



Information about the subject

Degree: Official Master's Degree in Human Resources Management

Faculty: Faculty of Legal, Economic and Social Sciences

Code: 1530021 **Name:** External Practice Period

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

Module: PRACTICAS EXTERNAS

Subject Matter: PRÁCTICAS EXTERNAS **Type:** Internship

Department:

Type of learning: Classroom-based learning

Languages in which it is taught: Spanish

Lecturer/-s:



Module organization

PRACTICAS EXTERNAS

Subject Matter	ECTS	Subject	ECTS	Year/semester
PRÁCTICAS EXTERNAS	6,00	External Practice Period	6,00	1/1

Recommended knowledge

it is not considered

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 Realización de prácticas externas en departamentos y consultoras de recursos humanos.
- R2 Incorporación a rutinas y prácticas de empresas y organizaciones.



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
CB6	Poseer y comprender conocimientos que aporten una base u oportunidad de ser originales en el desarrollo y/o aplicación de ideas, a menudo en un contexto de investigación.				X
CB7	Que los estudiantes sepan aplicar los conocimientos adquiridos y su capacidad de resolución de problemas en entornos nuevos o poco conocidos dentro de contextos más amplios (o multidisciplinares) relacionados con su área de estudio.				X
CB8	Que los estudiantes sean capaces de integrar conocimientos y enfrentarse a la complejidad de formular juicios a partir de una información que, siendo incompleta o limitada, incluya reflexiones sobre las responsabilidades sociales y éticas vinculadas a la aplicación de sus conocimientos y juicios.				X
CB9	Que los estudiantes sepan comunicar sus conclusiones y los conocimientos y razones últimas que las sustentan a públicos especializados y no especializados de un modo claro y sin ambigüedades.				X
CB10	Que los estudiantes posean las habilidades de aprendizaje que les permitan continuar estudiando de un modo que habrá de ser en gran medida autodirigido o autónomo.				X



Assessment system for the acquisition of competencies and grading system

Assessed learning outcomes	Granted percentage	Assessment method
R1, R2	50,00%	VALORACIÓN MEMORIA DE PRÁCTICAS
R1, R2	50,00%	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:

- M4 Aplicación de conocimientos interdisciplinarios.
- M14 Atención individual para seguimiento y orientación del proceso de aprendizaje, realizado por un tutor con el objetivo de revisar y discutir los materiales y temas, seminarios, lecturas, realización de trabajos, etc.
- M20 Aplicación de conocimientos interdisciplinarios.
- M24 Atención individual para seguimiento y orientación del proceso de aprendizaje, realizado por un tutor con el objetivo de revisar y discutir los materiales y temas, seminarios, lecturas, realización de trabajos, etc.



IN-CLASS LEARNING

IN-CLASS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
TUTORÍA M4, M14	R1, R2	10,00	0,40
TOTAL		10,00	0,40

LEARNING ACTIVITIES OF AUTONOMOUS WORK

	LEARNING OUTCOMES	HOURS	ECTS
TRABAJO INDIVIDUAL M4, M14	R1, R2	140,00	5,60
TOTAL		140,00	5,60

Description of the contents

Description of the necessary contents to acquire the learning outcomes.

Theoretical contents:

Content block	Contents
PRÁCTICAS EN EMPRESA	Realización de prácticas externas en departamentos y consultoras de recursos humanos para poner en práctica las competencias perseguidas por la titulación
MEMORIA DE LAS PRÁCTICAS REALIZADAS	Realización del documento que justifica las competencias adquiridas durante la realización de las prácticas en empresa



Temporary organization of learning:

Block of content	Number of sessions	Hours
PRÁCTICAS EN EMPRESA	70,00	140,00
MEMORIA DE LAS PRÁCTICAS REALIZADAS	5,00	10,00

References

It is not necessary add 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: