



Teaching Guide

Teaching Guide				
Identifying Data				2016/17
Subject (*)	Prácticas en Empresas		Code	611G02046
Study programme	Grao en Administración e Dirección de Empresas			
Descriptors				
Cycle	Period	Year	Type	Credits
Graduate	2nd four-month period	Fourth	Optativa	18
Language	SpanishGalician			
Teaching method	Face-to-face			
Prerequisites				
Department	Análise Económica e Administración de EmpresasEconomía Aplicada 1Economía Aplicada 2Economía Financeira e ContabilidadeSocioloxía e Ciencia Política da Administración			
Coordinador		E-mail		
Lecturers	Calo Blanco, Aitor Calvo Babío, Nuria Begoña Fernandez Castro, Angel Santiago Garcia Lorenzo, Antonio Garcia-Carro Peña, Beatriz Lopez Rodriguez, Abel Francisco Mariz Perez, Rosa Masso Lago, Matilde Muiño Vazquez, Maria Flora Novo Peteiro, Jose Antonio Rey García, Marta Ruiz Lamas, Fernando	E-mail	aitor.calo@udc.es nuria.calvob@udc.es angel.fernandez.castro@udc.es antonio.garcia.lorenzo@udc.es beatriz.garcia-carro@udc.es francisc.lrodriguez@udc.es rosa.mariz@udc.es m.massos@udc.es flora.muino@udc.es jose.novop@udc.es marta.reyg@udc.es fernando.ruiz@udc.es	
Web	http://www.economicas.udc.es/subido/practicas_empresas/Regulamento_Practicas_FEE.pdf			
General description	A información relativa a esta asignatura pode consultarse na normativa vixente que regula as prácticas en empresa			

Study programme competences

Code	Study programme competences
B1	CB1-The students must demonstrate knowledge and understanding in a field of study that part of the basis of general secondary education, although it is supported by advanced textbooks, and also includes some aspects that imply knowledge of the forefront of their field of study
B2	CB2 - The students can apply their knowledge to their work or vocation in a professional way and have competences typically demonstrated by means of the elaboration and defense of arguments and solving problems within their area of work
B3	CB3- The students have the ability to gather and interpret relevant data (usually within their field of study) to issue evaluations that include reflection on relevant social, scientific or ethical
B4	CB4-Communicate information, ideas, problems and solutions to an audience both skilled and unskilled
B5	CB5-Develop skills needed to undertake further studies learning with a high degree of autonomy
B6	CG1-Perform duties of management, advice and evaluation in business organizations
B7	CG2-Know how to use the concepts and techniques used in the various functional areas of the company and understand the relationships between them and with the overall objectives of the organization
B8	CG3- Know how to make decisions, and, in general, assume leadership roles.
B9	CG4-Learn to identify and anticipate opportunities, allocate resources, organize information, select and motivate people, make decisions under conditions of - uncertainty, achieve the proposed objectives and evaluate results
B10	CG5-Respect the fundamental and equal rights for men and women, promoting respect of human rights and the principles of equal opportunities, non-discrimination and universal accessibility for people with disabilities.
C1	Express correctly, both orally and in writing, in the official languages of the autonomous region
C4	To be trained for the exercise of citizenship open, educated, critical, committed, democratic, capable of analyzing reality and diagnose problems, formulate and implement knowledge-based solutions oriented to the common good



C5	Understand the importance of entrepreneurial culture and know the means and resources available to entrepreneurs
C6	Assess critically the knowledge, technology and information available to solve the problems and take valuable decisions
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		
Learning outcomes	Study programme competences	
- Contribuir á formación integral do estudante complementando a aprendizaxe teórica e práctica	B1	C1
- Facilitar o coñecemento da metodoloxía de traballo adecuada á realidade profesional.	B2	C4
- Favorecer o desenvolvemento de competencias técnicas, metodolóxicas, persoais e participativas	B3	C5
- Obter unha experiencia práctica que facilite a inserción no mercado de traballo.	B4	C6
- Favorecer os valores da innovación, a creatividade e o emprendimento.	B5	C7
	B6	C8
	B7	
	B8	
	B9	
	B10	

Contents	
Topic	Sub-topic
Os contidos a desenvolver polo estudante fixaranse de común acordo co titor da empresa	Os contidos a desenvolver polo estudante fixaranse de común acordo co titor da empresa

Planning				
Methodologies / tests	Competencies	Ordinary class hours	Student?s personal work hours	Total hours
Summary	B1	0	60	60
Supervised projects	B1 B2 B3 B4 B5 B6 B7 B8 B9 B10 C1 C4 C5 C6 C7 C8	300	75	375
Personalized attention		15	0	15

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

Methodologies	
Methodologies	Description
Summary	O alumno deberá facer un resumo ou memoria das actividades realizadas durante a o periodo de prácticas
Supervised projects	A metodoloxía desenvolvida nas prácticas externas corre a cargo da empresa, en función do Plan Formativo e das características e organización da mesma.

Personalized attention	
Methodologies	Description
Supervised projects	As prácticas teñen tutorización por por un membro da organización na que realicen as prácticas e un seguemento por parte dun profesor do centro

Assessment			
Methodologies	Competencies	Description	Qualification



Supervised projects	B1 B2 B3 B4 B5 B6 B7 B8 B9 B10 C1 C4 C5 C6 C7 C8	A avaliación das prácticas farase a partir dun informe emitido polo tutor da organización onde se realicen e da memoria de prácticas elaborada polo alumnado que será avaliada polo tutor universitario. Para acadar o aprobado a valoración de ambos aspectos deberá ter a cualificación de apto. Na cualificación final o informe do tutor da organización representará o 80% da nota.	100
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Assessment comments

Sources of information

Basic	Poden consultarse as referencias bibliográficas máis relacionadas cos estudos de Grao
Complementary	

Recommendations

Subjects that it is recommended to have taken before

Subjects that are recommended to be taken simultaneously

Subjects that continue the syllabus

Other comments

(*)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.