



Information about the subject

Degree: Bachelor of Science Degree in Business Administration and Management

Faculty: Faculty of Legal, Economic and Social Sciences

Code: 302017 **Name:** Professional Integration Practicum

Credits: 6,00 **ECTS Year:** 4 **Semester:** 2

Module: Practices

Subject Matter: Practices **Type:** Elective

Department: -

Type of learning: Classroom-based learning / Online

Languages in which it is taught: Spanish

Lecturer/-s:

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Module organization

Practices

Subject Matter	ECTS	Subject	ECTS	Year/semester
Practices	18,00	Practicum (1st Semester)	6,00	4/1
		Practicum (2nd Semester)	6,00	4/2
		Professional Integration Practicum	6,00	4/2

Recommended knowledge

Don't required

Prerequisites



Las prácticas externas (I y II) son de carácter obligatorio en ambas modalidades de impartición, tanto presencial como a distancia.

Las prácticas externas suponen, en ambas modalidades de impartición, la incorporación e inmersión profesional del alumno/a a una empresa u organización para la participación en las tareas propias de la misma que le sean asignadas.

En la modalidad presencial, actividades tales como seminarios o tutorías son de carácter presencial, mientras que el trabajo individual del alumno es considerada como una actividad de trabajo autónomo (no presencial), refiriéndonos a que el alumno no se ubica físicamente en la universidad, aunque está presente en la empresa.

En la modalidad de impartición a distancia las prácticas tienen idéntico contenido a las presenciales, si bien actividades tales como las tutorías presenciales (con tutor en la universidad) o los seminarios son sustituidos por la tutorización a distancia, con actividades tales como atención telefónica y/o telemática, chats o videoconferencias (actividades síncronas), y actividades de carácter asíncrono, tales como la atención por correo electrónico, o foros. En cualquier caso, el carácter asíncrono de las actividades se refiere a la relación de comunicación entre tutor en la universidad y alumno, y no a la relación del alumno en prácticas con la empresa.

De este modo, la metodología docente de las prácticas profesionales en modalidad de impartición a distancia sigue un procedimiento similar al seguido en la modalidad presencial, excepto en lo que se refiere a la relación del alumno con el tutor en la universidad, de modo que se ajustan (a nivel operativo) los siguientes aspectos:

- Definición de perfiles profesionales de los alumnos a incorporar, a partir de las propuestas de prácticas recibidas.
- Seguimiento del aprovechamiento a lo largo del periodo de prácticas.

Sin embargo, la vinculación con las empresas y organizaciones es similar. De hecho, muchas de las empresas con las que ya se tiene suscrito convenio de colaboración en prácticas y que cuentan con varias sedes en ubicaciones en territorio nacional, europeo o incluso mundial, han recibido con gran satisfacción la posibilidad de participar en el proceso formativo de estudiantes oriundos de los lugares donde se ubican, aspecto que la introducción de la modalidad a distancia haría posible.

Cada una de las organizaciones en que se desarrollan los proyectos de prácticas entrega al inicio de la práctica a través del tutor de empresa la planificación del trabajo. Esta planificación incluye el detalle de las tareas que hay que desarrollar, así como las fechas orientativas de fin para lograr las competencias y objetivos de esta Práctica. Todos estos aspectos permiten el seguimiento de las prácticas y la evaluación de la memoria de prácticas del alumno.

Tanto el Trabajo Fin de Grado como, al menos una de las dos asignaturas de Prácticas Externas (I ó II) estarán relacionados con las competencias y



contenidos del itinerario escogido por el alumno, reforzando así dichas competencias y contenidos trabajados en las asignaturas que los conforman y dando sentido a la especialización que constituye el itinerario elegido por el alumno.

Learning outcomes

At the end of the course, the student must be able to prove that he/she has acquired the following learning outcomes:

- R1 Get to know the basic management procedures within a company.
- R2 Learn how to apply analysis criteria in real situations.
- R3 Identify, recognize and apply different options to the resolution of a problem.
- R4 Establish fluent relationships with your colleagues in the company.
- R5 Develop a team work properly.



Competencies

Depending on the learning outcomes, the competencies to which the subject contributes are (please score from 1 to 4, being 4 the highest score):

BASIC		Weighting			
		1	2	3	4
CB1	That students have demonstrated knowledge and understanding in an area of study that is at the core of general secondary education, and is often at a level that, while supported by advanced textbooks, also includes some aspects that involve knowledge from the cutting edge of their field of study.				X
CB2	That students know how to apply their knowledge to their work or vocation in a professional way and possess the skills that are usually demonstrated through the elaboration and defense of arguments and the resolution of problems within their area of study.				X
CB3	That students have the ability to gather and interpret relevant data (usually within their area of study) to make judgments that include reflection on relevant social, scientific or ethical issues.				X
CB4	That students can convey information, ideas, problems and solutions to both specialized and non-specialized audiences.				X
CB5	That students have developed those learning skills necessary to undertake further studies with a high degree of autonomy.				X
GENERAL		Weighting			
		1	2	3	4
CG0	Speaking well in public.				X
CG1	Capacity of analysis and synthesis.				X
CG2	Adequate management of time and resources.				X
CG3	Capacity to apply knowledge into practice.				X
CG4	Capacity to handle information from different sources.				X



Year 2023/2024

302017 - Professional Integration Practicum

SPECIFIC	Weighting			
	1	2	3	4



Year 2023/2024

302017 - Professional Integration Practicum

any or organization, understanding its al positioning and identifying its strengths		X
ough its planning and control, using ols (e.g. strategy design and rking, total quality management, ABC cost		X
of useful economic information and their		X
lle computerized management		X
n of information systems in the company.		X
of law and relate them to knowledge gement.		X
mation and foreseeable evolution of a t records.		X
al impact of aspects related to the macro- nment and its institutions on business etary and financial system, domestic		X



CE15	Ability to obtain, from the data, valuable information for decision making.				X
CE16	Technical understanding, writing and communication in a second language, especially in English.				X
CE17	Application of professional criteria to the analysis of business problems.				X
CE18	Ability to integrate in any functional area of a company and develop different tasks related to its management.				X
CE19	Empathy and ability to understand others.				X
CE20	Capacity for negotiation and problem-solving.				X

Assessment system for the acquisition of competencies and grading system

In-class teaching

Assessed learning outcomes	Granted percentage	Assessment method
R1, R2, R3, R4, R5	50,00%	Internship report
R1, R2, R3, R4	50,00%	Report by the tutor

Observations

Para ser evaluado de las practicas, el alumno tendra que haber cursado los talleres

Online teaching

Assessed learning outcomes	Granted percentage	Assessment method
	50,00%	Internship report
	50,00%	Report by the tutor

Observations

Para ser evaluado de las practicas, el alumno tendra que haber cursado los talleres



MENTION OF DISTINCTION:

According to Article 22 of the Regulations governing the Evaluation and Qualification of UCV Courses, the mention of "Distinction of Honor" may be awarded by the professor responsible for the course to students who have obtained, at least, the qualification of 9 over 10 ("Sobresaliente"). The number of "Distinction of Honor" mentions that may be awarded may not exceed five percent of the number of students included in the same official record, unless this number is lower than 20, in which case only one "Distinction of Honor" may be awarded.

Learning activities

The following methodologies will be used so that the students can achieve the learning outcomes of the subject:

- M5 Group work sessions supervised by the professor. Case studies, diagnostic tests, problems, field work, computer room, visits, data search, libraries, on-line, Internet, etc. Meaningful construction of knowledge through interaction and student activity.
- M9 Application of multidisciplinary knowledge.



IN-CLASS LEARNING

IN-CLASS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Seminar M5, M9	R1, R4, R5	6,00	0,24
Office Assistance M9	R2, R3	4,00	0,16
Assessment M9	R1, R2, R3, R4, R5	2,00	0,08
TOTAL		12,00	0,48

LEARNING ACTIVITIES OF AUTONOMOUS WORK

	LEARNING OUTCOMES	HOURS	ECTS
Independent Work M9	R1, R2, R3, R4, R5	138,00	5,52
TOTAL		138,00	5,52

ON-LINE LEARNING

SYNCHRONOUS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Seminar and Synchronous Videoconference Virtual	R1, R4, R5	10,00	0,40
TOTAL		10,00	0,40



ASYNCHRONOUS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Individual Work	R1, R2, R3, R4, R5	137,50	5,50
Tutorial Support Sessions	R1, R2, R3, R4, R5	2,50	0,10
TOTAL		140,00	5,60

Description of the contents

Description of the necessary contents to acquire the learning outcomes.

Theoretical contents:

Content block	Contents
Employment workshops	In order to pass the 4th year practice course and obtain the grade, it is essential to attend the employment workshops. These workshops last 6 hours in total and are distributed as follows:-Resume preparation workshop-Preparation workshop for selection interviews-Job search workshop through social networks
Tutorships	Personalized and small group attention. Instruction and / or orientation period carried out by a tutor in order to review the student's work
Trabajo del alumno en la empresa	Trabajo del alumno en la empresa realizara las funciones y tareas que se hayan acordado en el plan formativo del alumno



Temporary organization of learning:

Block of content	Number of sessions	Hours
Employment workshops	3,00	6,00
Tutorships	2,00	4,00
Trabajo del alumno en la empresa	1,00	2,00

References



Addendum to the Course Guide of the Subject

Due to the exceptional situation caused by the health crisis of the COVID-19 and taking into account the security measures related to the development of the educational activity in the Higher Education Institution teaching area, the following changes have been made in the guide of the subject to ensure that Students achieve their learning outcomes of the Subject.

Situation 1: Teaching without limited capacity (when the number of enrolled students is lower than the allowed capacity in classroom, according to the security measures taken).

In this case, no changes are made in the guide of the subject.

Situation 2: Teaching with limited capacity (when the number of enrolled students is higher than the allowed capacity in classroom, according to the security measures taken).

In this case, the following changes are made:

1. Educational Activities of Onsite Work:

All the foreseen activities to be developed in the classroom as indicated in this field of the guide of the subject will be made through a simultaneous teaching method combining onsite teaching in the classroom and synchronous online teaching. Students will be able to attend classes onsite or to attend them online through the telematic tools provided by the university (videoconferences). In any case, students who attend classes onsite and who attend them by videoconference will rotate periodically.

In the particular case of this subject, these videoconferences will be made through:

☐

Microsoft Teams

☐

Kaltura



Situation 3: Confinement due to a new State of Alarm.

In this case, the following changes are made:

1. Educational Activities of Onsite Work:

All the foreseen activities to be developed in the classroom as indicated in this field of the guide of the subject, as well as the group and personalized tutoring, will be done with the telematic tools provided by the University, through:

☐

Microsoft Teams

☐

Kaltura

Explanation about the practical sessions:



2. System for Assessing the Acquisition of the competences and Assessment System

ONSITE WORK

Regarding the Assessment Tools:

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The Assessment Tools will not be modified. If onsite assessment is not possible, it will be done online through the UCVnet Campus.

☒

The following changes will be made to adapt the subject's assessment to the online teaching.

Course guide		Adaptation	
Assessment tool	Allocated percentage	Description of the suggested changes	Platform to be used
EVALUACIÓN TUTOR	50	EVALUACION TUTOR	50
MEMORIA DEL ALUMNO	40	mEMORIA DEL ALUMNO	30
EVALUACIÓN DEL TUTOR DE LA UCV	10	EVALUACIÓN DEL TUTOR DE LA UCV	10

The other Assessment Tools will not be modified with regards to what is indicated in the Course Guide.

Comments to the Assessment System:



* Solo en el caso del reconocimiento de prácticas por un trabajo compensatorio sobre la empresa, la evaluación del tutor UCV valdrá un 20% (por el trabajo Aunque se mantienen los % de evaluación, y debido a la situación de excepcionalidad a causa del Covid 19, proponemos los siguientes cambios del 30% de las horas no realizadas de prácticas) y en la valoración del tutor se incluirá también la valoración del trabajo compensatorio

El sistema de evaluación de los alumnos que hagan todas las horas de prácticas, no se modificarán respecto a lo que figura en la guía docente.

Observaciones al sistema de evaluación:

1, Evaluar de la manera establecida en la guía docente los alumnos que hayan podido finalizar las 150 h de prácticas de la asignatura.(de manera presencial o telematica)

2. Aquellos hayan hecho por lo menos el 70 % de las horas (les falte un máximo de 50 h para finalizar) se les convalidaran esas 50 horas por un trabajo realizado sobre la empresa en la que han realizado las prácticas, dirigido y evaluado por el tutor de la UCV y acordado con el tutor de la empresa

3. Los alumnos que no hayan iniciado las practicas o cumplido con ese 70 % de las horas y no puedan realizar las prácticas de manera telemática, deberán realizar las practicas externas presenciales una vez se haya levantado el confinamiento y antes de la segunda convocatoria de julio si las circunstancias externas lo permiten.



ONLINE WORK

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