

60741 - Internships I

Syllabus Information

Academic Year: 2019/20

Subject: 60741 - Internships I

Faculty / School: 102 -

Degree: 522 - Master's in Legal Practice

ECTS: 12.0

Year: 1

Semester: Second semester

Subject Type: Compulsory

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)

The student must demonstrate that he or she has reached the expected learning outcomes through the following Evaluation activities:

1-The student's compliance with the communication and interviews program established by the academic tutor, in order of being able to carry out a follow-up of the activities envisaged in the collaborating entity.

2-The appropriate development by the student of the tasks commissioned by the tutor of the collaborating entity, which is reflected in an assessment report on the level of compliance and skills and competencies appreciated in the student. This report shall be completed in standardized form in which the competencies will be assessed

Following:

1. Technical capacity.
2. Learning ability.
3. Work Management.
4. Oral and written communication skills.
5. Sense of responsibility.
6. Ease of adaptation.
7. Creativity and initiative.
8. Personal involvement.
9. Motivation.

10. Responsiveness to criticism.
11. Punctuality.
12. Relations with your work environment
13. Teamwork Capacity
14. Degree of utilization of the activities carried out
15. Capacity for practical application of knowledge
16. Ability to analyse problems or situations.
17. Professionalism and adaptation to ethical criteria.
18. Compliance with agreed timetables and timetable
19. Ability to empathize with customers or users.

Overall assessment of student practices:

The tutor of the collaborating entity will send to the academic tutor (through the secretariat of the REICAZ) the report of evaluation of the student when the practices are completed, taking into account that the date of dispatch of the referred report will be before the deadline for the delivery of the minutes in the call in question.

3-The final memory of the practices elaborated by the student, which must conform to the following guidelines substantive and formal:

1. Memory Content:

- A. 1. Concrete and detailed description of the tasks, works developed and departments of the entity to which it has been assigned.
- A. 2. Assessment of the tasks developed with the knowledge and skills acquired in relation to the studies University.
- A. 3. Relation of the problems raised and the procedure followed for its resolution.
- A. 4. Identification of the contributions which, in the field of learning, have meant the practices.
- A. 5. Evaluation of practices and suggestions for improvement.

2. Memory Format:

- A. 1. It will be delivered on printed copy to the academic tutor of the practices.
- A. 2. The cover will include the following information: Name and surname of the student, course and group, collaborating entity where he has carried out the practices and place of location, tutor of the collaborating entity, Academic tutor and date of presentation.
- A. 3. It shall have an extension between 5,000 and 9,000 words and may be accompanied by the material deemed appropriate, prior consent of the tutor of the collaborating entity.

3. Delivery Time:

The student will give the academic tutor the final memory of the practices when the activities have been completed in the collaborating entity. The date of delivery of the report shall be indicated by the academic tutor taking into account that the deadline for moving the qualification to the minutes is the one indicated each year in the academic calendar for the Call for consideration.

The Final qualification of external practices I it 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 qualification.
- 2-accomplishment of the tasks commissioned by the tutor of the collaborating entity: 50% of the final qualification.
- 3-final memory of the practices: 35% of the final qualification.

According to the current regulations, the result obtained by the student will be qualified according to the numerical scale of 0 to 10, being able to grant the academic tutor of honor enrollment from 9.

4.Methodology, learning tasks, syllabus and resources

4.1.Methodological overview

The student must demonstrate that he or she has reached the expected learning outcomes through the following Evaluation activities:

- 1-The student's compliance with the communication and interviews program established by the

academic tutor, in order of being able to carry out a follow-up of the activities envisaged in the collaborating entity.

2-The appropriate development by the student of the tasks commissioned by the tutor of the collaborating entity, which is reflected in an assessment report on the level of compliance and skills and competencies appreciated in the student. This report shall be completed in standardized form in which the competencies will be assessed

4.2.Learning tasks

1. Technical capacity.
2. Learning ability.
3. Work Management.
4. Oral and written communication skills.
5. Sense of responsibility.
6. Ease of adaptation.
7. Creativity and initiative.
8. Personal involvement.
9. Motivation.
10. Responsiveness to criticism.
11. Punctuality.
12. Relations with your work environment
13. Teamwork Capacity
14. Degree of utilization of the activities carried out
15. Capacity for practical application of knowledge
16. Ability to analyse problems or situations.
17. Professionalism and adaptation to ethical criteria.
18. Compliance with agreed timetables and timetable
19. Ability to empathize with customers or users.

4.3.Syllabus

The course will address the following topics:

- Topic 1.Study of the legal process.
- Topic 2. Attend to judicial procedures (hearings, statements...).
- Topic 3. Paperwork at public body organisms and institutions.
- Topic 4. Study of legal precedents and jurisprudence.
- Topic 5. Drafting of legal documents (letters, receipts...)
- Topic 6. Drafting of appeals.
- Topic 7. Estimation of attorney fees.

4.4.Course planning and calendar

The student will give the academic tutor the final memory of the practices when the activities have been completed in the collaborating entity. The date of delivery of the report shall be indicated by the academic tutor taking into account that the deadline for moving the qualification to the minutes is the one indicated each year in the academic calendar for the Call for consideration.

The Final qualification of external practices I it 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 qualification.

2-accomplishment of the tasks commissioned by the tutor of the collaborating entity: 50% of the final qualification.

3-final memory of the practices: 35% of the final qualification.

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According to the current regulations, the result obtained by the student will be qualified according to the numerical scale of 0 to 10, being able to grant the academic tutor of honor enrollment from 9.

4.5. Bibliography and recommended resources