

## 29033 - Internships

### Syllabus Information

**Academic Year:** 2019/20

**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:** Indeterminado

**Subject Type:** External Placements

**Module:** ---

### 1.General information

#### 1.1.Aims of the course

#### 1.2.Context and importance of this course in the degree

#### 1.3.Recommendations to take this course

### 2.Learning goals

#### 2.1.Competences

#### 2.2.Learning goals

#### 2.3.Importance of learning goals

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

#### 3.1.Assessment tasks (description of tasks, marking system and assessment criteria)

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

#### 4.1.Methodological overview

The learning process designed for this course is based on an active methodology given that the student will work in a private or public organization. The student becomes the agent of their own learning through personal research and direct contact with the reality and the working group they has joined. This method is based on:

- A strong motivation in the learning process.
- A growing difficulty.
- The establishment of a bridge between academic theoretical abstraction and practical reality.
- The detection of errors.
- The student's autonomy.
- The acquisition of skills in the search for information.

#### 4.2.Learning tasks

The course includes the following learning tasks:

- **Work in the company.** The working hours are adapted to the needs of the internship company and the student. The distribution of the hours will be established between the student and the cooperating entity under the approval of the supervisor.
- **Individual work.** The student will write a preliminary report and an academic report. The latter will be orally

presented.

- **Tutorials.** The student must attend at least three tutorials. First one at the beginning of the internship, second one being halfway of the internship (where the student will hand in the preliminary report) and the third one, when the internship has ended (where the student will hand in the academic report as well as presenting it orally to the supervisor).

### 4.3.Syllabus

There is no specific syllabus for this course.

### 4.4.Course planning and calendar

Estimate of the time distribution is (16 ECTS, 400h):

Face-to-face work in the entity where the internships are carried out: 320 hours

Preparation of an intermediate report, meetings with the academic tutor, academic report and preparation of the presentation: 78 hours

Realization of the presentation of the academic memory: 2 hours.

TOTAL HOURS OF DEDICATION: 400

During the internship, the student must perform the functions assigned to him in the established time and elaborate an intermediate report as an academic report.

Likewise, the student must attend at least three tutorial sessions with the tutor. The first will be at the beginning of the practices; the second, towards half of its practices (and in it the student will deliver the intermediate report) and, the third, at the end of the internship in the company (and it will deliver the final academic report and it will be presented to the tutor teacher).

### 4.5.Bibliography and recommended resources