

Academic Year/course: 2021/22

## 30161 - Internships

### Syllabus Information

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**Academic Year:** 2021/22

**Subject:** 30161 - Internships

**Faculty / School:** 175 - Escuela Universitaria Politécnica de La Almunia

**Degree:** 425 - Bachelor's Degree in Industrial Organisational Engineering

**ECTS:** 6.0

**Year:** 4

**Semester:** Second semester

**Subject Type:** Optional

**Module:**

## 1. General information

### 1.1. Aims of the course

The objective of the internships in companies is to apply and complement the skills acquired in their academic training, facilitating the incorporation into the labour market and the exercise of professional activity.

Likewise, and due to the fact that on September 25, 2015, the General Assembly of the United Nations approved the Resolution *Transforming our world: the Agenda 2030 for Sustainable Development?*. This course aims to unite the efforts of all actors in a society to equally assume the responsibility of complying with the Agenda. Universities are one of the institutions with the greatest capacity for social transformation and, therefore, one of the ones that has the greatest responsibility in assuming the commitment to fight against the great challenges that our society faces.

It should be noted that companies are increasingly incorporating SDG as a strategic approach, so the demand for graduates who understand and can implement the SDG agenda will increase.

Given the different casuistry of each practice, the SDGs to be worked on will be defined in each specific case.

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

One of the aims of the Polytechnic University School of La Almunia is the professional preparation of its students. Along these lines, R.D. 1707/2011 of 18 November also establishes general guidelines common to the study plans of official university degrees and valid throughout the national territory, by establishing the need for university studies to implement teaching aimed at preparing students to carry out professional activities, expressly providing for the possibility of assessing as credits in the student's curriculum the performance of internships in companies and professional work academically directed and integrated into the study plan.

This subject is part of the formative and educational project of the students in any grade. The importance of facing real problems and their solution, marks an imprint to the graduates necessary for their integration into the world of work.

In line with the SDG, students and companies will be encouraged to work on the following skills (an assessment guide will be provided):

- *The ability to analyse the social, economic and environmental realities and, therefore, to identify and characterise the challenges we must face*
- *Ability to shape solutions to our society's problems. Capacity to promote critical and systemic thinking.*
- *Ability to exercise social leadership role.*
- *Ability to become a reference in the implementation of sustainability oriented measures.*
- *Capacity to generate new questions to inspire new lines of research and development of socially relevant and pertinent knowledge.*
- *Potential to generate alliances with other social agents (Public Administrations, companies, social entities) for the joint development of knowledge and its practical application*

### 1.3. Recommendations to take this course

Although there are no legislative limitations with respect to the carrying out of internships, it is advisable to be in possession of 50% of the total credits of the degree passed.

## 2. Learning goals

### 2.1. Competences

**By passing the course, the student will be more competent to...**

- Problem solving skills.
- Decision-making skills.
- Aptitude for oral and written communication of the native language. Ability to analyse and summarise.
- Information management capacity. Capacity for critical thinking.
- Ability to work in an interdisciplinary team Ability to work in an international context.
- Positive social attitude towards social and technological innovations. Capacity for reasoning, discussion and presentation of own ideas.
- Apply their knowledge to their work or vocation in a professional manner and possess the skills that are usually demonstrated through the development and defense of arguments and problem solving within their area of study.
- Ability to gather and interpret relevant data (usually within their area of study) to make judgments that include reflection on relevant social, scientific or ethical issues.
- Transmit information, ideas, problems and solutions to both specialized and non-specialized audiences To promote entrepreneurship.

### 2.2. Learning goals

**In order to pass this course, the student must demonstrate the following results...**

- Ability to apply the theoretical knowledge acquired, putting it into practice in the development of work outside the educational field, but supervised and directed from it, and linked to the exercise of the activity in a professional environment, public or private, appropriate.
- Ability to work in multidisciplinary teams.

### 2.3. Importance of learning goals

This subject has an important practical character. It involves the student's knowledge of the company's activities in the area of Engineering.

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

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

**The student must demonstrate that he/she has achieved the intended learning outcomes through the following assessment activities**

The student will make a report on the activity carried out, in which the following aspects will be explicitly reflected:

- Initial objectives of the practice and degree of compliance
- Summary of the work done.
- Results and conclusions.
- Incidents.

The report will be presented at the Department of Internships in Companies and at the Secretary's Office of the Centre, in case the student requests recognition of credits.

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

### 4.1. Methodological overview

The methodology followed in this course is oriented towards achievement of the learning objectives. It consists of:  
Internship in a company.

*"It is indicated that this course cannot be taken normally in the event of any alteration in the social and business activity related to the illness COVID-2019. In this case, it will be subject to the provisions of the health and academic authorities in relation to university activities in collaborating entities. During this academic year, telematic practices will be considered valid for all purposes".*

## 4.2. Learning tasks

The course includes the following activities:

Within the previously established dates, the students must submit an application form (Form B) for internship. Those students who have already passed 50% of the degree credits will have priority. In order to apply, however, it is compulsory to have passed at least 90 ECTS of the degree.

The Internship in company Department, following the demand of private companies and public entities, will make up a list containing the offer of internships that might be done during the year. The internship call will be based on the available offer.

Prior to the beginning of the internship, the program partner company or the student (following the company's instructions) must notify the Department of Internships in EUPLA the start date of the internship and send the required information as per Form A and C. The Department of Internships in EUPLA will draw up the agreement and send it to all involved parts for them to sign it.

Once the placement has been assigned, and before the students sign the agreement, they must get enrolled in the course *Internship in Company*. This enrolment follows the general conditions that are set in the Admission and Enrolment Regulations of the Universidad de Zaragoza.

For the carrying out of the internship, its duration and the subsequent assessment, an equivalence of 40 hours per ECTS will be estimated. At the end of their internship, students must submit a copy of their report together with a certificate from the company in the School's office. This report will be revised by the teacher responsible for the Internship Department, who will evaluate the internship period of the student.

## 4.3. Syllabus

The syllabus is different for each student and company.

## 4.4. Course planning and calendar

### Schedule for in company sessions and submission of assignments.

During the official enrolment period, the student will enrol in the corresponding subjects *Internship*. This enrolment follows the general conditions that are set in the Admission and Enrolment Regulations of the Universidad de Zaragoza. Within the time limit set by the School, the student will have to submit a copy of their report together with a certificate from the company in the School's office.

## Content

### Subject contents required to obtain the learning results.

Not applicable.

## Resources

### Documentation

All documents are available on the School's website and on the Internship Department's website.

#### Model Agreement: Model A:

[https://eupla.unizar.es/sites/eupla.unizar.es/files/archivos/calidad/procedimientos\\_propios/r-prc\\_003-01\\_convenio\\_modelo\\_v2.1](https://eupla.unizar.es/sites/eupla.unizar.es/files/archivos/calidad/procedimientos_propios/r-prc_003-01_convenio_modelo_v2.1)

#### Student's file: Model B:

[https://eupla.unizar.es/sites/eupla.unizar.es/files/archivos/calidad/procedimientos\\_propios/r-prc\\_003-02\\_modelo\\_b\\_v2.pdf](https://eupla.unizar.es/sites/eupla.unizar.es/files/archivos/calidad/procedimientos_propios/r-prc_003-02_modelo_b_v2.pdf)

#### Data sheet to be covered by the company: Model C

[https://eupla.unizar.es/sites/eupla.unizar.es/files/archivos/calidad/procedimientos\\_propios/r-prc\\_003-03\\_solicitud\\_empresa\\_mo](https://eupla.unizar.es/sites/eupla.unizar.es/files/archivos/calidad/procedimientos_propios/r-prc_003-03_solicitud_empresa_mo)

#### Data sheet to be covered by the company when the student is going to develop his TFG: Model C\_TFG

[https://eupla.unizar.es/sites/eupla.unizar.es/files/archivos/calidad/procedimientos\\_propios/r-prc\\_003-09\\_solicitud\\_empresa\\_tfg](https://eupla.unizar.es/sites/eupla.unizar.es/files/archivos/calidad/procedimientos_propios/r-prc_003-09_solicitud_empresa_tfg)

During the stay in the company, the Internship Department will send the following documentation to the company and the student

*For the company:*

#### Interim report: Model E:

[https://eupla.unizar.es/sites/eupla.unizar.es/files/archivos/calidad/procedimientos\\_propios/r-prc\\_003-05\\_informe\\_intermedio\\_er](https://eupla.unizar.es/sites/eupla.unizar.es/files/archivos/calidad/procedimientos_propios/r-prc_003-05_informe_intermedio_er)

#### Final report: Control sheet:

[https://eupla.unizar.es/sites/eupla.unizar.es/files/archivos/calidad/procedimientos\\_propios/r-prc\\_003-06\\_informe\\_final\\_empresa](https://eupla.unizar.es/sites/eupla.unizar.es/files/archivos/calidad/procedimientos_propios/r-prc_003-06_informe_final_empresa)

*For the student:*

**Interim report: Model D**

[https://eupla.unizar.es/sites/eupla.unizar.es/files/archivos/calidad/procedimientos\\_propios/r-prc\\_003-04\\_informe\\_intermedio\\_al](https://eupla.unizar.es/sites/eupla.unizar.es/files/archivos/calidad/procedimientos_propios/r-prc_003-04_informe_intermedio_al)

**Procedure for carrying out internships in companies:**

[https://eupla.unizar.es/sites/eupla.unizar.es/files/archivos/PracEmp/normativa\\_practicas\\_externas.pdf](https://eupla.unizar.es/sites/eupla.unizar.es/files/archivos/PracEmp/normativa_practicas_externas.pdf)

**Other documents of interest to the company:**

**Guide for the company:**

[https://eupla.unizar.es/sites/eupla.unizar.es/files/archivos/PracEmp/guia\\_para\\_empresas\\_pracemp.pdf](https://eupla.unizar.es/sites/eupla.unizar.es/files/archivos/PracEmp/guia_para_empresas_pracemp.pdf)

**Guide to Evaluating SDG in Business Internships:**

[https://eupla.unizar.es/sites/eupla.unizar.es/files/archivos/PracEmp/evaluar\\_ods\\_en\\_las\\_practicas\\_en\\_empresas.pdf](https://eupla.unizar.es/sites/eupla.unizar.es/files/archivos/PracEmp/evaluar_ods_en_las_practicas_en_empresas.pdf)

## **4.5. Bibliography and recommended resources**

There is no bibliographic material for this subject.