

Academic Year/course: 2021/22

## 28553 - Internships

### Syllabus Information

**Academic Year:** 2021/22

**Subject:** 28553 - Prácticas externas

**Faculty / School:** 108 - Facultad de Ciencias Sociales y del Trabajo

**Degree:** 428 - Degree in Labour Relations and Human Resources

**ECTS:** 13.0

**Year:** 4

**Semester:** Second semester

**Subject Type:** External Placements

**Module:**

### 1. General information

### 2. Learning goals

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

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

#### 4.1. Methodological overview

The learning process that has been designed for this subject is based on the following:

For each of the placements in the collaborating entities, a Training Project will be designed, which will have to be completed under the supervision of the tutor assigned by the collaborating entity. The student will have to produce a final report at the end of the placement.

Each student will also be assigned an academic tutor who will ensure compliance with the Training Project and will be available to the student at the University.

It will be necessary to sign an agreement with the collaborating entities.

Depending on the existing health circumstances, use will be made of the telematic means available at the University of Zaragoza (Moodle-ADD, Google Meet or similar systems, e-mail). In this case the student will require a network connection, a computer, a webcam and a microphone.

#### 4.2. Learning tasks

The programme offered to the student to help him/her achieve the expected results comprises the following activities activities...

6.4 credits correspond to student work in companies, professional offices, administrations and institutions. Methodology: Active participation in professional work in a work context.

6 credits correspond to the student's work for the preparation and elaboration of documents and papers. Methodology: Study of theoretical and practical contents and preparation of activities.

0.4 credits correspond to tutorials, through the interaction and activity of the student with the teacher.

0.2 credits for evaluation activities, tests carried out by the student on the acquisition of competences.

#### 4.3. Syllabus

The subject does not have a syllabus as such.

#### **4.4. Course planning and calendar**

The Internship Committee will publish the necessary timetable for the fulfilment of the learning objectives of the course.

Although it is an annual subject, it can be taken in either the first or second semester. The key dates will be posted on the Faculty's website and, where appropriate, in the ADD.

By agreement of the Faculty Board on 8 March 2013, the Internship Committee of the Degree in Labour Relations and Human Resources was created, composed of a lecturer from each of the three areas of knowledge (Business Organisation, Social Psychology and Labour and Social Security Law), a student and the Degree Coordinator. This committee will carry out the coordination of the subject. The allocation of places offered by the Faculty will be based on the average mark of the academic transcript, using the same criteria as for the previous enrolment appointment.

Exceptionally, it is possible to carry out external internships in offices or companies located by the student him/herself (self-practicals), which must meet the same requirements as those offered by the Faculty. The External Placements Committee will establish the necessary channels for their approval.

The adaptation of external placements for students on mobility programmes shall be carried out by the External Placement Committee.