

30161 - Internships

Syllabus Information

Academic year: 2023/24

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

The objective of the practices is to provide students with work experience as a complement to their academic training . Bringing them closer to the business world, facilitating job placement and promoting entrepreneurial ideas are also part of our objectives.

The possibility of completing their studies with internships in companies is also a first foray into the world of work for which they are preparing.

The activities to be developed are determined by the specific company or by the student's requirements on a specific topic and their occupation will be aimed at an approach and knowledge of the professional and business activity.

All Collaboration Agreements are regulated by Royal Decree 592/2014 of July 11, 2014, which regulates external academic internships for university students.

This subject aims to bring together the efforts of all actors in a society to assume equal responsibility for the fulfillment of the 2030 Agenda, so each practice will be associated with an SDG that will be further developed (for this purpose, an orientation and evaluation guide will be provided)

2. Learning results

- Participate in solving real problems.
- Participate in decision making.
- Analyze and synthesize situations
- Conclude and propose solutions in written and oral format.
- Contrast and manage information.
- Apply critical reasoning.
- Be able to work in an interdisciplinary team and in an international context.
- Apply social and technological innovations.
- Apply their knowledge to their work or vocation in a professional manner and possess the skills that are typically demonstrated through the elaboration and defense of arguments and problem solving within their area of study.
- Gather and interpret relevant data (usually within their area of study) to make judgments that include a 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 course, each practice is developed in a specific time and environment, so the program and content of the practices will be made specifically for each student concerned. As criteria for the content, will take into account the goals of the Grade and the Learning results and SDGs that are expected to be worked on.

Specific documentation of the internship

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

http://eupla.unizar.es/sites/eupla/files/archivos/calidad/procedimientos_propios/r-prc_003-01_convenio_modelo_v2.pdf

Student's file: Model B:

http://eupla.unizar.es/sites/eupla/files/archivos/calidad/procedimientos_propios/r-prc_003-02_modelo_b_v2.pdf Data sheet to be covered by the company: Model C:

[http://eupla.unizar.es/sites/eupla/files/archivos/calidad/procedimientos_propios/r-prc_003-](http://eupla.unizar.es/sites/eupla/files/archivos/calidad/procedimientos_propios/r-prc_003-03_company_application_template_c_v2.pdf)

[03_company_application_template_c_v2.pdf](http://eupla.unizar.es/sites/eupla/files/archivos/calidad/procedimientos_propios/r-prc_003-03_company_application_template_c_v2.pdf)

Procedure for internships in companies:

http://eupla.unizar.es/sites/eupla/files/archivos/calidad/procedimientos_propios/prc_003_practicas_en_empresas.pdf

Other

documents of interest to the company:

Guide for the company:

http://eupla.unizar.es/sites/eupla/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 in companies.

Those students who have passed 50% of the credits will have priority for internships, although it will be compulsory 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, in which the following aspects will be explicitly reflected aspects:

- 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 the following documentation to the company and the student: **For the company:**

Interim report: Model E:

http://eupla.unizar.es/sites/eupla/files/archivos/calidad/procedimientos_propios/r-prc_003-05_intermediate_report_company_model_e.pdf

Final report: Control card:

http://eupla.unizar.es/sites/eupla/files/archivos/calidad/procedimientos_propios/r-prc_003-06_informe_final_empresa-1.pdf **For the student:**

Interim report: Model D

http://eupla.unizar.es/sites/eupla/files/archivos/calidad/procedimientos_propios/r-prc_003-04_informe_intermedio_alumno.pdf

Final Report. Model F

http://eupla.unizar.es/sites/eupla/files/archivos/AsuntosAcademicos/Impresos/modelof_pracem.pdf

Guide to assessing SDGs in company internships:

http://eupla.unizar.es/sites/eupla/files/archivos/AsuntosAcademicos/Impresos/modelof_pracem.pdf