

60768 - Internships I

Syllabus Information

Academic year: 2024/25

Subject: 60768 - Internships I

Faculty / School: 102 - Facultad de Derecho

Degree: 642 - Master's in Legal Practice

ECTS: 12.0

Year: 1

Semester: Second semester

Subject type: Compulsory

Module:

1. General information

The purpose of the External Internship subject is to allow the student to apply and complement the knowledge acquired in the master's degree, favouring the acquisition of competencies that will prepare them for the exercise of professional activities of Law or Representation, allowing them to easily join a professional office when they finish, and to be able to assume the defence of the rights that are entrusted to them or the procedural representation in court with sufficient solvency.

2. Learning results

CO_01: To know the techniques aimed at ascertaining and establishing the facts in the different types of procedure, especially the production of documents, interrogations and expert evidence.

CO_03: To know the different techniques for the composition of interests and to know how to find solutions to problems by means of alternative methods to the jurisdictional route.

CO_05: To know the acts of communication of the process, and of the enforcement of the judicial resolutions, knowing and differentiating the private interests that they represents from those of public character whose enforcement have been entrusted to them by the Law and the courts

CO_08: To know the organizational, managerial and commercial environment of the legal profession, as well as its legal, associative, fiscal, labour and personal data protection framework

CO_09: To know the individual and collective resources available for the practice in its different organizational modalities of the professional practice.

HA_01: To know how to apply the specialized knowledge acquired in the degree to professional practice before courts or public authorities, as well as in advisory functions, respecting democratic principles and values and the Sustainable Development Goals.

HA_02: To distinguish the different techniques of interest composition and know how to find solutions to problems by means of alternative methods to the jurisdictional route.

HA_03: To perform, correctly and efficiently the acts of communication to the parties of the process, and to cooperate efficiently with the courts for the enforcement of the judicial resolutions, knowing and differentiating the private interests that they represents from those of public character whose enforcement have been entrusted to them by the Law and the courts

HA_04: To identify conflicts of interest and know the techniques for their resolution, establish the scope of professional secrecy and confidentiality, and preserve independence of judgment.

HA_05: To effectively identify the performance and organizational requirements for legal advice and representation.

HA_06: To know how to apply in practice the organizational, managerial and commercial environment of the legal profession, and the legal, associative, fiscal, labour and personal data protection framework, being able to plan the organizational structure of the office according to its human resources and the type of client to be addressed and served.

HA_07: To have the necessary skills for the use of procedures, protocols, systems, and judicial applications, which require the acts of communication and cooperation with the Administration of Justice, with special attention to those of electronic, computer and telematic nature

HA_08: To know how to use the notary and registry functions, which in an auxiliary way complement them in the exercise of their activity.

HA_09: To know how to develop skills that allow them to improve the efficiency of their work and enhance the overall functioning of the team or institution in which they works through access to information sources, knowledge of languages, knowledge management and the use of applied techniques and tools.

HA_10: To know how to present facts orally and in writing, and to draw legal consequences in an argumentative way, taking into

account the context and the addressee, according to the modalities of each procedural area

HA_11: Knows how to develop professional work in specific and interdisciplinary teams.

HA_12: Can develop interpersonal attitudes that facilitate professional practice in their relationships with citizens, with other professionals and institutions.

CP_01: To execute all acts entrusted to them or for whose execution they are empowered in the different jurisdictional orders, with special attention to deadlines, acts of communication, execution and means of enforcement.

CP_02: To apply the professional deontological rights and duties in the relations of the legal practitioner with clients, other parties, courts or public authorities and between other legal practitioners or attorneys, as well as with other professionals.

CP_03: To identify conflicts of interest and know the techniques for their resolution, establish the scope of professional secrecy and confidentiality, and preserve independence of judgment.

CP_04: To identify the performance and organizational requirements that are decisive for legal advice and the procedural representation.

CP_05: To apply in practice the organizational, management and commercial environment of the legal profession, and the associative, fiscal, labour and personal data protection legal framework; articulating a protocol of economic and fiscal management for the professional office, as well as of compliance and occupational risk protection.

CP_06: To choose the most appropriate means offered by the legal system for the performance of a quality technical representation.

CP_07: Democracy and Sustainability: To develop a commitment to the society in which we live so that it may prosper through the dimensions of democratic values - freedom, justice and equality - and sustainability, materialized in the global framework that defines it at all times.

CP_08: Teamwork: To actively collaborate with a group of people to achieve a common goal by pooling different talents.

CP_09: Critical thinking: To reason in a reflective manner on a topic and be able to deliberate on its validity subjecting one's own and external convictions to debate.

CP_10: Emotional intelligence: To understand and regulate one's own emotions and those of others in order to interact and participate effectively and constructively in social and professional life.

CP_11: Innovation and creativity: To design and carry out a new task or project in a different way using creativity and curiosity to add value with an entrepreneurial attitude.

CP_12: Permanent self-learning: To use lifelong learning and develop autonomous and flexible learning strategies throughout life to be part of an active, motivated and integrated citizenship favouring improvement of employment or personal development.

3. Syllabus

- 1.- Study of legal proceedings
- 2.- Attendance at legal proceedings (hearings, depositions...)
- 3.- Carrying out formalities with public agencies
- 4.- Study of jurisprudence, search and management of jurisprudence databases
- 5.- Drafting of legal documents (letters, communications, receipts, contracts...)
- 6.- Drafting of pleadings (claim, answer to the claim, counterclaim, appeals, procedural pleadings, pleadings in enforcement proceedings)
- 7.- Calculation of attorney's fees and bills of attorney's fees
- 8.- Attendance at office consultations
- 9.- Attention to and dealing with clients, experts, other professionals Lawyers and Attorneys
- 10.- Learning of the usual platforms for communication with the Administration of Justice (Redsara) and use of other platforms or tools necessary for the interrelation with the rest of the Administrations used on a regular basis in each office (Redsara, etc.)

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 student will submit to the academic tutor the final report of the internship within a maximum period of ten days after the completion of the activities carried out at the collaborating entity. The date of delivery of the report must be indicated by the academic tutor, taking into account that the deadline date to transfer the grade to the minutes is the date indicated each year in

the academic calendar for the call in question and that in order to defend the master's final project it is necessary that the student has passed all the subjects of the master's degree.

If in the first call the student passes the report of the tutor of the collaborating entity, but fails or does not submit the final report of the Internship I, they will be able to pass the latter in the second call, and therefore the subject, without the need to repeat the internship.

The following evaluation activities will be carried out:

- 1- Compliance by the student with the communication and interview schedule established by the academic tutor.
- 2- The adequate development by the student of the tasks entrusted by the tutor of the collaborating entity, which will be reflected in an evaluation report on the level of compliance and the skills and competencies appreciated in the student.
- 3- Overall evaluation of the internship by the student in a final report that will be between 5,000 and 9,000 words long and may be accompanied by any material deemed appropriate, with the prior consent of the tutor of the collaborating entity.

The final grade for Internship II will be obtained according to the following weighting criteria:

- 1- Compliance with the program of communications and interviews scheduled with the academic tutor of the Faculty: 15% of the final grade.
- 2- Performance of the tasks assigned by the tutor of the collaborating entity: 50% of the final grade.
- 3- Final report of the internship: 35% of the final grade.

6. Sustainable Development Goals

- 5 - Gender Equality
- 10 - Reduction of Inequalities
- 16 - Peace, Justice and Strong Institutions