

29033 - Internships

Syllabus Information

Academic Year: 2022/23

Subject: 29033 - Internships

Faculty / School: 228 - Facultad de Empresa y Gestión Pública

Degree: 429 - Degree in Public Management and Administration

ECTS: 16.0

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:

In the learning process, teaching methodologies will be used that allow the involvement of the student in the learning process and allow the teacher to warn the problems and doubts that may arise throughout the internship in companies.

The teaching methodologies, both for face-to-face and distance students, are the following:

1. **Tutoring sessions** for the elaboration of the report, academic memory and preparation of the presentation, plus **orientation to learning** based on action and experience to allow the acquisition and integration of skills and knowledge in the realization of external internships.

4.2. Learning tasks

The program offered to the student to help him/her achieve the expected results includes the following activities:

Formative activities for face-to-face and distance learners

1. **Training activities for face-to-face students.** Includes:
 - Execution of external face-to-face internships.
2. **Training activities of autonomous work.** Includes:
 - Preparation of the External Internship report.
 - Exams or evaluation tests in person or by videoconference.

4.3. Syllabus

The syllabus will be indicated by the external supervisor

4.4. Course planning and calendar

Schedule of classroom sessions and presentation of work

This course has a load of 16 ECTS that entails 400 hours of dedication of the student, whose distribution is as follows:

| Training activities for on-site and distance learners | Nº Hours | % Presenciality |
|--|-----------------|------------------------|
| 1.f. On-site and/or distance training activities: completion of on-site internships | 320 | 100 |
| 2.f. Autonomous work training activities: preparation of the External Internship report | 78 | 0 |
| 2.e. Autonomous work training activities: taking exams or evaluation tests in person or by videoconference | 2 | 100/0 |

The student will have a tutor in the company/research group and a tutor at the university. At the beginning of the internship, a work plan will be established for the student. At the end of the internship, the student's work will be evaluated by means of a report from the tutor of the company/research group and a presentation by the student of the work and activities carried out during the internship. In any case, the student must attend at least three tutoring sessions with the tutor teacher. The first will be at the beginning of practices; the second towards the middle of their practices (and in it the student will deliver the intermediate report) and the third at the end of the practices in the company (and in it they will deliver the final academic report and present it to the tutor teacher).

This subject is always face-to-face at the place where the internship is carried out, regardless of whether the student follows the face-to-face or blended mode for the rest of the program.

The distribution of the 400 hours of student dedication will be determined in each case by mutual agreement between the collaborating entity and the student with the approval of the academic tutor.