

## 28444 - Internships

### Syllabus Information

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**Academic Year:** 2020/21

**Subject:** 28444 - Internships

**Faculty / School:** 105 - Facultad de Veterinaria

**Degree:** 451 - Degree in Veterinary Science

107 - Mobility for Degree

**ECTS:** 6.0

**Year:** 5

**Semester:** Second semester

**Subject Type:** External Placements

**Module:** ---

## 1.General information

### 1.1.Aims of the course

the aim of this External Protected Practices course is to achieve the following objectives:

- Contributing to the integral formation of the students, complementing their theoretical and practical learning.
- Facilitating the knowledge of the work methodology that is appropriate to the professional reality in which the students will have to exercise, contrasting and applying the knowledge acquired.
- Fostering the development of technical, methodological, personal and participative competences.
- obtaining a practical experience that facilitates the insertion in the labour market and improves their future employability.
- Fostering the values of innovation, creativity and entrepreneurship.

### 1.2.Context and importance of this course in the degree

This course will allow the student to develop transversal competences and integrate the knowledge and technical skills acquired throughout the degree, to solve practical problems in the veterinary field. Especially the practices will allow the student to apply in a professional environment the acquired knowledge and encourage collaboration with other professionals and teamwork.

### 1.3.Recommendations to take this course

Students have previously studied the basic training subjects, as well as those of the modules of Clinical Sciences and Animal Health, Animal Production or Hygiene, Technology and Food Safety, whose contents may be necessary for the correct performance of the external practices, depending on the entity to which the student is going to be incorporated and the tasks assigned therein.

In any case, the students of the degree will have to have passed a minimum of 150 credits to be able to register for the subject.

It is a mandatory requirement that the student does not have any contractual relationship with the entity in which he or she is going to carry out the internship, unless expressly authorised by the University of Zaragoza.

## 2.Learning goals

### 2.1.Competences

On successful completion of this course, students will be able to:

- Elaborate and issuing technical reports related to different profiles of the veterinary profession.
- Apply the acquired knowledge to situation analysis, problem solving and decision making in a professional context.
- Search, analyse and synthesise information on specific topics in the field of veterinary sciences. Define a problem, identify its possible causes and seek solutions.
- Collaborate effectively in working groups. Exercise leadership functions.
- Manage effectively time and handle complex situations.

## 2.2.Learning goals

If students complete the course successfully, they should be able to:

- Learn and put into practice what you have learned, performing the tasks entrusted to you with good disposition, autonomy and precision.
- Manage an adequate volume of work, carrying out its functions with a correct rhythm and complying with the indicated deadlines.
- Integrate into a work team and of collaborating and relating appropriately with other colleagues and superiors.
- Listen to opinions and contrast them with their own, negotiating with kindness and efficiency.
- No delays or unjustified absences, respecting the general rules of the institution and with an ethical commitment in the different aspects of professional performance.
- Work with perseverance, enthusiasm and dynamism and have the capacity to adapt to new situations that may arise.
- Write a report of activities in which the objectives achieved and the activities carried out in the corresponding collaborating entity are adequately described.

## 2.3.Importance of learning goals

They enable the student to develop numerous professional, social and personal skills, such as: contrasting theoretical and practical knowledge, testing critical and reflective capacity, encouraging decision making, demonstrating perseverance, work capacity, flexibility, negotiation and group work capacity, enthusiasm and vitality, self-confidence, maturity, discipline, autonomy, responsibility...

All of this contributes to the strengthening of the acquisition of the competences of veterinary graduates and to their integral formation.

## 3.Assessment (1st and 2nd call)

### 3.1.Assessment tasks (description of tasks, marking system and assessment criteria)

There will be two types of evaluation tests:

**Test 1.** It will consist of the evaluation of the activities developed, according to the training project, in the collaborating entity. The tutor of this Entity will send to the Faculty tutor (academic tutor) an Evaluation Questionnaire facilitated by UNIVERSA that will include several questions for the qualitative evaluation of professional performance aspects, social skills and personal evaluation of the student. In addition, this questionnaire will include a section of evaluation of the practice in terms of numerical grade on a scale of 0 to 10 with one decimal place and which will represent 60% of the overall grade of the student in the subject. Passing this test will accredit the achievement of learning outcomes 1-6.

**Test 2.** It will consist of the presentation in writing of a final report or report of activities, which the student will elaborate at the conclusion of his internship. The purpose of this report is to reflect:

- the scientific-technical knowledge acquired or extended during the period of completion of the external internship, as well as
- aspects related to the acquisition of skills and abilities for integration into the world of work

The student is free to elaborate the memory, as long as it fulfills the indicated purpose. It is important that the student's report reflects the maturity and professional criteria acquired during the internship. The faculty tutor will guide you in order to include the most relevant information.

## 4.Methodology, learning tasks, syllabus and resources

### 4.1.Methodological overview

The process of learning is based on:

The development of a stay of at least 135 hours in a collaborating entity, performing the functions assigned to the student and attending the orientation or training sessions considers by the tutor of the entity. Individualized tutorial (tutor belonging to the Veterinary Faculty) will be carried out for orientation. A minimum of two tutoring sessions are estimated: a orientation tutorial must be organized at the beginning of the activity and another one to specify the specific guidelines for the final report. The final report must be developed at the end of the internship and delivered to the assigned academic tutor, as described in the section on Evaluation Activities.

### 4.2.Learning tasks

To achieve the expected results, the course program includes the following activities:

During the first semester of the academic year, there will be a meeting with the students (in which the professor responsible for the subject and the representative of UNIVERSA will be present), where they will be informed of the planning of the subject, including the web page where they can find the list of collaborating entities and the number of students that the

companies can host each academic year. If a student establishes contact with another entity that is willing to accept him / her for the development of their practical work, he / she must communicate it to UNIVERSA and to the academic tutor belonging to the Veterinary Faculty, in order to be able to carry out the formalization of the corresponding agreement.

Each practice should contemplate a "Formative Project" in which, among other aspects, the educational objectives and activities to be carried out will be specified. The objectives will be established considering the basic and / or specific competences, as well as those of transversal character that the student must acquire. Likewise, the contents of the practical work will be defined to ensure the competences required.

The "Formative Project" will be completed by UNIVERSA, after agreement with the collaborating entity. The student must complete a "Registration Form", with his personal and academic data as well as a "Application Form" in which the student can indicate in order of preference up to five collaborating entities (companies in the sector, institutions and public entities or private in the national and international scope ... in which they wish to carry out their practices), the reason for their choice and the period of their realization, as well as a "curriculum vitae". The files and the curriculum vitae will be delivered in writing and by e-mail to the contact person of UNIVERSA who collaborates with the Faculty of Veterinary Medicine. In the event that there is a demand greater than that established by a particular collaborating entity, the selection order will be carried out taking into account your curriculum vitae and your academic records, as well as the number of credits passed. The list of the pre-selected students will be sent to the collaborating entity, along with their curriculum, so that the company establishes a priority order of the candidates.

Subsequently, the company or entity assigned and the tutor of the entity, as well as the academic tutor of the Faculty that will be in charge of the monitoring of their practices, will be communicate to the student. In addition, for each practice, UNIVERSA will individually elaborate an "Annex of University Practices" according to the established model, which will be signed by the student and by both tutors, accepting the conditions of the practices to be performed. It will be made 4 copies of the same destined to: UNIVERSA, Academic tutor, Tutor of the entity and the student himself.

The functions of the academic tutor will be:

Contact the tutor in the receiving institution before the beginning of the practices and when it is deemed necessary throughout the practical period

Supervise the student's training and be aware of possible incidents

Advise the student to prepare the report

Receive and consider the evaluation report of the tutor in the institution

Evaluate the final report and fill out the qualification form of the Tutor in the Faculty

Deliver to the Administration Office of the Faculty the two evaluation documents, for the inclusion of the overall rating in the qualification minutes.

The Academic Tutor must be a lecturer teaching in the Veterinary Medicine degree. In case there is a previous agreement between the student and a teacher, he / she may be their tutor. In case there is not, the person in charge of UNIVERSA, with the collaboration of the coordinating of the subject, will assign an academic tutor of an area of knowledge as close as possible to the practical work proposed, trying that there will be a fair distribution among teachers who wish to participate in this activity. In the case of internships carried out within the framework of mobility programs, national or international, the academic tutor will preferably be the teacher who coordinates the chosen destination.

At the beginning of the internship, students will provide the tutor of the collaborating entity the "Evaluation Questionnaire", to be filled out by the institution's tutor when the training period ends, and to be sent to the academic tutor. The tutor will evaluate the final report and complete an evaluation report of the practical work. Both documents will be delivered by the academic tutor to the Head of academic affairs negotiation of the Center's Administration Office to be introduced in the qualification minutes, following the evaluation criteria previously described.

### 4.3.Syllabus

451 - Grado (MECES 3)

107 - Licenciatura o equivalente

### 4.4.Course planning and calendar

Schedule of practical work, hours of student work.

	Hours of teaching	Hours of student work	T
Practical work	135		1
Meetings		3	3
Tutorials			
Hours of student work for final report		12	1
Total	135	15	1

### 4.5.Bibliography and recommended resources