



| Teaching Guide | | | | |
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| Identifying Data | | | | 2015/16 |
| Subject (*) | Practicum | Code | 710G01031 | |
| Study programme | Grao en Humanidades | | | |
| Descriptors | | | | |
| Cycle | Period | Year | Type | Credits |
| Graduate | 1st four-month period | Fourth | PE | 6 |
| Language | SpanishGalician | | | |
| Teaching method | Face-to-face | | | |
| Prerequisites | | | | |
| Department | Filosofía e Métodos de Investigación en EducaciónHumanidades | | | |
| Coordinador | | E-mail | | |
| Lecturers | Díaz Seijas, Raquel Montero Fenollos, Juan Luis | E-mail | raquel.dseijas@udc.es juan.fenollos@udc.es | |
| Web | www.udc.es/humanidades | | | |
| General description | Prácticas externas curriculares en instituciones públicas o privadas (museos, fundaciones, asociaciones, ayuntamientos, etc.) relacionadas con el área de las Humanidades. | | | |

| Study programme competences | |
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| Code | Study programme competences |
| A1 | Knowledge of the different goods and heritage resources and their juridical regime. |
| A2 | Knowledge of the past from a diachronic point of view. |
| A3 | Knowledge of the space and of the territory. |
| A4 | Knowledge of the different goods and heritage resources and their juridical regime. |
| A5 | Knowledge of cultural and environmental development strategies. |
| A6 | Knowledge of the individual and social human behaviour |
| A8 | Basic knowledge of the contemporary socio-political reality. |
| A9 | Knowledge of classical languages and cultures. |
| A11 | Knowledge of techniques and methods of work and analysis of the human and social sciences. |
| A12 | Oral and written correct use of their own languages. |
| B1 | Learn to learn. |
| B2 | To solve problems effectively. |
| B3 | Apply a critical, logical and creative thinking. |
| B4 | Work independently with initiative. |
| B5 | Work collaboratively. |
| B6 | Behave with ethics and social responsibility as a citizen and as a professional. |
| B7 | Communicate effectively in a work environment. |
| B8 | Oral and written communication in your own language. |
| B10 | Capacity for analysis and synthesis. |
| B11 | Ability to manage the relevant information. |
| B12 | Ability to integrate themselves into multidisciplinary teams. |
| B13 | Recognition of the richness of diversity and multiculturalism. |
| B14 | Ability to work with international teams. |
| B15 | Know how to approach interpersonal conflicts. |
| B16 | Ability to adapt to changes in the environment. |
| B17 | Ability to undertake improvements and propose innovations. |
| B29 | CB2-That the students know how to apply their knowledge to their work or vocation in a professional manner, and possess the competences that commonly are shown by means of the preparation and defence of arguments and the resolution of problems inside their area of study. |



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| B30 | CB3-That the students have the capacity to collect and interpret outstanding data (usually inside their area of study), in order to formulate judgements that include a reflection on notable topics of social, scientific or ethical nature. |
| C1 | Express themselves correctly, both orally and in writing, in the official languages of the autonomous region. |
| C2 | Control the expression and understanding of a foreign language. |
| C3 | Using basic tools of information technology and communication (ICT), necessary for the exercise of their profession and for learning throughout her life |
| C4 | To develop oneself to exercise an open, educated, critical, committed, democratic and united citizenship, capable of analyzing reality, diagnosing, problems, formulating and implementing knowledge-based solutions, which are guided towards the common good. |
| C5 | Understanding the importance of entrepreneurship and knowing the means available to entrepreneurs. |
| C6 | Critically evaluate the knowledge, technology and information available to solve the problems they must face to. |
| C7 | Assume as professionals and citizens the importance of learning throughout life. |
| C8 | Assess the importance of research, innovation and technological development in the economic and cultural progress of society. |

| Learning outcomes | | | |
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| Learning outcomes | Study programme competences | | |
| Aplicar los conocimientos de carácter teórico y práctico adquiridos a la realidad profesional. | A1 A2 A5 A6 | B1 B3 B11 B13 B14 B16 B29 | C3 C4 C7 C8 |
| Describir, analizar y valorar la estructura, funciones y servicios del centro en el que se desarrollan las prácticas. | A2 A4 A6 A9 | B3 B4 B8 B10 B13 | C1 C4 C5 |
| Conocer los sistemas y programas de gestión del centro. | A1 A2 A3 A5 A11 A12 | B1 B8 B11 B12 | C2 C3 C6 C8 |
| Adquirir metodologías y hábitos de trabajo así como criterios de actuación en situaciones reales. | A2 A3 A4 A6 A8 | B1 B2 B3 B4 B5 B6 B7 B8 B10 B15 B16 B17 | C1 C4 C6 |



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| Identificar, analizar y resolver los problemas de los sujetos reales destinatarios de la propia actividad profesional. | A1 A3 A4 A5 A8 | B2 B3 B5 B6 B7 B10 B14 B15 B16 B17 B30 | C1 C3 C4 C5 C6 C7 C8 |
| Atender las diferentes necesidades de respuesta profesional que implica una sociedad multicultural. | A2 A3 A4 A6 A8 | B2 B3 B5 B6 B10 B14 B15 B16 B17 | C1 C2 C3 C4 C7 C8 |
| Trabajar en equipo, asumiendo responsabilidades y participando en resolución de problemas. | A2 A8 | B2 B3 B5 B6 B7 B10 B13 B14 B16 B17 | C1 C4 C7 |

| Contents | |
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| Topic | Sub-topic |
| 1. Introducción. | Carácter y objeto de las prácticas |
| 2. Pautas para la realización de las prácticas. | 2.1 Requisitos 2.2 Normas de actuación en los centros de prácticas |
| 3. Pautas para la elaboración de la memoria. | 3.1 Explicación teórica 3.2 Presentación de modelos |
| 4. Gestión de las prácticas. | 4.1 Selección de centros por parte de la Facultad 4.2 Presentación de los centros seleccionados o propuestos por los alumnos una vez ratificados. 4.3 Distribución de los alumnos 4.4 Tramitación de convenios por parte de la Facultad |
| 5. Prácticas. | 5.1 Presentación de los alumnos 5.2 Desarrollo de las prácticas |
| 6. Presentación de informes y memorias. | 6.1 Informes de los tutores de los centros 6.2 Memorias finales de los alumnos 6.3 Evaluación global |

Planning



| Methodologies / tests | Competencies / Results | Teaching hours (in-person & virtual) | Student's personal work hours | Total hours |
|--------------------------------|---|--------------------------------------|-------------------------------|-------------|
| Guest lecture / keynote speech | A1 A2 A3 A4 A5 A6 A8 A9 A11 A12 | 5 | 0 | 5 |
| Workbook | A1 A2 A3 A4 A5 A6 A8 A9 A11 A12 | 0 | 6 | 6 |
| Laboratory practice | B29 B30 C3 C4 C6 C8 | 0 | 125 | 125 |
| Supervised projects | A1 A2 A3 A4 A5 A6 A8 A9 A11 A12 B1 B2 B3 B4 B5 B6 B7 B8 B10 B11 B12 B13 B14 B15 B16 B17 B29 B30 C1 C2 C3 C4 C5 C6 C7 C8 | 4 | 8 | 12 |
| Personalized attention | | 2 | 0 | 2 |

(*)The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.

| Methodologies | |
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| Methodologies | Description |
| Guest lecture / keynote speech | Exposición de contenidos teóricos, desarrollo de procedimientos, visualización de ejemplos y resolución de dudas por parte del profesor. |
| Workbook | Textos y documentación reunida relativa a modelos de informes y memorias, así como a la tipología e historia de los centros de prácticas externas. |
| Laboratory practice | Se trata de las prácticas externas propiamente dichas. Supervisión por parte del tutor del centro y del tutor de la Facultad. |
| Supervised projects | En este caso, se trata de la memoria final, que se desarrollará de acuerdo con las pautas formales y de contenido establecidos. |

| Personalized attention | |
|--------------------------------|--|
| Methodologies | Description |
| Guest lecture / keynote speech | Aclaraciones relativas a conceptos, procesos y ejemplos. |
| Workbook | Recomendación de bibliografía relativa a informes, memorias, etc., así como a la tipología del centro en cuestión. |
| Laboratory practice | Revisión de los esquemas de la memoria y seguimiento de su progresión. |
| Supervised projects | Resolución de dudas y de incidencias en el desarrollo de las prácticas. |

| Assessment | | | |
|--------------------------------|------------------------------------|---|---------------|
| Methodologies | Competencies / Results | Description | Qualification |
| Guest lecture / keynote speech | A1 A2 A3 A4 A5 A6 A8 A9 A11 A12 | Presencia y participación en clase teórica sobre las prácticas. | 5 |
| Laboratory practice | B29 B30 C3 C4 C6 C8 | Memoria final elaborada por el alumno/a. | 45 |



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| Supervised projects | A1 A2 A3 A4 A5 A6 A8 A9 A11 A12 B1 B2 B3 B4 B5 B6 B7 B8 B10 B11 B12 B13 B14 B15 B16 B17 B29 B30 C1 C2 C3 C4 C5 C6 C7 C8 | Informe del tutor del centro. | 50 |
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| Assessment comments |
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| Sources of information | |
| Basic | A especificar en el momento de la asignación de las prácticas. |
| Complementary | |

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| Recommendations |
| Subjects that it is recommended to have taken before |
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| Subjects that are recommended to be taken simultaneously |
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| Subjects that continue the syllabus |
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| Other comments |
| Es requisito haber cursado 180 créditos de materias obligatorias y/o de formación básica. |

(*)The teaching guide is the document in which the URV publishes the information about all its courses. It is a public document and cannot be modified. Only in exceptional cases can it be revised by the competent agent or duly revised so that it is in line with current legislation.