TEACHING GUIDE:

Professional practices

DEGREE MULTIMEDIA AND DIGITAL ARTS
Catholic University of Valencia

4th course

Course –2024 / 2025

TEACHING GUIDE PROFESSIONAL PRACTICES

	ECTS
SUBJECT: Practices	12
Subject: Practicum	12
Module: Professional practices	12
Type of Training₁: Mandatory	**COURSE**: 4 **Semester**: 2nd
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ORGANIZATION OF THE MODULE

Practicum	**ECTS 12**

₁Basic training (common subject), Compulsory, Optional, External internships, Final Degree Project.

Duration and temporary location within the curriculum:

Nowadays, no one doubts the usefulness of internships in a company to put the student in contact with the world of business management, due to the convenience of the student complementing the training received in the Company with the experience of working in the Company. university classrooms.

That is why the San Vicente Mártir Catholic University has developed a Company Internship program that regulates students' stay in companies for a total of 12 academic credits.

In accordance with the study plan of the Degree in MAD, the external internship subject consists of 12 credits and is taught, on a mandatory basis, in the second semester of the fourth year, and may, if due to company requirements, begin earlier.

Subjects and Subjects

Subject	ECTS	SUBJECT	ECTS	Course/ semester
Practicum	12	Practices	12	4/2

TEACHING GUIDE SUBJECT/SUBJECT: Practices

Previous requirements: It does not have established

GENERAL OBJECTIVES

Become familiar with the use of design and communication tools used in the world of work.

Enhance the student's pro-active attitude.

Have the ability to understand different situations and interpret the reactions of others.

Learn to ask constructive questions.
Acquire the ability to structure a communication project clearly and following logical sequences.

Make students aware of the importance of being responsible and committed to their work.

PI-02-F-16 ED. 00

BASIC SKILLS	Weighting of the competition			
	1	**2**	**3**	**4**
CB. 1 That students have demonstrated possession and understanding of knowledge in a area of study that is based on general secondary education, and is usually find at a level that, although supported by advanced textbooks, also includes some aspects that involve knowledge from the cutting edge of their field study.				x
CB.2 That students know how to apply their knowledge to their work or vocation in a professionally and possess the competencies that are usually demonstrated through preparation and defense of arguments and the resolution of problems within their area of expertise. study.			x	
CB. 3. That students have the ability to gather and interpret relevant data (usually within your area of study) to make judgments that include reflection on relevant topics of a social, scientific or ethical nature.				x
CB. 4. That students can transmit information, ideas, problems and solutions to both a specialized and non-specialized audience				x
CB 5. That students have developed those learning skills necessary to undertake further studies with a high degree of autonomy.			x	

GENERAL COMPETENCES	Weighting of the competition			
	1	**2**	**3**	**4**
CG. 1. Capacity for analysis and synthesis			x	
CG. 2.Organization and planning capacity				x
CG.3. Oral and written communication in one's own language				x
CG.6. Ability to manage information. Know how to obtain information effectively from specialized books and magazines and other documentation				x
CG.7. Problem resolution				x
CG.8. Ability to adequately present a resume, a sample of one's own work, such as a portfolio and a professional presentation				x
CG.9. decision making			x	

CG.10. Teamwork				x
CG.13. Skills in interpersonal relationships				x
CG.14. Critical thinking				x
CG.15. Ethical commitment				x
CG.16. Ability to assume responsibilities				x
CG.21. Leadership. Analysis and team management			x	
CG.22. Ability to collaborate with other professions and especially with professionals from other fields. Identify the appropriate professionals to adequately develop creative work				x
CG.24. Initiative and entrepreneurial spirit				x
CG.25. Motivation for quality				x
CG.26. Capacity for self-employment and job creation				x
CG.27. Sensitivity towards environmental issues			x	
CG.29. Expression of social commitment			x	
CG.30. Show sensitivity to the problems of humanity			x	
CG.31. Show sensitivity to personal, environmental and institutional injustices			x	

SPECIFIC COMPETENCES				
	1	**2**	**3**	**4**
CE.7. Ability to detect new areas of the information society in which multimedia technologies can be useful				x
EC. 12. Sensitivity to assess the importance of design in the formulation of messages and the impact of their transmission in different communication areas.			x	
EC. 15. Knowledge of the legislative framework in Spain and Europe, particularly regarding the audiovisual field and the protection of intellectual and industrial property.			x	
CE 16. Understand and transmit the importance of the communication strategy as a critical element in the processes of creating value and making said value available to society by companies and organizations in general.		x		
CE 17. Understanding of the characteristics of the digital production sector and its operation and the trends that mark its current and future evolution.				x
EC. 18. Know, value and understand the deontological obligations of the multimedia creation professional and the implications of adjusting to them in professional performance.				x
EC. 19. Global understanding of artistic and multimedia practices and the importance of their relationship with their socioeconomic and cultural context.				x

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PI-02-F-16 ED. 00

LEARNING OUTCOMES2	COMPETENCES
R1. Development of critical and self-critical capacity.	CB: 1,2,3,4,5 CG: 1,2,3,6,7, 8, 9, 10, 13, 14, 15 16, 21, 22, 24, 25, 26, 27, 29, 30, 31 CE: 7,12, 15, 16,17, 18, 19
R2. Experience of the design and implementation phases of an audiovisual creation project.	CB: 1,2,3,4,5 CG: 1,2,3,6,7, 8, 9, 10, 13, 14, 15 16, 21, 22, 24, 25, 26, 27, 29, 30, 31 CE: 7,12, 15, 16,17, 18, 19
R3. Knowledge of the usual forms of management in companies in the sector	CB: 1,2,3,4,5 CG: 1,2,3,6,7, 8, 9, 10, 13, 14, 15 16, 21, 22, 24, 25, 26, 27, 29, 30, 31 CE: 7,12, 15, 16,17, 18, 19
R4.Teamwork skills, integration into a project, reasoned expression of one's own opinion, understanding of problems and given solutions.	CB: 1,2,3,4,5 CG: 1,2,3,6,7, 8, 9, 10, 13, 14, 15 16, 21, 22, 24, 25, 26, 27, 29, 30, 31 CE: 7,12, 15, 16,17, 18, 19
R5.Management of information and personal work documentation.	CB: 1,2,3,4,5 CG: 1,2,3,6,7, 8, 9, 10, 13, 14, 15 16, 21, 22, 24, 25, 26, 27, 29, 30, 31 CE: 7,12, 15, 16,17, 18, 19
R.6. Written and oral presentation of the design, development and results of a multimedia project in the professional environment.	CB: 1,2,3,4,5 CG: 1,2,3,6,7, 8, 9, 10, 13, 14, 15 16, 21, 22, 24, 25, 26, 27, 29, 30, 31 CE: 7,12, 15, 16,17, 18, 19
R.7. Autonomy, responsibility and ethical behavior in the development of professional work.	CB: 1,2,3,4,5 CG: 1,2,3,6,7, 8, 9, 10, 13, 14, 15 16, 21, 22, 24, 25, 26, 27, 29, 30, 31 EC: 7,12, 15, 16,17, 18, 19
R.8. Acquisition and application of quality guidelines at work.	*CB: 1,2,3,4,5* *CG: 1,2,3,6,7, 8, 9, 10, 13, 14, 15 16, 21, 22, 24, 25, 26, 27, 29, 30, 31* *EC: 7,12, 15, 16,17, 18, 19*
R.9. Application guidelines to practical cases of previously acquired knowledge.	*CB: 1,2,3,4,5* *CG: 1,2,3,6,7, 8, 9, 10, 13, 14, 15 16, 21, 22, 24, 25, 26, 27, 29, 30, 31* *EC: 7,12, 15, 16,17, 18, 19*

2List the learning outcomes correlatively following the proposed nomenclature.

Important note: The competencies are expressed in a generic sense, so it is necessary to include the learning results in the teaching guide. These results constitute a specification of one or several competencies, making explicit the degree of mastery or performance that the student must acquire and contain in their formulation the criteria with which they will be evaluated. The learning results show what the student will be able to demonstrate at the end of the subject or subject and also reflect the degree of acquisition of the competence or set of competences.

IN-PERSON TRAINING ACTIVITIES			
ACTIVITY	Methodology of Teaching-Learning	Relationship with results of Learning of the subject	ECTS3
TUTORSHIPS	Personalized and small group attention. Period of instruction and/or orientation carried out by a tutor with the objective of reviewing the student's work	R1, R2, R3, R4, R5, R6	0.35
ASSESSMENT	Presentation of the practice report	R1, R2, R3, R4, R5, R6	0.15
		Total	(0.50)

STUDENT SELF-EMPLOYED TRAINING ACTIVITIES			
ACTIVITY	Teaching Methodology-Learning	Relationship with results of Learning of the subject	ECTS
AUTONOMOUS WORK	Student work in the Company	R1, R2, R3, R4, R5, R6	5.5
		Total	(5.5)

SKILLS ACQUISITION EVALUATION SYSTEM AND GRADING SYSTEM

PI-02-F-16 ED. 00

instrument of assessment4	EVALUATED LEARNING OUTCOMES	Percentage awarded
Evaluation of the tutor of Internship (company)	R1-R2-R3-R4-R5-R6	**70%**
final memory	R-1-R-2-R3-R4-R5-R6	**20%**
Assessment tutor of the University. assistance to activities	R-1-R-2-R3-R4-R5-R6	**10%**

In order to be evaluated, it is mandatory to have the evaluation of the tutor of the company signed, evaluation of the tutor of the UCV, a final report that summarizes the work carried out - with examples of the work carried out -, and a Word report responding to a poll; in addition to the completed annex and the agreement signed prior to the start of classes.

Failure to comply with delivery deadlines: application for internships, delivery of resume, attendance at interviews with companies, implies non-completion of the internship.

The student accepts the assignment of practices by the University and cannot reject them without the authorization of the subject tutor.

Students cannot manage internships. They can search for a company and propose it to the internship manager so that they can carry out the appropriate procedures.