

63183 - Internship

Syllabus Information

Academic year: 2023/24

Subject: 63183 - Internship

Faculty / School: 102 - Facultad de Derecho

Degree: 574 - Master's in Administrative Management

ECTS: 12.0

Year: 1

Semester: Second semester

Subject type: External Placements

Module:

1. General information

The purpose of the external internships is to allow students to apply and complement the knowledge acquired in their academic training, favouring the acquisition of skills that prepare them for the exercise of the professional activity of an administrative manager and facilitate their employability.

The external academic internships are intended to achieve the following objectives:

- Contribute to the comprehensive training of students, complementing their theoretical and practical learning.
- Facilitate the knowledge of the work methodology adequate to the professional reality in which the students will have to operate, contrasting and applying the acquired knowledge.
- Encourage the development of technical, methodological, personal and participatory skills.
- Obtain practical experience that facilitates insertion into the labour market and improves the student's future employability.
- Encourage the values of innovation, creativity and entrepreneurship.

These approaches and objectives are aligned with the following Sustainable Development Goals (SDGs) of the United Nations 2030 Agenda; Goal 4 (Quality Education), Goal 5 (Gender Equality), Goal 8 (Decent Work and Economic Growth), Goal 10 (Reducing Inequalities) and Goal 16 (Peace, Justice and Strong Institutions), Goal 10 (Reducing Inequalities) and Goal 16 (Peace, Justice and Strong Institutions), in such a way that the acquisition of the learning results of the subject provides training and competence to contribute to some extent to their achievement.

2. Learning results

- To know and know how to apply the various computer platforms for administrative management in tax matters.
- To know and know how to apply the various computer platforms for administrative management in labour matters.
- To know and know how to apply the various computer platforms for administrative management in the field of licenses, permits and administrative concessions.
- To identify the mandatory accounting documents in the development of an economic activity, depending on the profile of the entrepreneur, natural or legal person.
- To know how to analyse and evaluate the company's assets, the economic and financial situation based on its accounting and the registry documents.
- To recognize the defining elements of the situations that motivate the dissolution of a company and evaluate its effects.
- To analyse the legal and economic alternatives for a correct business tax planning.

3. Syllabus

Participation, at least, in the management of files related to the areas listed below, as well as any other area that may be of interest to the profession:

1. Administrative: management of a vehicle registration dossier.
2. Civil: management of a foreigner's file
3. Mercantile: processing of a registration with the Mercantile Registry.
4. Labour: management of a Social Security registration / deregistration file.
5. Fiscal: management of a tax file.

4. Academic activities

- Practical teaching based on activities outside the classroom.

- Dynamic activity of the student with the academic tutor based on orientation interviews.
- Personal study of the student and preparation of the final report

5. Assessment system

The final grade for the external internship will be obtained according to the following weighting criteria:

Compliance with the program of communications and interviews scheduled with the academic tutor of the faculty: 20% of the final grade.

Completion of the tasks assigned by the external tutor: 40% of the final grade.

Final report of the internship: 40% of the final grade.