



Teaching Guide				
Identifying Data			2017/18	
Subject (*)	Practicum	Code	710G01075	
Study programme	Grao en Humanidades			
Descriptors				
Cycle	Period	Year	Type	Credits
Graduate	2nd four-month period	Fourth	PE	6
Language	SpanishGalician			
Teaching method	Face-to-face			
Prerequisites				
Department				
Coordinador	Montero Fenollos, Juan Luis	E-mail	juan.fenollos@udc.es	
Lecturers	Montero Fenollos, Juan Luis	E-mail	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	
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.
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			
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



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	
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	Ordinary class hours	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	
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	Description	Qualification
Laboratory practice	B29 B30 C3 C4 C6 C8	Memoria final elaborada por el/la alumno/a.	50
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/a tutor/a del centro.	50



## Assessment comments

?Aquellos/as alumnos/as que tengan alguna clase de excepcionalidad para asistir a clase legalmente concedida, que hablen con el/la profesor/a a comienzos del curso para establecer las tutorías y los sistemas de evaluación correspondientes.?

## Sources of information

<b>Basic</b>	A especificar en el momento de la asignación de las prácticas.
<b>Complementary</b>	

## 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

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.