



## Teaching Guide

| Teaching Guide      |                                                                                                                                                                            |        |                      |           |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------------|-----------|
| Identifying Data    |                                                                                                                                                                            |        |                      | 2018/19   |
| Subject (*)         | Practicum                                                                                                                                                                  |        | Code                 | 710G01075 |
| Study programme     | Grao en Humanidades                                                                                                                                                        |        |                      |           |
| Descriptors         |                                                                                                                                                                            |        |                      |           |
| Cycle               | Period                                                                                                                                                                     | Year   | Type                 | Credits   |
| Graduate            | 2nd four-month period                                                                                                                                                      | Fourth | External practices   | 4.5       |
| Language            | SpanishGalician                                                                                                                                                            |        |                      |           |
| Teaching method     | Face-to-face                                                                                                                                                               |        |                      |           |
| Prerequisites       |                                                                                                                                                                            |        |                      |           |
| Department          | Humanidades                                                                                                                                                                |        |                      |           |
| 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<br>A2<br>A5<br>A6               | B1<br>B3<br>B11<br>B13<br>B14<br>B16<br>B29                              | C3<br>C4<br>C7<br>C8 |
| Describir, analizar y valorar la estructura, funciones y servicios del centro en el que se desarrollan las prácticas. | A2<br>A4<br>A6<br>A9               | B3<br>B4<br>B8<br>B10<br>B13                                             | C1<br>C4<br>C5       |
| Conocer los sistemas y programas de gestión del centro.                                                               | A1<br>A2<br>A3<br>A5<br>A11<br>A12 | B1<br>B8<br>B11<br>B12                                                   | C2<br>C3<br>C6<br>C8 |
| Adquirir metodologías y hábitos de trabajo así como criterios de actuación en situaciones reales.                     | A2<br>A3<br>A4<br>A6<br>A8         | B1<br>B2<br>B3<br>B4<br>B5<br>B6<br>B7<br>B8<br>B10<br>B15<br>B16<br>B17 | C1<br>C4<br>C6       |



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

| 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<br>A8 A9 A11 A12                                                                                                        | 2.5                  | 0                             | 2.5         |
| Workbook                       | A1 A2 A3 A4 A5 A6<br>A8 A9 A11 A12                                                                                                        | 0                    | 6                             | 6           |
| Laboratory practice            | B29 B30 C3 C4 C6<br>C8                                                                                                                    | 0                    | 100                           | 100         |
| Supervised projects            | A1 A2 A3 A4 A5 A6<br>A8 A9 A11 A12 B30<br>B29 B17 B16 B15<br>B14 B13 B12 B11<br>B10 B8 B7 B6 B5 B4<br>B3 B2 B1 C1 C2 C3<br>C4 C5 C6 C7 C8 | 2                    | 0                             | 2           |
| 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<br>C8                                                                                                                    | Memoria final elaborada por el/la alumno/a. | 50            |
| Supervised projects | A1 A2 A3 A4 A5 A6<br>A8 A9 A11 A12 B30<br>B29 B17 B16 B15<br>B14 B13 B12 B11<br>B10 B8 B7 B6 B5 B4<br>B3 B2 B1 C1 C2 C3<br>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

|               |                                                                |
|---------------|----------------------------------------------------------------|
| Basic         | A especificar en el momento de la asignación de las prácticas. |
| 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

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.