



## Information about the subject

**Degree:** Bachelor of Science Degree in Business Administration and Management

**Faculty:** Faculty of Legal, Economic and Social Sciences

**Code:** 303401 **Name:** Internships (1st Semester)

**Credits:** 6,00 **ECTS** **Year:** 4 **Semester:** 1

**Module:** Internships

**Subject Matter:** Internships **Type:** Internship

**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

## Recommended knowledge

Nowadays, no one doubts the usefulness of company internships as a way of connecting students with the world of business management, given the importance of allowing students to complement the education received in university classrooms with practical work experience in a company.

For this reason, the Universidad Católica San Vicente Mártir has developed a Company Internship Programme that regulates students' placements in companies for a total of 18 academic credits, corresponding to three different internships of 6 credits each.

In accordance with the curriculum of the Bachelor's Degree in Business Administration, the course External Internships I consists of 6 credits and is compulsorily assessed in the second semester of the fourth year.

For students who apply to undertake External Internships I and II within the same collaborating entity, a single Annex to the Educational Cooperation Agreement between the University and the collaborating entity will be permitted, with the aim of reducing administrative procedures and optimising management. This annex shall clearly specify the start and end dates of the internship period. In such cases, assessment will take place in the second semester of the fourth year

## 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 Apply the principles derived from the concept of integral ecology in their proposals or actions, regardless of the scope, area of knowledge, or contexts in which they are proposed. [RAT2]
- R8 Respect and implement the ethical principles and action proposals derived from the Sustainable Development Goals, transferring them to all academic and professional activities. [RAT3]
- R9 Be able to use Information and Communication Technologies (ICT) to search, store, process, and present information securely and efficiently, as well as to interact and collaborate with other stakeholders in academic and professional settings. [RAG1]
- R10 Be able to make decisions autonomously, responsibly, and based on reason. [RAG2]
- R11 Be able to generate and develop new ideas and original, innovative solutions for the problems and challenges that arise in their field of study and professional environment, demonstrating initiative, flexibility, and critical thinking. [RAG3]



R12 Be able to identify and seize opportunities in their professional environment, as well as to lead and participate in projects and ventures proactively, responsibly, and collaboratively, taking on the risks and challenges they entail. [RAG4]

R13 Demonstrate the ability to use inquiry as a source of learning. [RAG5]

R14 Be able to lead and coordinate a team, setting and communicating goals, assigning and supervising tasks, motivating and supporting team members, and evaluating the results and performance of the group. [RAG6]

R15 Be able to relate to and collaborate with others in a respectful, empathetic, and assertive manner, recognizing and valuing different disciplines, diversity, and interculturality, and managing conflicts that may arise constructively. [RAG7]

R16 Be able to act with confidence and self-esteem in their field of study and professional environment, taking on the challenges and responsibilities that arise, and making autonomous and informed decisions. [RAG8]

R17 Demonstrate commitment, responsibility, and ethics in their academic and professional environment, respecting human rights, democratic principles, the environment, and legality, assuming the consequences of their actions, and promoting equal opportunities and accessibility between men and women. [RAG9]

R18 Be able to explain the most relevant aspects of the macroeconomic and microeconomic environment and its institutions (such as the monetary and financial system, domestic markets, and economic agents), as well as analyse their potential impact on business organizations and their strategies. [RAE1]

R19 Be able to identify and describe the constitutive aspects of an organization (such as its goals and objectives, ownership, size, culture, structure, technology, etc.) and relate them to its operation and adaptation to the environment. [RAE2]

R20 Be able to integrate and apply the knowledge from the different disciplines that make up the field of business administration and management (such as economics, accounting, finance, marketing, organization, etc.), to perform a comprehensive and strategic analysis of a company, defining the criteria that characterize and differentiate it from others, and linking the results with the analysis of the environment in which it operates. [RAE3]

R21 Be able to understand existing technology and new technologies that affect the field of business administration and management, as well as evaluate their impact on the creation, development, and competitiveness of new or future markets. [RAE4]

R22 Be able to manage change in an organization by identifying the needs, opportunities, and challenges arising from internal and external transformations, and designing and implementing the appropriate strategies, plans, and actions to achieve the desired objectives, with the commitment and participation of the people involved. [RAE5]



R23 Be able to integrate and manage a company, organization, or functional area, understanding its competitive and institutional positioning in the market and environment, and identifying its strengths and weaknesses, as well as the threats and opportunities it faces, to improve its performance and sustainability. [RAE6]

R24 Ser capaz de entender los principios del derecho que regulan el funcionamiento y las relaciones de las empresas y las organizaciones (como el derecho mercantil, el derecho laboral, el derecho fiscal, el derecho administrativo, etc.), y de relacionarlos con los conocimientos relacionados con la gestión de empresas (como la contabilidad, la financiación, el marketing, la organización, etc.). [RAE7]

R25 Be able to understand the principles of law that regulate the operation and relationships of companies and organizations (such as commercial law, labor law, tax law, administrative law, etc.), and relate them to knowledge related to business management (such as accounting, finance, marketing, organization, etc.). [RAE7]

## Assessment system for the acquisition of competencies and grading system

Assessed learning outcomes	Granted percentage	Assessment method
	50,00%	Report of practices carried out
	50,00%	Practice Supervisor's Report
	50,00%	Practice Supervisor's Report
	50,00%	Report of Practices Carried Out

### Observations

The document done by student ( Memoria) will be ranked with a 40% , the remaining 10% will be evaluated by UCV Tutor

### 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 M5, M8	R1, R4, R5	3,00	0,12
Tutoring M5, M8	R2, R3	2,00	0,08
Professional Internships at External Centers M5, M8	R1, R2, R3, R4, R5	135,00	5,40
<b>TOTAL</b>	<b>140,00</b>		<b>5,60</b>

### LEARNING ACTIVITIES OF AUTONOMOUS WORK

	LEARNING OUTCOMES	HOURS	ECTS
Individual Work M5, M8	R1, R2, R3, R4, R5	10,00	0,40
<b>TOTAL</b>	<b>10,00</b>		<b>0,40</b>

## ON-LINE LEARNING

### SYNCHRONOUS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Synchronous Videoconference M13, M16	R1, R2, R3, R4, R5	3,00	0,12
Individual Work M5, M8	R1, R2, R3, R4, R5	10,00	0,40
Professional Internships at External Centers M5, M8	R1, R2, R3, R4, R5	135,00	5,40
<b>TOTAL</b>	<b>148,00</b>		<b>5,92</b>



### 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
<b>TOTAL</b>		<b>2,00</b>	<b>0,08</b>



## Description of the contents

Description of the necessary contents to acquire the learning outcomes.

### Theoretical contents:

Content block	Contents
General information	<p><b>General Information</b></p> <p>In order to assess the acquisition of the course competences through the learning outcomes defined above, the Assessment System outlined below has been designed. The Assessment System uses different evaluation components, which include a final report in which the student must reflect the learning acquired as well as the tasks carried out, and an evaluation by the tutor at the organization where the internship is undertaken, conducted by both the host organization tutor and the academic tutor appointed by UCV.</p> <p>In the event that External Internships I and II are carried out within the same organization, the aforementioned documents may be unified and shall cover the entire internship period. Students may complete the internships at any time during the academic year, provided that the required number of internship hours has been completed prior to the June assessment period.</p> <p>The use of Artificial Intelligence in the preparation of documents or assignments must be previously consulted with the lecturer, who will indicate which activities or tasks may be carried out using this technology. If permitted, its use will be explicitly stated in the internship guidelines, the relevant documentation, or specified by the lecturer in class. Under no circumstances may an assignment be submitted that has been completed entirely using this technology, nor may any assignment be submitted without prior consultation with the lecturer. Failure to comply with this requirement will be considered a very serious offense, and all course assignments will be failed</p>



Temporary organization of learning:

Block of content	Number of sessions	Hours
General information	75,00	150,00

**References**