



Information about the subject

Degree: Official Master's Degree in Administrative Management

Faculty: Faculty of Legal, Economic and Social Sciences

Code: 1710005 **Name:** External Practice Period

Credits: 12,00 **ECTS Year:** 1 **Semester:** 2

Module: INTERNSHIP

Subject Matter: INTERNSHIP **Type:** Internship

Department: Biostatistics and Research

Type of learning: Classroom-based learning / Online

Languages in which it is taught: Spanish

Lecturer/-s:



Module organization

INTERNSHIP

Subject Matter	ECTS	Subject	ECTS	Year/semester
INTERNSHIP	12,00	External Practice Period	12,00	1/2

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 The student must obtain a work experience as an administrative manager and obtain an appropriate evaluation from the internship commission.
- R2 The student is able to experience law practice.
- R3 Becoming acquainted with the legal problems that arise on a daily basis in companies, with citizens, law firms, organizations and associations and public, administrative and judicial institutions that make up the legal framework in which they will have to develop their own professional activity.
- R4 The ability to develop personal performance through the skills required to achieve a truly comprehensive training.
- R5 Fostering in the student a critical and reflective capacity, promoting decision-making and putting into practice their capacity of analysis and synthesis of legal phenomena.



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
B6	Having and understanding knowledge that provides a basis or opportunity to be original in the development and/or application of ideas, often in a research context.		X		
B7	Being able to apply acquired knowledge and problem-solving skills in new or unfamiliar environments within broader (or multidisciplinary) contexts related to their area of study.				X
B8	The ability to integrate knowledge and deal with the complexity of making critical judgements on the basis of information which, being incomplete or limited, includes reflections on the responsibilities and ethics linked to the application of their knowledge and judgements.				X
B9	The ability to communicate their findings and the ultimate knowledge and reasons behind them to specialized and non-specialized audiences in a clear and unambiguous manner.			X	
B10	The learning skills that enable them to continue studying in a largely self-directed or autonomous manner.			X	

GENERAL		Weighting			
		1	2	3	4
G1	Being able to apply acquired knowledge and problem-solving skills in new or unfamiliar environments within broader (or multidisciplinary) contexts related to their area of study.				X
G2	The ability to integrate knowledge and deal with the complexity of making critical judgements on the basis of information which, being incomplete or limited, includes reflections on the social and ethical responsibilities linked to the application of their knowledge and judgements.			X	



G3	The ability to communicate their findings and the ultimate knowledge and reasons behind them to specialized and non-specialized audiences in a clear and unambiguous manner.				X
G4	The learning skills that enable them to continue studying in a largely self-directed or autonomous manner.				X
G5	Promoting, requesting and carrying out all kinds of procedures that do not require the application of the legal technique reserved for lawyers, relating to those matters that, in the interest of natural or legal persons, and at their request, are followed before any body of the Public Administration, informing their clients of the state and vicissitudes of the procedure by which they are carried out.				X
G6	Promoting, requesting and carrying out all kinds of procedures that do not require the application of the legal technique reserved for lawyers, relating to those matters that, in the interest of natural or legal persons, and at their request, are followed before any body of the Public Administration, informing their clients of the state and vicissitudes of the procedure by which they are carried out.				X
G7	Knowledge of the regulations of the Colegio Oficial de Gestores Administrativos de Valencia (Official Institute of Administrative Management of Valencia).				X

SPECIFIC		Weighting			
		1	2	3	4
E1	Applying the necessary knowledge to act effectively before the Public Administration at any level of the Public Administration.				X
E2	Using the necessary knowledge to effectively resolve client issues.				X
E3	Relating the fundamental elements of the Spanish Constitution.				X
E4	Applying state regulations in relation to European regulations.				X
E5	Controlling the Intrastat system in order to be able to comply with certain tax and customs obligations that the administrative manager must fulfil.			X	
E6	Using the notions and functioning of the financial market according to the advisory needs of potential clients.			X	



E7	Using data and laws to constitute a company with legal personality capable of intervening in commercial traffic with full efficiency to comply with any orders that customers may request.			X
E8	Controlling the Spanish regulations for non-residents, residence and work visas with the Civil Registry and all the procedures that are carried out there.		X	
E9	Relating the taxable events, taxable base, tax rates with special reference to the tax on property transfers and documented legal acts, inheritance and gift tax and vehicle transfers.			X
E10	Using the necessary knowledge to advise clients on leasing matters.		X	
E11	Using the principles of accounting to resolve any circumstances related to the accounts that may arise in the student's future professional activity.			X
E12	Planning the constitution of a commercial company, knowing the rights and obligations of the board of directors, the partners and the social creditors, as well as knowing the tax obligations and those related to the Treasury Department.		X	
E13	Applying the Insolvency Law, warning of the different circumstances and situations, both prior to the declaration of the insolvency proceedings and the procedures and questions necessary to defend the rights of the insolvent company, the partners, the administrator and those affected by the declaration of the insolvency proceedings, depending on who the client is: a creditor or an insolvent party.		X	
E14	Management of the knowledge of procedures before the public Registries, especially before the commercial and property registries, and the effects derived from the registration.		X	
E15	Managing the electronic signature, its regularization and problems in order to speed up the administrative procedures and improve the interaction with the administrations so as to satisfy the customer's needs.		X	
E16	Determining and solving the actions before the Traffic Headquarters and other competent Administrations including all the proceedings related to vehicles (registrations, transfers, cancellations, etc.), and knowing the transport regulations.		X	
E17	Using the Workers' Statute, as well as the rights and obligations of the employer and the worker, and the relationships between them according to the different types of employment contract as well as in trade union representation and collective bargaining.		X	



E18	Determining the general welfare legislation, employers' and employees' obligations, the various schemes, registrations and settlements, as well as the special schemes, incapacity for work and its modalities, retirement, unemployment and non-contributory benefits.				X
E19	Using the Code of Ethics for professional practice with regard to the different actions before the Administration, with colleagues and with clients.				X
E20	Producing neighborhood associations with special relation to the regulation of horizontal property, cultural associations, NGOs and those of any other nature.		X		
E21	Applying consumer protection legislation in the various areas where users and consumers may have their rights compromised.			X	



Assessment system for the acquisition of competencies and grading system

In-class teaching

Assessed learning outcomes	Granted percentage	Assessment method
	40,00%	Report of completed internships.
	40,00%	Internship tutor's report.
	20,00%	Attendance and active participation in tutored interviews, seminar activities and practical activities.

Observations

Online teaching

Assessed learning outcomes	Granted percentage	Assessment method
	10,00%	Attendance and participation in synchronous communication activities, which will account for 10% of the total final mark.
	10,00%	Completion of deliverable activities, which will account for 10% of the total final mark.
	40,00%	Memoria prácticas realizadas.
	40,00%	Informe del tutor de prácticas.

Observations



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:

- M2 Student's study: Individual reading preparation, case studies, jurisprudence. Composition of writings and papers to be presented or delivered in classes or tutorials (in-person modality).
- M3 Face-to-face activity at the internship centre: Observation, analysis and reflection of the reality and the processes of teaching and learning promoted in the classroom and in the centre, institution, organisation where the internship takes place (in-person modality).
- M4 Monographic sessions referring to the conceptual, procedural and attitudinal preparation of students to successfully deal with the internship (in-person modality).
- M5 Personalized attention and in small groups. Guidance by a tutor in order to facilitate the work and follow up on the students' internships (in-person modality).
- M6 Collection of works, sharing and reflection on their experiences. Evaluation reports designed for this purpose (in-person modality).
- M17 Presentation of contents by the professor, analysis of competencies, explanation and demonstration of abilities, skills and knowledge in the virtual classroom.
- M18 Group work sessions supervised by the professor. Study of legal cases, both real and fictitious. Significant construction of knowledge through student interaction and activity. Critical analysis on values and social commitment.
- M20 Set of oral and/or written tests used in the initial, formative or summative evaluation of the student.
- M21 Student's study: individual preparation of readings, essays, problem solving, seminars, papers, memoirs, etc. for discussion or delivery in electronic format.



- M22 Individual attention for follow-up and guidance of the learning process, carried out by a tutor, with the aim of reviewing and discussing the materials and topics, seminars, readings, completion of assignments.
- M23 Group preparation of readings, essays, problem solving, seminars, papers, memoirs, etc. for dissemination or delivery.
- M24 Participation and contributions to the discussion forums referred to the subject, moderated by the subject's professor.
- M25 Problem solving, comments, reports, to be delivered on due dates throughout the course.



IN-CLASS LEARNING

IN-CLASS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Seminar. M4	R1, R2, R3, R4, R5	25,00	1,00
Tutorial. M5	R1, R2, R3, R4, R5	12,50	0,50
Evaluation. M6	R1, R2, R3, R4, R5	12,50	0,50
Supervised student work at the internship centre. M3	R1, R2, R3, R4, R5	220,00	8,80
TOTAL		270,00	10,80

LEARNING ACTIVITIES OF AUTONOMOUS WORK

	LEARNING OUTCOMES	HOURS	ECTS
Individual work. M2	R1, R2, R3, R4, R5	30,00	1,20
TOTAL		30,00	1,20

ON-LINE LEARNING

SYNCHRONOUS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Synchronous virtual seminar and videoconference. M17	R1, R2, R3, R4, R5	12,50	0,50
Face-to-face evaluation. M20	R1, R2, R3, R4, R5	12,50	0,50
TOTAL		25,00	1,00



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	LEARNING OUTCOMES	HOURS	ECTS
Individual tutorials. M22	R1, R2, R3, R4, R5	45,00	1,80
Discussion forums. M24	R1, R2, R3, R4, R5	10,00	0,40
Internship. M21	R1, R2, R3, R4, R5	220,00	8,80
TOTAL		275,00	11,00

Content block	Contents
Temporary organization of learning:	
Block of content	Number of sessions Hours



Universidad
**Católica de
Valencia**
San Vicente Mártir

Course guide

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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:

☒ 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

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

Comments to the Assessment System:



ONLINE WORK

Regarding the Assessment Tools:

- ☒ 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	
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Comments to the Assessment System: