

## 25152 - Internships

### Syllabus Information

**Academic Year:** 2022/23

**Subject:** 25152 - Internships

**Faculty / School:** 301 - Facultad de Ciencias Sociales y Humanas

**Degree:** 278 - Degree in Fine Arts

**ECTS:** 6.0

**Year:**

**Semester:** First Four-month period

**Subject Type:** Optional

**Module:**

## 1. General information

### 1.1. Aims of the course

The Internship offers students support to contact the world of work through companies or institutions.

Its general objective is to provide the student with the opportunity to apply the work methodologies of the areas of Fine Arts in the work environment that students are interested in knowing. The subject will also constitute a framework in which the student has the opportunity to consolidate all the knowledge acquired in the other subjects of the Degree, throughout the same and simultaneously to study these.

The specific objectives will be aimed at students being able to:

Strengthen the learning of theoretical and practical skills.

Develop the learning of interpersonal skills in relation to users and professionals.

Join the work team to perform tasks designed by professionals and that are being executed.

Prepare a journal of the experience and record the results of the practical stay in a Practice Report.

### SDGs

These approaches and objectives are aligned with the following Sustainable Development Goals (SDGs) of the United Nations 2030 Agenda (<https://www.un.org/sustainabledevelopment/es/>), so that the acquisition of the subject learning outcomes provides training and competence to contribute to some extent to their achievement:

Goal 4: Quality Education;

Goal 5: Gender equality;

Goal 10: Reduction of inequalities;

Goal 12: Responsible production and consumption

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

Internships is a optative second cycle subject that can be taken in the 3rd and 4th year of the Bachelor's degree in Fine Art.

In this way, the direct experience with the professional world, the observation and accompaniment of the tasks of a professional of Fine Arts, occurs after an important period of previous training.

During this period, students have already had to integrate the fundamental theoretical and

methodological knowledge of the artistic disciplines.

### 1.3. Recommendations to take this course

Necessary requirements to take 3rd and 4th year External Internships:

- Have 50% of the degree credits passed and recognized in the academic record in September.
- The practices will take place within the course in which the student has enrolled (from november to september).
- Students have the initiative regarding the choice of the company or institution in which they will take the externship.

Students can receive advice through the Teaching and Research Staff who act as academic tutors and tutors, as well as the UNIVERSA staff who carry out the procedures and agreements between the University of Zaragoza and the companies and institutions to validate the practices as a prerequisite for them.

## 2. Learning goals

### 2.1. Competences

The student who passes the subject will be more competent to ...

#### General competences

CG14 - Interpersonal skills, awareness of one's abilities and resources for the development of work artistic.

CG15 - Capacity for an ethical commitment and the promotion of equality between the sexes, the protection of the environment, principles of universal accessibility and democratic values.

#### Specific skills

CE17 - Knowledge of the different artistic agents and their operation.

### 2.2. Learning goals

The student, to pass this subject, must demonstrate the following results ...

- Recognizes and critically evaluates the contributions that scientific research and theoretical knowledge provide to observed professional practice.
- It recognizes and critically evaluates the methodological foundations acquired in the Degree in the observed professional practice.
- Know the legal framework that regulates professional practice.
- Understands and is able to develop activities related to the title of Fine Arts.

### 2.3. Importance of learning goals

The learning results of this subject are important beyond the formative coherence within the degree curriculum, the skills acquired and / or strengthened in this subject are basic as professional initiation in public or private entities that will be the reference base for future experiences of each student.

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

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

Each student must comply with the calendar and timetable for attendance at the company or institution as agreed in the collaboration agreement that supports the placement (from 130 to 150 classroom hours). To this end, the reception centre may carry out an attendance check using the corresponding template provided:

[https://fcsch.unizar.es/sites/fcsch/files/archivos/BBAA/bbaa\\_practicas\\_asistencia\\_del\\_alumno.pdf](https://fcsch.unizar.es/sites/fcsch/files/archivos/BBAA/bbaa_practicas_asistencia_del_alumno.pdf).

The student must also demonstrate that he/she has achieved the expected learning outcomes through the following assessment activities:

Overall Assessment		
Type	Techniques	Instruments / tests
Formative	Direct Observation	1.6 Attitude Scale/ Report of the professional tutor (company)
Co-evaluation	Anecdotal Record	1.2 Observation Scales

	Self-assessment	3.5 Questionnaire (self-assessment)
<b>Global</b>	Practical Exercises	4.1 Assignment (Final Practical Report)
		<b>TOTAL</b>

Likewise, the student must demonstrate that she has achieved the expected learning results through the following evaluation activities:

<b>Academic tutor?s evaluation</b>			
<i>Activity</i>	<i>Criterion</i>	<i>Rater Instrument</i>	<i>Proportionality</i>
<b>Development of practices</b>	C01. Compliance with the presence (125 h).	I01. Registro de asistencia al centro.	<b>20%</b>
	C02. Aprovechamiento de las tutorías realizadas.	I02. Taking advantage of the tutorials carried out.	
	C03. Entrega de informes y cuestionarios de evaluación y autoevaluación.	I03. Professional tutor evaluation questionnaire and self-evaluation form.	
<b>Practice Report</b>	Record of projects, activities and / or tasks performed.	Evaluation report of the academic tutor.	<b>50%</b>
	Visual documentation of tasks.		
	Formal correction of the document.		
	Correct use of bibliographic citations.		
<b>Professional tutor?s evaluation</b>			
<b>Degree of student performance.</b>	Attendance and punctuality according to the signed internship agreement.	Evaluation report of the professional tutor.	<b>30%</b>
	Involvement and personal attitude to problem solving.		
	Flexibility and personal improvement in the work period.		
	Quality of the work carried out for the entity.		

**IMPORTANT:** Taking into account the importance of monitoring the practices developed, **the report of the practices prepared by the student and the evaluation report of the academic tutor** in which three are reflected must be sent to the

Degree Coordination fundamental aspects; verification of attendance and punctuality, evaluation note from the tutor or professional tutor and the final grade established by the tutor or academic tutor.

The stored documents may be consulted by the professors of the degree. The custody of the documentation will be done by means of a digital copy on the server and will serve for the custody of the documentation in the event of a review or audit by the University of Zaragoza or another external entity such as ACPUA or ANECA.

To this end, an **evaluation report template** will be provided on the Fine Arts Internship website so that academic tutors can prepare the report efficiently and quickly, which will be made available from coordination to the PDI of the Degree in Fine arts.

Due to the exceptionality of the practical learning that must be demonstrated in this subject, it can only be passed by **CONTINUOUS EVALUATION** by taking the face-to-face internship period in a company or institution. This exceptionality is included in the **Regulation of Learning Assessment Standards** (2010) of the University of Zaragoza (BOUZ 01-11 04/01/2011).

- The student must know the plagiarism regulations of the University of Zaragoza and its consequences published in: <https://biblioteca.unizar.es/propiedad-intelectual/propiedad-intelectual-plagio>

- In the same way, you must know the Regulation of Learning Assessment Standards approved in agreement of 22 December 2010, from the University Governing Council: <http://cud.unizar.es/docs/ReglacionesdeNormasdeEvaluaciondelAprendizaje.pdf>

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

### 4.1. Methodological overview

The learning process of this subject is based on the hybridization between Project-Based Learning (PBL) applied to professional experience through an immersion in a company or instruction in which the student must satisfactorily complete the tasks or projects required by the entity receiving.

In a complementary way, an accompaniment of the students has been designed for the realization of the practices that implies the planned and coordinated interaction of three training agents: the professional tutor, responsible for the student in the receiving company or instruction; the academic tutor, teacher of the Degree in Fine Arts responsible for monitoring and evaluating the practices; the coordination of the degree, responsible for the organization of the subject and the custody of the learning results.

The sequenced learning and assessment structure of the activity includes:

- ? Attendance at the internship center, observation and accompaniment of the professional
- ? Attendance to tutorials with the academic professor
- ? Preparation of the Practice Report

### 4.2. Learning tasks

This subject is eminently practical; involves 150 hours of practical sessions (6 ECTS), distributed as follows way:

- **Face-to-face sessions** (5.2 ECTS): 130 hours

Attendance at the practice center, observation and accompaniment of the professional.

Attendance to tutorials with the academic tutor.

- **Autonomous work** (0.8 ECTS): 20 hours

Preparation of the Practice Report.

### 4.3. Syllabus

<i>Activity</i>	<i>Workload</i>	<i>Autonomous work</i>	<i>Total</i>
Assistance to the center	125 h	-	125 h
Tutorial (face-to-face or virtual)	5 h	-	5 h
Preparatory activities / Practice Report	-	20 h	20 h
<b>Total</b>	<b>130 h</b>	<b>20 h</b>	<b>150h</b>

#### 4.4. Course planning and calendar

The planning of the learning activities to be carried out will be agreed by the student with the company or institution, which may choose where to carry out the external placement, defining between both parties the start and end dates, the weekly timetable and the activities or tasks to be carried out. These details shall be included in the work placement agreement, which shall be approved by the academic tutor.

During the placement period, the attendance record must be kept by the professional tutor and the tutoring record by the academic tutor. The tutoring must be coordinated and both parties must be in contact to monitor the placement.

Once the placement has been completed, the steps to be followed for the assessment of the placement are as follows:

- 1st) Assessment of the professional tutor, by means of the Professional Tutor Assessment Report. The completed report will be sent to the academic tutor.
- 2nd) Each student must formulate their Final Work Placement Report using the template provided for this purpose, which will be sent to the academic tutor. The template includes the self-evaluation form.
- 3º) The academic tutor will carry out the assessment through the Academic Tutor's Assessment Report, taking into account the documents in steps (1) and (2).
- 4º) With the assessment completed, the academic tutor will communicate the final grade to the secretary's office of the centre (secreter@unizar.es) and will send the Final Work Placement Report and the Academic Tutor's Assessment Report to the degree coordination office for safekeeping\*.

All the information on processing and documentation is published and can be accessed via the link:  
<https://fcsch.unizar.es/bbaa/practicas-externas-bbaa>

*\* These files will be kept for up to two academic years after the placement has been completed for the purpose of documenting the subject for quality processes.*

#### 4.5. Bibliography and recommended resources

There aren't bibliographic references for this subject.

For additional information on the processing processes, general regulations, attendance, evaluations, annexes and data necessary to establish the practices, it is recommended to visit: [fcsch.unizar.es/bbaa/practicas-externa-bbaa](https://fcsch.unizar.es/bbaa/practicas-externa-bbaa)