

## Practicum

Academic Year: ( 2022 / 2023 )

Review date: 23-05-2022

Department assigned to the subject: Private Law Department

Coordinating teacher: GARROCHO SALCEDO, ANA MARIA

Type: Compulsory ECTS Credits : 9.0

Year : 5 Semester :

## REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

To perform the practicum students must meet the following requirements:

1. Having pending a maximum 45 credits of laws between 4<sup>o</sup> and 5<sup>o</sup> years, and have completely overcome the first three years.
2. The above requirements must be met by reference to the learning outcomes and qualifications obtained to resit the immediately preceding year.

## OBJECTIVES

- Application of the knowledge acquired in the performance level of a professional activity.
- Development of practical skills.
- Ability integration and contribution to the work dynamics of an organization or institution.
- Capacity for analysis and information management.
- Planning, organizational and teamwork skills.
- Ability to assume Responsibility and Individual and Collective Decision Making skills.

## DESCRIPTION OF CONTENTS: PROGRAMME

The aim of the course is to provide students the opportunity to enjoy a first approach to professional workplace. Specifically, the aim is to meet directly and in depth, with a stay of up to a maximum of 140 presential hours, the operation and the type of tasks carried out in the different agencies and institutions, public and private, to assist in the carrying out this activity. It also seeks to ensure that to the extent that it does not disturb the normal rhythm of work of the host institution, the student can get involved and contribute to it in relation to their level of preparedness and ability, and always under the guidance and the supervision of a tutor, at the same time will be the person in charge of evaluation. The remaining workload of the Practicum (85 ECTS) to complete the 9 ECTS credits allocated, representing a total of 225 hours of total work for the student, should be attributed to the development of the memory of practices, case preparation, tutorials, etc.

## LEARNING ACTIVITIES AND METHODOLOGY

As a consequence of the peculiarity of its nature, the Practicum is set to a different academic methodology used in the other subjects included in the degree. Each institution plays host to a varying number of students, depending on their availability, and assigned a tutor who will be responsible for establishing a schedule of activities and coordinating the tasks that each student will perform during the duration of the Practicum, may also fixed conducting exercises and tests it considered appropriate. The tutor shall at all times open direct channels of communication with a teacher specifically responsible for managing the Practicum, in order to transmit any incident or problem that required the intervention of academic leaders. Also, this teacher is the person collecting any suggestions, requests or complaints that students could submit in connection with the operation of the Practicum.

Therefore, conducting a detailed schedule it is not considered necessary as elaborated in the remaining subjects.

## ASSESSMENT SYSTEM

The assessment is based almost exclusively on the assessment that the academic tutor responsible transmits Practicum about the work done by each student. This assessment will be contained in a report that should be reflected both the overall rating awarded to the student and the breakdown of the specific ratings assigned in all those aspects for obtaining estimates of that final note, namely: time and attendance, fitness and interest, knowledge, work performed and demonstrated achievement. However, if the student has obtained from the institution's rating excellent with proposal of distinction, it will be offered the opportunity to voluntarily draw up a report in which it shall describe the characteristics of the center that has made the stay the activities in which it has participated and its assessment of the experience with comments and suggestions. This report will be examined by the / the Associate Dean / a of the Qualification, who according to their formal adaptation, content and capacity for analysis and synthesis and information management reflected in it, decide on granting.