

28553 - Internships

Syllabus Information

Academic year: 2024/25

Subject: 28553 - Internships

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

The subject Internships consists of a first contact with the working world through internships in companies and/or institutions. The subject pursues the following goals:

- To contribute to the integral training of students by complementing their theoretical and practical learning.
- To facilitate the knowledge of the work methodology adequate to the professional reality.
- To encourage the development of technical, methodological, personal and participatory skills.
- To obtain practical experience that facilitates insertion into the labour market and improves the student's future employability.
- To encourage the values of innovation, creativity and entrepreneurship.

2. Learning results

Upon passing the subject, the student will be able to put into practice and develop the competencies between C1 and C55, both inclusive, all of which are included in the Syllabus. The tutors will take into consideration for the evaluation of the subject and of the acquired competences the activities actually carried out by the students in the internship destination.

In order to pass this subject, each student must demonstrate, in any case, that he/she has been able to:

- Applying knowledge to practice.
- Interrelate the different disciplines that make up labor relations and human resources.
- Select and manage labor information and documentation.

3. Syllabus

The subject does not have a program per se.

The Internship Committee will make public the timetable necessary for the fulfillment of the learning objectives of the subject.

Although it is an annual course, it can be taken in both the first and second semesters. Key dates will be made known on the Faculty website and, if applicable, in the ADD.

By agreement of the Faculty Board on March 8, 2013, the External Practices Committee of the Degree in Labor Relations and Human Resources was created, composed of the Degree Coordinator, a student and a teacher from each of the three areas of knowledge (Business Organization and Management, Social Psychology and Labor and Social Security Law). This Committee will be in charge of the coordination of the subject.

The allocation of the places offered by the Faculty will be made according to the average grade of the academic record, the same as for the previous enrollment appointment will be used.

It is possible to carry out external internships in offices or companies located by the student (modality of self-practice), but these entities must meet the same requirements as those offered by the Faculty. The External Practices Commission will establish the necessary criteria for its approval.

The adaptation of external internships for students who are in mobility programs will be carried out by the Commission of External Practices.

4. Academic activities

The program offered to the students to help them achieve the expected results includes the following distribution of credits and activities:

- 6.4 credits correspond to student work in companies, professional offices, administrations and institutions. The methodology consists of active participation in professional work in a work context.
- 6 credits correspond to student work for the preparation and elaboration of documents and works. The methodology of this activity consists of the study of theoretical and practical contents and the preparation of activities.

- 0.4 credits correspond to tutorials, through the interaction and activity of the student with the teacher
- 0,2 credits to evaluation activities, tests performed by the student on the acquisition of the competences competences.

5. Assessment system

The evaluation and passing of the internship will require:

- The completion of 160 hours of internship in a collaborating entity.
- The existence of a positive report from the supervisor of the collaborating entity.
- Attendance to the tutorials arranged with the tutor-teacher
- The elaboration of a final internship report with the following content and its delivery to the professor-tutor by the established deadline.

Failure to comply with the requirements described above may be sufficient cause for failing the subejct.

The final report shall contain, at least, the following sections:

- Personal data.
- Data of the collaborating entity.
- Specific and detailed description of the tasks, work performed and departments of the entity to which he/she has been assigned.
- Assessment of the tasks performed with the knowledge and skills acquired.
- Relation of the problems posed and the procedure followed for their resolution.
- Identification of the contributions that the internship has made to learning.
- Evaluation of the internship by the student and suggestions for improvement.

Each tutor will evaluate the student taking into account:

- The confidential report sent directly by the tutor of the company/collaborating center (15%).
- Attendance and participation in tutorial meetings (10%).
- The final internship report (75%). The report may be presented orally at the third meeting (10 min.).

Approx.) and will be delivered to the academic tutor within the established deadline.

Attendance and participation in the meetings with the tutor, and the presentation and submission of the internship report may be done remotely, using the computerized means available at the University of Zaragoza.

Students who have professional experience in the area of labor relations and human resources may apply for the recognition of credits for this subejct, provided they meet the following conditions:

- (1) Provide documentary evidence of a minimum of one year of work experience accredited by means of a work life report issued by the social security.
- (2) Provide a detailed report of the work carried out in the company or institution, signed by a person in charge of the company or institution.
- (3) They are not related up to the third degree of kinship with the members of the management bodies or with the tutors of the companies or institutions in which they wish to carry out the internship.
- (4) It is a job included in social security contribution groups 1 to 3 or for civil servants belonging to group A (A1 and A2).

There is also the possibility of recognizing subject credits for internships through UNIVERSA, as long as the following requirements are met:

- Meet the minimum number of hours required.
- The activities performed are related to the competencies and learning results included in the guide teaching the subject Internships.
 - An internship report similar to the one required for the External Internships subject must be submitted.
 - Have been tutored by University Center faculty.

6. Sustainable Development Goals

4 - Quality Education
 8 - Decent Work and Economic Growth
 10 - Reduction of Inequalities