



| Teaching Guide | | | | | | |
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| Identifying Data | | | | 2020/21 | | |
| Subject (*) | Practicum | | Code | 710G01075 | | |
| Study programme | Grao en Humanidades | | | | | |
| Descriptors | | | | | | |
| Cycle | Period | Year | Type | Credits | | |
| Graduate | 2nd four-month period | Fourth | Optional | 4.5 | | |
| Language | Spanish/Galician | | | | | |
| 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 institucións públicas ou privadas (museos, fundacións, asociacións, concellos, centros educativos, etc.) relacionadas coa área das Humanidades. | | | | | |
| Contingency plan | <ol style="list-style-type: none">1. Modifications to the contents2. Methodologies *Teaching methodologies that are maintained*Teaching methodologies that are modified3. Mechanisms for personalized attention to students4. Modifications in the evaluation *Evaluation observations:5. Modifications to the bibliography or webgraphy | | | | | |

| 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. |



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| 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 | | | |
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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 |



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| 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 |



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| 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 | 2.5 | 0 | 2.5 |
| Workbook | A1 A2 A3 A4 A5 A6 A8 A9 A11 A12 | 0 | 6 | 6 |
| Laboratory practice | B29 B30 C3 C4 C6 C8 | 0 | 100 | 100 |
| 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 | 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 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

| | |
|---------------|--|
| 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.