Professional Internships

Academic Year: (2019 / 2020) **Review date: 20-02-2020**

Department assigned to the subject: Social Sciences Department

Coordinating teacher: NOGAREDA MORENO, MARTA

Type: Electives ECTS Credits : 12.0

Year : Semester :

REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

The daily completion of the internship placement is generally incompatible with the attendance to other subjects of the degree.
In order to enroll in this course, the student should have obtained at least 110 ECTS. Few entities may impose time incompatiblilities, with the implicit risk of delaying the completion of your studies (the students accept this risk when enrolling in this subject). Once enrolled in the subject, students will receive specific instructions for the internship allocation process. WARNING- By the nature of this subject, the schedule for implementation of practices may not exactly match the corresponding academic semester but other periods depending on each internship position offered by the different companies.

OBJECTIVES

Knowledge:
- Apply in a real context the theoretical and practical knowledge acquired in the classroom.
- To acquire new skills related to the profession in a real applied context, and familiarity with updated professional trends.
- Learn about the labor market situation in the corresponding professional segment.
- Understand patterns of behavior in the workplace.

Skills:
- Provide efficient and effective responses to situations and problems that require an interdisciplinary and global, linked to integrated technical and economic factors.
- Ability to overcome the essences for any organization, either a company or an institution, such as the need for continuous updating of knowledge, certain degree of competitiveness, need to innovate, quality policies, if it is the case relationship with internal and external customers and suppliers, decision-making in contexts of uncertainty, management efficient time and all sorts of limited resources.
- Ability to take stock of the first immersion experience in the workplace: self-analysis of strengths and weaknesses.
- Gain real work experience to facilitate subsequent access to employment.
- Acquire skills planning and organization.
- Ability to make decisions.
- Ability to work under pressure.

Attitudes:
- Be responsible behavior in carrying out the work, attendance and punctuality, motivation and interest, and so on.
- Have a willingness to work together and to cooperate with others.
- Initiative and proactivity.
- Creativity and originality.

DESCRIPTION OF CONTENTS: PROGRAMME

All those activities undertaken by students in companies, institutions and organizations, which seek to give a practical complement, provided that these activities are relevant to the educational objectives of the grade helping also the students' careers.

These tasks necessarily must be developed in entities that have signed a cooperation agreement enriching for the student. If this agreement does not exist it can be signed, if the university believes it is convenient.

LEARNING ACTIVITIES AND METHODOLOGY

The students will develop practical skills, knowledge, and attitudes through internships in a company or institution for a period of time.

The course will have the following development:
1) The academic supervisor will brief the students through specific meetings at the beginning of the course, in order to inform them about the general guidelines.
2) The students look for their own internship since the university does not offer internships for this diploma for the time being.
3) After passing the selection process, students will join to perform a minimum of 280 hours of practice in a particular entity.
4) While in the company, the student will have an academic adviser to support any inconvenience or constraint the student may encounter. The student will also have a tutor in the company in order to lead, guide and supervise student activity in the company. At the endo of the internship, the external tutor will send an assessment report to the university.
5) Finally, the students will complete their own report in English on the internship for evaluation purposes.

More detailed information on External Practices is available at the "Secretaría Virtual" of the "Aula Global"

https://www.uc3m.es/ss/Satellite/SecretariaVirtual/es/TextoMixta/1371246792663/

ASSESSMENT SYSTEM

to evaluate the knowledge and skills of the intership made by the student, two reports will be taken into account:
- A report provided by the tutor in the company or organization on the intership.
- And the written report made by the student, delivered within the established time frame.
Through these two reports, the academic tutor will grade the subject.

The subject has only one call per course.

Percentage weight of the entity's tutor report: 70
Percentage weight of memory: 30