

30161 - Internships

Syllabus Information

Academic year: 2024/25

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 aim of the Internships in Companies is to provide students with work experience as a complement to their academic training. Bringing them closer to the business world, facilitating their integration into the labour market and promoting entrepreneurial ideas are also part of our objectives.

The possibility of completing their studies with work experience 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 entity or by the students' requirements on a specific subject, 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 11 July, which regulates external academic placements for university students. And, from 1 January 2024, the new social security provisions relating to students who carry out training placements or unpaid external academic placements included in training programmes.

This subject aims to bring together the efforts of all actors in society to assume equal responsibility for complying with the 2030 Agenda, so that each internship will be associated with an SDG that will be explored in greater depth (for this purpose, an orientation and assessment 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 subject, each internship takes place at a specific time and in a specific environment, so the programme and content of the internship will be specifically designed for each student concerned. As criteria for the content, the objectives of the Degree, the Learning Outcomes and the SDGs that are expected to be worked on will be taken into account.

Specific documentation for internships

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

Model Agreement: Model A:

[Convenio Modelo ModeloA](#)

Student form: Model B:

[Ficha estudiante Modelo B](#)

Data sheet to be filled in by the company: Model C:

[Ficha empresa Modelo C](#)

Procedure for work placements in companies:

[Procedimiento PRACEMP](#)

Other documents of interest for the company:

Guide for the company:

[Guía empresa](#)

4. Academic activities

Within the established deadlines, students must submit the application form (Form B) for work placements in companies. Those who have passed 50% of the credits will have priority in the internship, although it will be compulsory to have passed at least 90 credits of the degree. Preference will be given to students in the fourth year of the degree.

Before starting the work placement, the collaborating entity or the student (as indicated by the entity) must notify the Work Placement Department of the start date of the placement and send the complete information according to Form C. The EUPLA Work Placement Department will complete the agreement and send it for signature to all the parties involved.

For the development of the Work Placement and its subsequent evaluation, an equivalence of 40 hours of work placement in companies per ECTS will be estimated.

The application period for internships during the summer is established in April. The rest of the year is open for applications at other times.

5. Assessment system

Students will write a report on the activity carried out, in which the following aspects will be explicitly reflected:

- Initial objectives of the internship and degree of fulfilment.
- Summary of the work carried out.
- Results and conclusions.

A copy of the report together with a certificate from the company must be submitted to the Secretary's Office of the Centre. This report will be reviewed by the Work Placement Department, evaluating the work placement, together with the evidence provided by the company.

During the stay in the company, the Internship Dept. will send the following documentation to the parties involved:

For the company:

Intermediate report: Model E:

[Informe intermedio Modelo E](#)

Final report: Control sheet:

[Informe final Ficha Control](#)

For the students:

Interim Report: Template D

[Informe intermedio Modelo D](#)

Final Report. Model F

[modelof_pracem.pdf \(unizar.es\)](#)

Guide for assessing SDGs in company internships:

[Guía ODS](#)

6. Sustainable Development Goals

5 - Gender Equality

8 - Decent Work and Economic Growth

17 - Partnerships for the Goals