

Academic Year/course: 2021/22

68772 - Internships

Syllabus Information

Academic Year: 2021/22

Subject: 68772 - Internships

Faculty / School: 105 - Facultad de Veterinaria

Degree: 631 -

ECTS: 12.0

Year: 1

Semester: Second semester

Subject Type: External Placements

Module:

1. General information

2. Learning goals

3. Assessment (1st and 2nd call)

4. Methodology, learning tasks, syllabus and resources

4.1. Methodological overview

The learning process that has been designed for this subject is based on:

- Carrying out a stay of at least 300 hours in the collaborating entity performing the functions assigned to it.
- Carrying out tutorials with the company tutor and with the academic tutor for guidance and monitoring of activities, individually when considered appropriate and whenever a problem arises in their development. It is advisable to have a tutoring in the middle of the internship period.
- The preparation of a report of activities that will be delivered in writing at the end of the practices to the assigned academic tutor as described in the Assessment Activities section.

4.2. Learning tasks

1. Information meeting

At the beginning of the first semester, a meeting will be held with the students and a representative of UNIVERSA, in which they will be informed of the planning of the subject and they will be indicated the web page where they can find the list of entities with which there is an internship agreement for the Master's students and the number of students that the company will host that academic year. Each practice must include a "Training Project" that will have been previously agreed with the collaborating entity, in which, among other aspects, the educational objectives and activities to be carried out will be specified. The objectives will be established considering the basic, generic and / or specific competences, as well as, where appropriate, those of a transversal nature that the student must acquire.

Some students may contact a company on their own for an internship. In this case, they must notify the professor responsible for the subject and UNIVERSA, who will carry out the procedures to validate the corresponding agreement, if it did not previously exist.

2. Request for collaborating entity

After a period of time to be set in the first meeting, students must submit a "Curricular Internship Request Form" that they will fill in with their personal and academic data. In the form, they will have to indicate three collaborating entities in order of preference (companies of the sector, institutions and public and private entities at the national and international level) in

which they wish to carry out their internships, the reason for their choice and the period of their completion, as well as a "Curriculum Vitae". Vitae will be delivered in writing and by email to the UNIVERSA contact person on the dates indicated by the coordination of the Master.

In the event that there is, on the part of the students, a greater demand than that established by a certain collaborating entity, the order of selection will be carried out taking into account the average grade of the degree that gave them access to the Master. The list of pre-selected students will be sent to the collaborating entity, along with their curriculum, so that the company can establish an order of priority for the candidates. The final decision will be made between the degree coordinator and the UNIVERSA contact person.

3. Second meeting: assignment of practices

In a second meeting, once the applications have been processed, the students will be informed about the company that has been assigned to them and the academic tutor who will be in charge of monitoring their practices, whose functions will be to advise them on the preparation of the report of the practices carried out and of issuing the evaluation thereof. In addition, for each practice UNIVERSA will prepare an "Annex to the Educational Cooperation Agreement" whose content must include the requirements indicated (Royal Decree 1707/2011 of November 18th).

The academic tutor must be a professor who teaches in the Master, who has a certain affinity if possible with the activity that the student develops in the company or collaborating entity. The distribution of the tutorials of the External Practices will be proportional to the teaching hours of the professors in the Master. In the case of internships carried out within the framework of national or international mobility programs, the tutor will be the coordinating professor of the center in charge of the chosen destination.

At the beginning of the internship, the students will provide the tutor of the collaborating entity with the "Evaluation Questionnaire of the External Practices of the tutor in the company". Once the practices have been completed, which will last for a minimum of 300 hours, the tutor of the collaborating entity will complete this document, and send it to UNIVERSA and the tutor teacher. The tutor will evaluate the memory of practices presented by the student and will complete the "Questionnaire for evaluating the memory of practices". The grade obtained in both questionnaires will be reflected in the "Student's final grade sheet" that will be completed by the tutor teacher and delivered to the center's secretariat.

4.3. Syllabus

There is not a general syllabus for this subject, I will depend on the practices.

4.4. Course planning and calendar

The dates and key milestones of the subject will be indicated on the website of the Faculty of Veterinary Medicine.

At the beginning of the first semester, there will be a meeting with the students where they will be informed of the planning of the subject and the offer of the collaborating entities where they can carry out the practices. In addition, they will be indicated the documentation they have to complete to deliver to UNIVERSA within 15 days.

In a second meeting, which will be approximately two months after the first, the students will be informed about the company they have been assigned and the teacher / tutor who will be in charge of monitoring their internships.

Before starting the internship, and after having contacted the collaborating entity, the student must complete a form provided by UNIVERSA where the data of the stay will be indicated. During the development of the practices, the academic tutor will monitor the student's work. For this, it will establish the necessary tutorials to supervise the work carried out and prepare the final report of the practices. After finishing the practices, which will have a minimum duration of 300 hours, the student must deliver the "Final Report of the Practices" to the tutor teacher at least 15 days before the date set by the center for the delivery of the qualifications of June or September calls.

4.5. Bibliography and recommended resources

There is not specific bibliography for this subject, as it will depend on any type of practice.