

28844 - Internships

Syllabus Information

Academic year: 2023/24

Subject: 28844 - Internships

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

Degree: 424 - Bachelor's Degree in Mechatronics Engineering

ECTS: 6.0

Year: 4

Semester: Second semester

Subject type: Optional

Module:

1. General information

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

This subject is intended to bring together the efforts of all actors in a society to assume equal responsibility for meeting the 2030 Agenda.

Aligned with the SDGs, students and companies will be encouraged to work on the following capabilities (an assessment guide will be provided for this purpose):

- Ability to analyze social, economic and environmental realities and, therefore, to identify and characterise the challenges we must face.
- *Ability to outline solutions to the problems of our society. Ability to promote critical and critical and systemic thinking.*
- *Ability to become a benchmark in the implementation of sustainability-oriented measures.*
- Ability 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.

2. Learning results

Upon completion of the subject, the student will be able to:

- *Problem solving skills. Ability to make decisions.*
- *Aptitude for oral and written communication in the native language. Capacity for analysis and synthesis.*
- *Information management capacity. Capacity for critical reasoning.*
- *Ability to work in an interdisciplinary team. Ability to work in an international context*
- *Positive social attitude towards social and technological innovations. Reasoning capacity, discussion and exposition of own ideas.*
- *Apply their knowledge to their work or vocation in a professional manner and possess the competencies 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.
- *Convey information, ideas, problems and solutions to both specialized and non-specialized audiences. Encourage entrepreneurship.*

3. Syllabus

Given the nature of the subject, each practice is developed in a specific time and environment, so the program and content of the internships will be made specifically for each student concerned. As criteria of the content, the objectives of the Grade and the Learning Results and SDGs that are expected to be worked on will be taken into account.

Specific documentation of the internship

All documents can be found on the School's website and in the Internship Department.

Model Agreement: Model A:

https://eupla.unizar.es/sites/eupla.unizar.es/files/archivos/calidad/procedimientos_propios/r-prc_003-01_model_agreement_v2.

Student's file: Model B:

https://eupla.unizar.es/sites/eupla.unizar.es/files/archivos/calidad/procedimientos_propios/r-prc_003-02_model_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_company_application_mo

Procedure for internships in companies:

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

4. Academic activities

Students, within the established deadlines, will submit an application form (Form B) for internships at companies. Those students who have passed 50% of the credits will have priority for internships, although it will be mandatory to have passed at least 90 credits of the degree.

Before the start of the internship, the collaborating entity or the student him/herself (as indicated by the entity) must notify the Department of the start date of the internship and send the complete information on the internship according to Model C. The EUPLA Internship Department will complete the agreement and send it, for signature, to all the parties involved.

For the development of the internship and its subsequent assessment, it will be estimated an equivalence of 40 hours of internships in companies per ECTS.

The application period for summer internships is April. The rest of the year, remains open to apply for internships at other times.

5. Assessment system

The student will write 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 performed.
- Results and conclusions.

The student must submit a copy of the report together with a certificate from the company to the Secretary's Office of the Center. This report will be reviewed by the person in charge of the Internship Department, evaluating the internship period carried out by the student, together with the evidence provided by the company.

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

For the company:

Interim report: Model E:

https://eupla.unizar.es/sites/eupla.unizar.es/files/archivos/calidad/procedimientos_propios/r-prc_003-05_intermediate_report_e

Final report: Control card:

https://eupla.unizar.es/sites/eupla.unizar.es/files/archivos/calidad/procedimientos_propios/r-prc_003-06_final_company_report

For the student:

Interim report: Model D

https://eupla.unizar.es/sites/eupla.unizar.es/files/archivos/calidad/procedimientos_propios/r-prc_003-04_intermediate_report_to_the

Final Report. Model F

https://eupla.unizar.es/sites/eupla/files/archivos/AsuntosAcademicos/Impresos/modelof_pracem.pdf Guide to assessing SDGs in company internships:

https://eupla.unizar.es/sites/eupla.unizar.es/files/archivos/PracEmp/evaluar_ods_en_las_practicas_en_empresas.pdf