



Teaching Guide

Teaching Guide				
Identifying Data				2018/19
Subject (*)	Work Placement		Code	611G02046
Study programme	Grao en Administración e Dirección de Empresas			
Descriptors				
Cycle	Period	Year	Type	Credits
Graduate	2nd four-month period	Fourth	Optional	18
Language	SpanishGalician			
Teaching method	Face-to-face			
Prerequisites				
Department	Dereito PrivadoEconomíaEmpresaSocioloxía e Ciencias da Comunicación			
Coordinador	Barreiro Viñan, Jose Manuel		E-mail	jose.barreiro.vinan@udc.es
Lecturers	Abeal Vazquez, Jose Pablo Alvarez Garcia, Begoña Barreiro Viñan, Jose Manuel Blanco Louro, Amalia Blazquez Lozano, Felix Calvo Porral, Cristina Fernandez-montells Fernandez, Julian García Álvarez, María Teresa Lopez Rodriguez, Jesus Peón Pose, David Olegario Rivera Castiñeira, M. Berta Ruiz Lamas, Fernando Taboadela Alvarez, Obdulia		E-mail	j.abeal@udc.es begona.alvarez@udc.es jose.barreiro.vinan@udc.es amalia.blanco.louro@udc.es felix.blazquez@udc.es cristina.calvo@udc.es j.fernandez-montells@udc.es teresa.galvarez@udc.es jesus.lopez.rodriguez@udc.es david.peon@udc.es b.rivera@udc.es fernando.ruiz@udc.es obdulia.taboadela@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 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 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	1) Informe do tutor profesional: 70% 2) Nota media do expediente a recepción do informe do tutor profesional: 20% 3) Asistencia a os eventos que ao longo do curso sexan convocados polo vicedecanato de prácticas externas: 10%	100
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Assessment comments

Para o recoñecemento da cualificación por asistencia a eventos o estudante debe facilitar os documentos que acrediten tal asistencia como data límite a de recepción do informe do tutor profesional.

Para que se recoñeza a cualificación por asistencia a eventos o estudante debe asistir polo menos ao 50% dos que se convoquen desde o vicedecanato de prácticas externas.

A cualificación será proporcional ao número de eventos os que se asista, sempre con un mínimo do 50% dos convocados.

Con obxecto de que o estudante poida programar as súas actividades, os eventos serán o primeiro e o terceiro xoves de cada mes, a partires das 19 horas, salvo que se trate de un evento excepcional que por motivos de organización non sexa posible celebralo en tales datas ou no referido horario. O número de eventos non será superior a 12 ao longo de todo o curso académico.

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.