



Information about the subject

Degree: Official Master's Degree in Integrated Management of Quality Systems, Environment and Occupational Health and Safety

Faculty: Faculty of Veterinary Medicine and Experimental Sciences

Code: 1890035 **Name:** External Practice Period

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

Module: Practicum

Subject Matter: External Practices **Type:** Internship

Department:

Type of learning: Blended

Languages in which it is taught: Spanish

Lecturer/-s:



Module organization

Practicum

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

Prerequisites



Se trata de posibilitar a los estudiantes la adquisición de conocimientos, competencias, información y práctica necesarios para el ejercicio del rol profesional en el ámbito de la Integración de Sistemas de Gestión. El estudiante estará apoyado tanto por un tutor académico o interno, como un tutor profesional o externo.

La Universidad Católica de Valencia tiene firmados diversos convenios de colaboración con empresas e institutos tecnológicos de la Comunidad Valenciana relacionados con la titulación para la realización de prácticas (ver listado incluido en apartado correspondiente al Criterio 7 de las presentes alegaciones), posibilitando así su futura integración en el mundo laboral.

Para llevar a cabo las Prácticas Externas, el estudiante estará apoyado por un tutor académico, quien llevará a cabo un conjunto de actuaciones a lo largo del período de prácticas que garanticen la calidad del proceso formativo y que estarán dirigidas a proporcionar a los alumnos las capacidades genéricas necesarias para su futuro ejercicio profesional.

La función del tutor es la de servir de orientador académico y apoyo institucional para el alumno en la realización de las actividades prácticas que realice. Además de las citas periódicas que se establezcan con el tutor/a, éste estará siempre disponible para los alumnos tutelados a través de las vías de comunicación con el profesorado existentes en la UCV (plataforma on line o tutorías presenciales).

Con el objetivo de guiar y tutelar al alumno durante las asignaturas de Prácticas Externas los tutores realizarán diferentes entrevistas y actividades formativas y de tutelaje que podrán ser individuales o con el conjunto del grupo tutelado.

- Entrevista de orientación: En ella, el tutor orientará a los alumnos sobre las distintas opciones profesionales así como sobre los intereses, aptitudes, exigencias tanto de los alumnos como de las especialidades profesionales elegidas. Clarificará el sistema de evaluación de las Prácticas Externas y los pasos a seguir en la elaboración del trabajo/memoria de éstos, a presentar y entregar por parte de los alumnos.
- Memoria del trabajo realizado en las asignaturas de Prácticas Externas: tras la finalización de las prácticas los alumnos presentarán una memoria escrita, que será evaluada por el tutor .



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 Implement and maintain an integrated management system
- R2 Establish an integrated policy and the objectives and targets necessary to achieve it
- R3 Write procedures and formats and fills in records for tracking and measuring an integrated management system
- R4 Carry out the continuous improvement of the system
- R5 Perform the periodic review of the system
- R6 Know the world of work in general and the industrial world in particular



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	Possess and understand knowledge that provides a basis or opportunity to be original in the development and / or application of ideas, often in a research context			X	
CB7	That the students know how to apply the acquired knowledge and their problem-solving capacity in new or little-known environments within broader (or multidisciplinary) contexts related to their area of study				X
CB8	That students be able to integrate knowledge and face the complexity of formulating judgments based on information that, being incomplete or limited, includes reflections on the social and ethical responsibilities		X		
CB10	That students possess the learning skills to continue studying in a way that will be largely self-directed or autonomous			X	
SPECIFIC		Weighting			
		1	2	3	4
CE1	Implement, maintain and improve an integrated system of quality management, environment and safety and health at work, meeting international standards, developing the functions of the representative of business management		X		
CE2	Identify the common and particular elements of each of the management systems implemented, taking as a reference the requirements of the International Standards		X		
CE3	Implement the policy and objectives of the integrated management system and be able to continually review and improve them			X	
CE6	Know the minimum requirements of an Integrated Management System and the documents that are part of it, and be able to prepare, complete and document them correctly			X	



CE8	Implement advanced models of Quality Management				X
CE10	Integrate concepts, procedures, strategies and systems to achieve continuous improvement in business management and a reduction in environmental and occupational risks		X		
CE11	Carry out specialized studies in the field of quality (AMFE, 5S, Six Sigma), the environment (environmental diagnoses, minimization and impact studies) and occupational health and safety (risk assessment, lighting, temperature, ergonomical aspects, etc.)	X			

Assessment system for the acquisition of competencies and grading system

Assessed learning outcomes	Granted percentage	Assessment method
R1, R2, R3, R4, R5, R6	50,00%	Assessment of the internship report
R1, R2, R3, R4	50,00%	Internship tutor's report

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:

- M3 Supervised monographic sessions with shared participation
- M5 Personalized attention. Period of instruction or orientation carried out by the tutor with the purpose of discussing or reviewing concepts or in order to review the materials elaborated by the students
- M13 Monitoring of patterns and protocols, established by the tutor in the company and the teaching tutor, for the implementation and maintenance of management systems

IN-CLASS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
IN-PERSON SEMINARS M3	R1, R2, R3, R4, R5, R6	1,00	0,04
INDIVIDUAL FACE-TO-FACE TUTORIALS M5	R1, R2, R3, R4, R5, R6	6,00	0,24
FACE-TO-FACE ACTIVITY TUTORED IN THE EXTERNAL INTERNSHIP POSITION M13	R1, R2, R3, R4, R5, R6	283,00	11,32
TOTAL		290,00	11,60

LEARNING ACTIVITIES OF AUTONOMOUS WORK

	LEARNING OUTCOMES	HOURS	ECTS
VIRTUAL INDIVIDUAL COACHING M5	R1, R2, R3, R4, R5, R6	10,00	0,40
TOTAL		10,00	0,40



Description of the contents

Description of the necessary contents to acquire the learning outcomes.

Theoretical contents:

Content block	Contents
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Temporary organization of learning:

Block of content	Number of sessions	Hours
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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: