Professional Internships

Academic Year: (2019 / 2020) **Review date: 27-04-2019**

Department assigned to the subject: Communication and Media Studies Department

Coordinating teacher: MACIA BARBER, CARLOS

Type: Electives ECTS Credits : 12.0

Year : 6 Semester :

REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

The student who meets the requirements established by the UC3M can proceed to enroll in the course in the terms and forms indicating by Student Administration.

Provided that all requirements covered by current regulations are met, the practices held prior to the registration of the subject, as the equivalent prior work experience should be validated possessed.

To do this, students communicate in writing with the approval of the company, the environment where it has a place and type of work to be undertaken, so that the university and the company sign, if there is none-the agreement for, while formalizing the individual agreement for each student. Enrollment in Practicum is not equivalent to any form of contract and financial rewards of the Company is discretionary, where do such practices.To validate this subject is necessary to have madethe practice after passing the classes 1 and 2 of Journalism degree.

OBJECTIVES

Skills:

- Give Effective and efficient responses to situations and problems that require an interdisciplinary and global vision.
- Ability To overcome the constraints that develop in any organization businesswoman competitiveness, need for innovation, need to constantly update the knowledge, quality policies, decision making under uncertainty, efficient time management and all kinds of limited resources .
- Ability to take stock of the first immersion experience in the workplace: self-analysis of strengths and weaknesses.
- To acquire real work experience to facilitate subsequent access to employment.
- To acquire skills of organization and planning.
- Ability to make decisions.

Attitudes:

- Have responsible behavior during the performance of work: attendance and punctuality, motivation and interest.
- Have a provision for teamwork and cooperate with others.
- Initiative and creativity.

Ability to carry out journalistic work within the media company. Familiarization with information routines, group dynamics and production rates in the framework of information and specialized institutions or institutional areas in corporate communications.

DESCRIPTION OF CONTENTS: PROGRAMME

The actual content of the practice in the field of journalistic communication will be determined by the institution or company in which the student perform the practice.

The contents of external practices depend on the type of activities and organization that are carried out and, in any case, its specification is subject to prior approval of the training project by the academic tutor.

LEARNING ACTIVITIES AND METHODOLOGY

Journalism itinerary:

The student will present professor a memory of practices following the directions published in Global classroom. Also will deliver a report of the guardian of the company according to the model published in classroom Global.En third place will present eight work carried out during the internship. If the students could not deliver the eight works, it will present a proof of the company indicating the type of activity carried out.

Group mentoring: during the semester, the Professor maintains several collective tutoring with students to guide them in the documentation to submit, monitor it and informal evaluation system. Individual tutoring: the course the teacher keeps tutoring individual students to guide them in the delivery of documents.

Memory Practices include:

1) Testimony written about the development of practices: department and genres in which he has worked, use of information sources, adaptation to standards of style, editing and design, etc. 250 to 350 words (20 to 30 lines).
2) Comment on the usefulness and / or lack of student academic skills when performing practices. Maximum 180 words (15 lines).
3) Copy on paper or digital 8 journalistic work done (depending on the type of work), authorship certified by an officer of the company.
4) Description criticism (with examples) of the techniques that students and their bosses or co-workers used to verify and contrast the information. Argument about methods and (direct or indirect) strategies that could alleviate shortcomings or bad habits (if any in writing) or generally improve the quality of information offered to citizens (20 to 40 lines).

Report of Guardian of the company: the report of the tutor of the company, which has submitted the student to be evaluated, it has to follow the model that gives the coordinator of the course and is available to students in Aula Global 2. to be valid, the report must be completed, signed and stamped by the company.

Works to be presented: It is recommended that students have the foresight to preserve the work done while they are performing practices. In those cases where the tasks performed not adapt to the demands of memory, students should contact the teacher to design an ad hoc model.

Individual tutorials: During the course the professor maintains individualized with students to guide them in delivering documents tutorials.
Humanities itinerary:

Students must acquire and demonstrate through their work experience in a company or organization for a specified period (a minimum of 300 hours, corresponding to 12 ECTS credits of the subject, to which you can add as many hours as desired non-curricular "complementary practices") a set of knowledge and skills through the following guidelines:

- The academic tutor performs specific briefings to students on the subject, with the aim of reporting guidelines to follow;
- Students made, if applicable, selection interviews in the states where they want to practice;
- Overcome the selection process, the student shall undertake practices;
- During the implementation of practices, the student will have an academic tutor to keep abreast of the progress of their practices and to receive the necessary support. Also, you have a responsibility in the external body in order to direct, guide and supervise their activity;
- Finally, students will do a report on the practices, which will be considered for evaluation.

ASSESSMENT SYSTEM

Journalism itinerary:

Completed the period of 300 hours and once enrolled in the course, the student will present to Professor a memory. This memory, together with the report of the tutor and the eight works presented, will serve for the final, according to the degree of achievement shown qualification, professional assessment of the work performed and practical knowledge.

Humanities itinerary:

The assessment of knowledge and skills will be held from two reports:

a) A report provided by the tutor in the company on the practice carried out following the existing model for it.
b) A report prepared by the student must be submitted by the deadline, once completed practices.

This report will consist of a text of 2,500 words, approximately (about 5 pages). This report must include comments and reflections on:

1. Activities during the probationary period (could, therefore, be included as annexes documents).
2. The training capacity of these practices.
3. The link with the powers of the Grade (practical relationship with the contents seen during the race).

The academic tutor will determine in its rating the degree of compliance with the objectives and the acquisition of knowledge and skills of the degree.

The final grade will be obtained from the score assigned in both documents (20%: student report; 80%: company report).