

## 25724 - Practicum

### Syllabus Information

**Academic year:** 2023/24

**Subject:** 25724 - Practicum

**Faculty / School:** 103 - Facultad de Filosofía y Letras

**Degree:** 268 - Degree in Information Management

**ECTS:** 12.0

**Year:** 4

**Semester:** Annual

**Subject type:** External Placements

**Module:**

### 1. General information

Its main goal is to integrate students in a learning context in a real environment related to professional practice. It should combine knowledge, reflection and action dealt with in the subjects studied in the degree. For this purpose, should initiate students in the specific tasks of the center in a work context environment; Facilitate students to reflect on the training contents and their application in the informative unit of their internship; Encourage observation and critical analysis in the informative unit of their internship; Encourage collaboration and teamwork activities.

It is aligned with SDGs 4, 5, 10, 17.

It is taken outside the classroom and all B.F. and O. subjects must be passed.

### 2. Learning results

- Know the professional activity by putting into practice the skills and abilities acquired throughout their academic training.
- Adapt and apply their knowledge to an information unit by observing its structure and operation.
- Develop an informed and critical attitude in the solution of problems that may arise.
- Diagnose different situations and take measures to solve them.

### 3. Syllabus

Due to the characteristics of the subject, there is no established program.

### 4. Academic activities

The learning process is based on:

- Presentation of the course by the grade coordination;
- Development of activities specifically designed by the receiving center;
- Drafting of a report.

The whole process will be supervised by the academic tutor.

### 5. Assessment system

#### FIRST CALL

#### Overall assessment system

**MEMORANDUM and PRACTICE DIARY:** 50% of the course grade.

**REPORT:** it is articulated in three axes: formal aspects, content and conclusions with a critical evaluation of the activity and of the experiences. It aims at an analysis and evaluative reflection of the student on his/her practices.

**DIARY:** facilitates the student's reflection and continuously and systematically lists and collects data on the internship period. Collects questions, ideas, opinions, problems and solutions adopted.

**REPORT OF THE TUTOR OF THE INFORMATIVE UNIT:** 40 % of the grade of the subject.

Report on the internship that the student has carried out.

Assessment:

- Adequacy to the goals of the Practicum; Quality, clarity, structure and rigor in the analysis and exposition of the content.
- Personal contribution to the content and execution of the plan.
- Organization of the information and formal presentation of the report.

- Involvement of the student in the center's activities.
- Skills and abilities demonstrated at the center.
- Attitudes and integration in the work group at the center.
- Responsibility, participation and initiative in the development of their professional activity.

**ATTENDANCE AND PARTICIPATION IN TUTORIALS:** 10% of the course grade.

**SECOND CALL**

Global assessment test: identical to that of the first call.