

## 25724 - Practicum

### Syllabus Information

**Academic year:** 2024/25

**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 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.

### **6. Sustainable Development Goals**

- 4 - Quality Education
- 5 - Gender Equality
- 17 - Partnerships for the Goals