



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: Internships

Subject Matter: Internships **Type:** Elective

Department: Economics, Business Management, and Marketing

Type of learning: Classroom-based learning / Online

Languages in which it is taught: Spanish

Lecturer/-s:

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Module organization

Internships

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

Prerequisites



Las asignaturas de Prácticas Externas (1er Semestre y 2º Semestre) son de carácter obligatorio en ambas modalidades de impartición, tanto presencial como virtual.

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. En la modalidad de impartición virtual las prácticas externas 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 el desarrollo de las prácticas externas con la empresa.

De este modo, la metodología docente de las prácticas externas 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 externas recibidas.
- Seguimiento del aprovechamiento a lo largo del periodo establecido para la consecución de las prácticas externas.

Sin embargo, la vinculación con las empresas y organizaciones es similar. Cada una de las organizaciones en que se desarrollan los proyectos de prácticas externas entrega al inicio de esta 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 asociados. Todos estos aspectos permiten el seguimiento de las prácticas externas y la evaluación de la consiguiente memoria desarrollada para dar cuenta de su consecución, elaborada por el alumno.

Tanto el Trabajo Fin de Grado como, al menos una de las dos asignaturas de Prácticas Externas (1er Semestre o 2º Semestre) 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 Demonstrate possession and understanding of knowledge in a field of study that builds upon general secondary education, typically reaching a level supported by advanced textbooks and including aspects that involve knowledge from the forefront of the field. [RAB1]
- R2 Apply their knowledge correctly to their work or vocation in a professional manner and be able to develop and defend arguments and solve problems within their field of study. [RAB2]
- R3 Be able to gather and interpret relevant data (usually within their field of study) to make judgments that include reflections on relevant social, scientific, or ethical issues. [RAB3]
- R4 Be able to convey information, ideas, problems, and solutions to both specialized and non-specialized audiences in both Spanish and English. [RAB4]
- R5 Demonstrate a high degree of autonomy in learning. [RAB5]
- R6 Develop theoretical-practical responses based on the sincere pursuit of complete truth and the integration of all dimensions of the human being in the face of life's big questions. [RAT1]
- R7 Be able to make decisions autonomously, responsibly, and based on reason. [RAG2]

Assessment system for the acquisition of competencies and grading system

Assessed learning outcomes	Granted percentage	Assessment method
R1, R2, R3, R4, R5	50,00%	Report of practices carried out
	50,00%	Practice Supervisor's Report

Observations

Forbidden AI use



MENTION OF DISTINCTION:

The mention of "Honors" may be awarded to students who have obtained a grade equal to or greater than 9.0. Their number may not exceed five percent of the students enrolled in a group in the corresponding academic year, unless the number of students enrolled is lower.

Learning activities

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

- M4 Supervised monographic sessions with shared participation.
- M5 Application of interdisciplinary knowledge.
- M6 Personalized and small-group attention. Instruction and/or guidance period conducted by a tutor with the aim of reviewing and discussing materials and topics presented in classes, seminars, readings, completion of assignments, etc.
- M8 Participation in external internship programmes (students enter the professional world, learn in and from practice, compare and apply what they have learned, reflect and consolidate their professional vocation).
- M13 Monographic sessions throughout the course, focused on current aspects and applications of the subject.
- M15 Individual attention for monitoring and guidance of the learning process, conducted by a tutor with the objective of reviewing and discussing materials, topics, seminars, readings, completion of assignments, etc.
- M16 Participation and contributions to discussion forums related to the subject, moderated by the course instructor.
- M18 Participation in external internship programmes (students enter the professional world, learn in and from practice, compare and apply what they have learned, reflect and consolidate their professional vocation).



IN-CLASS LEARNING

IN-CLASS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Seminar M6	R1, R2, R5	3,00	0,12
Tutoring M6	R5	2,00	0,08
Professional Internships at External Centers M8	R2	135,00	5,40
TOTAL		140,00	5,60

LEARNING ACTIVITIES OF AUTONOMOUS WORK

	LEARNING OUTCOMES	HOURS	ECTS
Individual Work M5, M8	R1, R2, R3, R5	10,00	0,40
TOTAL		10,00	0,40

ON-LINE LEARNING

SYNCHRONOUS LEARNING ACTIVITIES

		LEARNING OUTCOMES	HOURS	ECTS
Synchronous Videoconference M13, M16	Virtual Seminar and	R1, R2, R3, R4, R5	3,00	0,12
Individual Work M18		R1, R2, R3, R4, R5	10,00	0,40
Professional Internships at External Centers M18		R1, R2, R3, R4, R5	135,00	5,40
TOTAL			148,00	5,92



ASYNCHRONOUS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Discussion Forums M15	R1, R2, R3, R5, R6	1,00	0,04
Continuous Assessment Activities M16	R1, R2, R3, R4, R5	1,00	0,04
TOTAL		2,00	0,08



Description of the contents

Description of the necessary contents to acquire the learning outcomes.

Theoretical contents:

Content block	Contents
General Information	In order to measure the acquisition of the subject's competencies through the previously defined learning outcomes, the Evaluation System outlined below has been designed. The Evaluation System uses different assessment methods, which consist of a final Report in which the student must record what they have learned as well as the tasks carried out; an Evaluation by the tutor at the organization where the internship was completed, conducted by that tutor and the academic tutor assigned by UCV. In the case that External Internships I and II are carried out at the same organization, the aforementioned documents may be combined and cover the entire internship period. The student may complete the internship during the academic year period they consider, provided that the required internship hours have been completed before the June evaluation. The use of Artificial Intelligence for the completion of documents or assignments must be previously consulted with the teacher, who will indicate what can be worked on and done with this technology. Its use, if permitted, will be specified in the assignment instructions, the document, or by the teacher in class. Under no circumstances may work completed entirely using this technique be submitted, nor may any assignment be submitted without prior consultation with the teacher. If this occurs, it will be considered a very serious offense, and all work for the course will be suspended.



Temporary organization of learning:

Block of content	Number of sessions	Hours
General Information	70,00	140,00

References