intereuropa.es</p>
Ediciones Carena	Alpens street 8, Barcelona	<p>-Primera etapa: lectura de textos e informes literarios</p> <p>-Segunda etapa: corrección de textos</p> <p>-Tercera etapa: compaginación y revisión de pruebas</p> <p>-Cuarta etapa: difusión y promoción de obras literarias</p>	<p>Supervisor at the Company: José Membrive Edicionescarena.jesus@gmail.com www.edicionescarena.com</p>
Ajuntament de Gandia	Plaça Major, 1, Gandia	<p>-Diffusion and information about UE programs for youth people (from 15 to 35 years old) and support in educational and intercultural questions about this</p>	<p>Supervisor at the Company: Laura Morant Peirò laura.morant@gandia.org www.gandia.org</p>

		<p>program.</p> <p>-The trainee will receive the information on workshops, lectures and activities about the UE programs and preparation of prospectus, diffusion of the activities to the city schools giving educational support, leisure-time activities related with UE programs and giving information about courses abroad.</p>	
Istituto Italiano di Cultura di Barcellona	<p>Passatge de Méndez Vigo, 5, Barcelona</p>	<p>-Collaborazione con la direzione per l'organizzazione delle attività culturali, con la Biblioteca e con l'Ufficio Stampa.</p>	<p>Supervisor at the Company: Roberta Ferrazza direzione.iicbarcellona@esteri.it www.iicbarcellona.esteri.it</p>
Turismo, Comercio y Promoción Económica - Oficina de Turismo de Salamanca (SAU)	<p>Salamanca</p>	<p>-The training period will be developed in Touristic Office of Salamanca, giving information to the tourists.</p>	<p>Supervisor at the Company: Ana Isabel Sánchez gerencia@turismodesalamanca.com www.salamanca.es</p>
Centro G.Leopardi- Scuola di Lingua e Cultura italiana	<p>Carrer de Micer Mascó, 6, Valencia</p>	<p>-Conversation lessons to Spanish students, -Managing of the educational material and of the school Facebook page.</p>	<p>Supervisor at the Company: Laura Volpe direzione@centroleopardi.es www.centroleopardi.es</p>
Universidad de Castilla – La Mancha	<p>Departamento de Filología Moderna, Facultad de Letras, Universidad de Castilla-La Mancha, Avenida Camilo José Cela, s/n, 13071 CIUDAD REAL, España</p>	<p>-Preparation of practical activities at "Language Laboratory" -Conversation partner/teacher assistant; -Monitoring of practical training during the process of teaching/learning for Italian as a foreign language; -Monitoring of group tutorials/classes; -Assistant for written and oral exams carried out in class (by the students); -Assistant for the correction and evaluation of activities carried out in class.</p>	<p>Supervisor at the Company: Teodoro Manrique Antón Teodoro.Manrique@uclm.es www.uclm.es</p>
La Idiomería	<p>Calle Ruda, 6 Madrid</p>	<p>-During the three months of practice the trainee will work on the organization of the school and the creation of events to introduce students to the culture of the new language.</p>	<p>Supervisor at the Company: Antonio Piezzo antoniopiezzo79@gmail.com www.laidiomeria.com</p>

		<p>-She/he will also work as Italian teacher carrying out all the teaching tasks necessary such as the analyzation of each pupil and their learning needs, assessing student learning,</p> <p>-Planning the structure of the lessons and the preparation of new material: written and auditory. The new material will concern culture and grammar of the Italian language: current events, cinema, historical figures, etc.</p>	
Liceo Scientifico "E. Amaldi" (parte dell'istituto Italiano Statale Comprensivo di Barcellona)	Pasaje Mendez Vigo, 8, Barcelona	<p>-Durante il periodo di tirocinio la studentessa collaborerà con le segretarie del Liceo scientifico "E. Amaldi" dell'Istituto Italiano Statale Comprensivo di Barcellona nella gestione amministrativa della scuola.</p> <p>-Sarà affiancata dalla tutor, signora Casini Eleonora, aiuterà nel disbrigo delle pratiche amministrative riguardanti studenti e docenti.</p> <p>-Avrà modo di comunicare con genitori, studenti e docenti, sia di presenza sia via telefono o internet, nelle lingue usate a scuola: italiano, spagnolo e inglese.</p>	<p>Supervisor at the Company: Eleonora Casini preside@liceoamaldi.com www.scuolaitalianabarcellona.com</p>
Asociación Dante Alighieri de Málaga	C/Martinez Campos 12/1C	<p>-The student will be proving general academic support: course preparation, in-class support, informing students and clients, etc..</p>	<p>Supervisor at the Company: Giulia Donnarumma infocursosdante@gmail.com www.ladante.es</p>
Consejo Superior de Investigaciones Científicas-Escuela de Estudios Hispanoamericanos	C/Alfonso XII nº16, Sevilla	<p>-Electronic journals management in OJS;</p> <p>-Editing works in a scientific journal, Agua y Territorio's plan and its mode of operation.</p>	<p>Supervisor at the Company: J. Raúl Navarro García irauleeha@hotmail.com www.eehaa.csic.es</p>
Sevilla Congress & Convention Bureau	Seville	<p>-Learning about the operation of the Seville Congress & Convention Bureau network</p> <p>-Help and assistance in receiving and answering telephone calls and correspondence, request for proposals and distribution of business,</p> <p>-Management CRM and databases, web news management and editing newsletters,</p> <p>-Management bids for conferences and events, translation of documents,</p>	<p>Supervisor at the company: Manuel Macias mmacias@sevillacb.com www.sevillacb.com</p>

		document archive, assistance at presentations at workshops, fam trips and networking sessions held in Seville	
GUFERCON INVEST SL. HOSTAL BOUTIQUE BENIDORM BLUE BEACH	Benidorm	<p>-The trainee will be asked to carry out tasks in the Dpt. of reception and front desk.</p> <p>- The trainee's main responsibilities will be: Customer care (face-to-face, email, phone); Check ins and check outs; Invoicing and payment collection; Booking management, receive new bookings, manage the existing ones, contact the agencies; Work with hotels management software;</p> <p>-Coordinating the collaboration among reception, cleaning service and maintenance;</p> <p>- Assistance for breakfast service (morning shift): guiding the guests, checking the room number, assisting the guests if needed;</p> <p>-Other duties of a receptionist</p>	<p>Supervisor at the company: Daina Egle hostalbbb@grupocsa.es www.hotelbbb.com</p>
MEMBRIVES SERVICIOS EDITORIALES SL	Barcelona	<p>-The trainee will work at our publishing house area, together with our team of experts. In particular, as an editorial assistant, she will have to fulfil some specific tasks:</p> <p>- Proofreading of our books and publications (fictions, essays, poetry, literary works, papers, journals);</p> <p>- Panage the communication with our future authors and clients;</p> <p>- Translate written material (from English to Spanish and vice versa);</p> <p>- Do marketing for our book catalogue (writing web content, doing social media marketing, developing promotional planning, collaborating in the organization of literary and cultural events).</p>	<p>Supervisor at the company: José Membrive edicionescarena@gmail.com www.edicionescarena.com</p>
Sharing Galicia	Santiago de Compostela	-Office Management, Social Network Management, Mail Management, Event Organizer, Customer Service	<p>Supervisor at the company: Elvio Esposito residentelvio@gmail.com www.sharinggalicia.org</p>
