



## Teaching Guide

Teaching Guide				
Identifying Data				2021/22
Subject (*)	Internships I		Code	610G02047
Study programme	Grao en Bioloxía			
Descriptors				
Cycle	Period	Year	Type	Credits
Graduate	1st four-month period	Fourth	Optional	6
Language	SpanishGalicianEnglish			
Teaching method	Face-to-face			
Prerequisites				
Department	Bioloxía			
Coordinador		E-mail		
Lecturers	Fagúndez Díaz, Jaime Gonzalez Siso, Maria Isabel Vila Taboada, Marta	E-mail	jaime.fagundez@udc.es isabel.gsiso@udc.es marta.vila.taboada@udc.es	
Web	ciencias.udc.es/estudiantes/secretaria-do-alumnado/pr%C3%A1cticas-profesionais			
General description	<p>The Faculty of Science has been succesfully running an internship program since 2005, with an average participation of 50-70 students per year. Every year, our students can conduct internships in private companies or institutions equivalent to 6 or 12 ECTS credits, in exchange for 1 or 2 optional courses.</p> <p>In order to participate in the internships program, students must:</p> <p>i) Be enrolled in one of the degrees run by the Faculty of Science.</p> <p>ii) Have passed courses comprising 120 ECTS credits, including all basic courses.</p> <p>iii) Participate in the selection process that may be established. Students already having a contractual relationship with the private company or institution offering the internship are not eligible, unless they are granted special permission according to the University of A Coruña (UDC) regulations.</p> <p>In order to be academically valid, internships must:</p> <p>a) Be offered through or approved by the Faculty of Science. Positions offered by other institutions (Social Council UDC, UDC Foundation, etc.) must abide by UDC regulations, specially those ensuring equal opportunity and no discrimination.</p> <p>b) Be filled in a fair process based on merit.</p> <p>c) Be conducted under the supervision of a qualified professional (BSc, MSc or PhD), preferably in a related field.</p> <p>d) Obtain a positive report issued by the ?Comisión de Docencia e Validacións? about the conducted activity, based on the report submitted by the student and the assessment report by the academic and professional supervisors (Annexes III and IV).</p> <p>The assessment process, prior to the decision of the ?Comisión de Docencia e Validacións?, will follow all UDC regulations.</p>			
Contingency plan	<p>Contingency plan for the course to be activated in case of a new lockdown due to the SARS-Covid-19 pandemic.</p> <p>Internships will not normally be possible in a context of total lockdown. In all cases, the regulations and restrictions imposed by the Health and Education authorities will be followed, especially as regards the assessment of the work already completed by the students before the lochdown is introduced.</p>			

## Study programme competences



Code	Study programme competences
B1	Aprender a aprender.
B2	Resolver problemas de forma efectiva.
B3	Aplicar un pensamento crítico, lóxico e creativo.
B4	Traballar de forma autónoma con iniciativa.
B5	Traballar en colaboración.
B6	Organizar e planificar o traballo.
B7	Comunicarse de maneira efectiva nunha contorna de traballo.
B8	Sintetizar a información.
B9	Formarse unha opinión propia.
B10	Exercer a crítica científica.
B11	Debater en público.
B12	Adaptarse a novas situacións.
B13	Comportarse con ética e responsabilidade social como cidadán e como profesional.
C1	Expresarse correctamente, tanto de forma oral coma escrita, nas linguas oficiais da comunidade autónoma.
C3	Utilizar as ferramentas básicas das tecnoloxías da información e as comunicacións (TIC) necesarias para o exercicio da súa profesión e para a aprendizaxe ao longo da súa vida.
C4	Desenvolverse para o exercicio dunha cidadanía aberta, culta, crítica, comprometida, democrática e solidaria, capaz de analizar a realidade, diagnosticar problemas, formular e implantar solucións baseadas no coñecemento e orientadas ao ben común.
C5	Entender a importancia da cultura emprendedora e coñecer os medios ao alcance das persoas emprendedoras.
C6	Valorar criticamente o coñecemento, a tecnoloxía e a información dispoñible para resolver os problemas cos que deben enfrontarse.
C7	Asumir como profesional e cidadán a importancia da aprendizaxe ao longo da vida.
C8	Valorar a importancia que ten a investigación, a innovación e o desenvolvemento tecnolóxico no avance socioeconómico e cultural da sociedade.

Learning outcomes			
Learning outcomes		Study programme competences	
By the end of the internship, students will be able to:		B1	C1
		B2	C3
-Understand the professional contexts in which biologists develop their career		B3	C4
		B4	C5
-Apply the skills the students have developed during the degree in a professional environment.		B5	C6
		B6	C7
		B7	C8
		B8	
		B9	
		B10	
		B11	
		B12	
		B13	

Contents	
Topic	Sub-topic
-Specific contents will depend on the activities performed by the student in the company/institution.	-Specific contents will depend on the activities performed by the student in the company/institution.

Planning				
Methodologies / tests	Competencies	Ordinary class hours	Student?s personal work hours	Total hours



Supervised projects	B1 B2 B3 B4 B5 B6 B7 B8 B9 B10 B11 B12 B13 C1 C3 C4 C5 C6 C7 C8	132	0	132
Summary	B3 C1 C6 C7	0	18	18
Personalized attention		0	0	0

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

Methodologies	
Methodologies	Description
Supervised projects	<p>The company or institution will appoint a supervisor (BSc, MSc or PhD) with the following functions:</p> <ol style="list-style-type: none"><li>1. Submit to the Faculty of Science a document including a brief description of the tasks to be conducted by the student. In addition to this, the supervisor will list in the document the specific skills the student will need to complete the tasks during the internship. Finally, the learning outcomes for the student should also be included in the document.</li><li>2. Guide the student during the internship.</li><li>3. Write a final report, addressed to the Dean of the Faculty of Science, assessing the quality of the student's work.</li></ol> <p>The student will also have an academic supervisor at the Faculty of Science. He/She will evaluate the report submitted by the student offering advice and suggesting improvements. A second version of the report will be submitted to the ?Negociado de alumnos? (student's office) together with a form requesting its assessment.</p>



Summary	<p>The report submitted by the student will include the following parts, and in the following order:</p> <p>1. CONTENTS</p> <p>1.1 This section must include a list of all the documents of the report</p> <p>2. DETAILS OF THE STUDENT</p> <p>2.1 Brief information about the student, including surnames, name, ID number (DNI for Spanish students), address, telephone number and e-mail</p> <p>3. DETAILS OF THE COMPANY/INSTITUTION</p> <p>3.1 Brief information about the company/institution, including name, address, activities, number of employees, etc...)</p> <p>4. SUMMARY OF THE TASKS CONDUCTED DURING THE INTERNSHIP</p> <p>4.1 Summary of the work done by the student during the internship</p> <p>5. DESCRIPTION OF THE ACTIVITIES OF THE STUDENT</p> <p>5.1 Aims of the internship.</p> <p>5.2 Tasks conducted. Describe the experimental and theoretical basis of the student's activities during the internship. If necessary, the student must consider the need to avoid disclosure of confidential information.</p> <p>5.3 Schedule. Time and duration of the activities conducted. Information about the company/institution sections or units in which the student performed his/her tasks.</p> <p>5.4 Courses or seminars taken by the student that are related to the internship. Specific knowledge acquired by the student during the internship (use of computer tools, particular skills, etc...)</p> <p>5.5 Integration of the student in the section/unit of the company/institution. Include an analysis of the student's working relationship with the staff of the company/institution.</p> <p>6. CONCLUSIONS</p> <p>6.1 Assessment of the usefulness of the skills acquired during the degree and the tasks conducted in the internship.</p> <p>6.2 Personal evaluation of the skills acquired during the internship.</p> <p>6.3 Declaration of responsibility signed by the student (following the form included as Annex I).</p>
---------	---

## Personalized attention

Methodologies	Description
Summary Supervised projects	Personalized attention will be available to the student from the academic and the professional supervisors. Personalized attention will also be a tool for the continuous assessment of the student.

## Assessment

Methodologies	Competencies	Description	Qualification
---------------	--------------	-------------	---------------



Summary	B3 C1 C6 C7	In order to be evaluated and to attain academic recognition for the internship, the student must submit a report, addressed to the Dean of the Faculty of Science, including a detailed summary of the different activities conducted. The report should follow the guidelines including in section 5 of this teaching guide (Methodologies). The academic supervisor will revise the report and will suggest changes and corrections (in writing). The student will consider these corrections and will prepare a final version of the report. This final version will be again submitted, this time to the Negociado de alumnos (student's office) together with a form requesting its evaluation. The student's report will be assessed by the Comisión de Docencia e Validacións of the Faculty of Science, who will consider the evaluation by the professional supervisor (appointed by the company/institution) and the recommendations of the academic supervisor.	50
Supervised projects	B1 B2 B3 B4 B5 B6 B7 B8 B9 B10 B11 B12 B13 C1 C3 C4 C5 C6 C7 C8	The company or institution will appoint a supervisor who will submit a final report, addressed to the Dean of the Faculty of Science, wherein he/she will assess the quality of the work conducted by the student.	50

## Assessment comments

The final grade will be based on the performance of the student during the internship and on the quality of the submitted report. Those students who do not complete the number of hours required at the company/institution or who do not submit the report on time will have a maximum qualification of 4,5 (fail). When the number of hours are not completed, the qualification will be proportional to the numbers of hours worked (and below 4,5). If there are compelling reasons, the student will be able to apply for a waiver to pass the course without completing the work period to the Dean of the Faculty of Sciences.

## Sources of information

Basic	-O supervisor profesional e o académico ofrecerán consello ó estudante con respecto ás fontes de información (bibliográficas ou non) máis acaídas para as súas prácticas externas.-El supervisor profesional y el académico ofrecerán al estudiante consejo con respecto a las fuentes de información (bibliográfica o no) adecuadas para sus prácticas externas.-The professional and academic supervisors will offer guidance to the student about the most adequate resources (bibliographic or otherwise) for his/her internship.
Complementary	

## Recommendations

Subjects that it is recommended to have taken before



Chemistry/610G02001  
Physics/610G02002  
Mathematics/610G02003  
Geology/610G02004  
Statistics/610G02005  
Physical Geography/610G02006  
Biology: Basic Levels of Organisation of Life I (Cells)/610G02007  
Biology: Basic Levels of Organisation of Life II (Tissues)/610G02008  
Microscopic Organography/610G02009  
Biochemistry I/610G02011  
Biochemistry II/610G02012  
Microbiology/610G02015  
Applied Microbiology and Microbiological Control/610G02016  
Genetics/610G02019  
Plant Systematics: Cryptogamia/610G02024  
Plant Systematics: Phanerogamia/610G02025  
Plant Physiology I/610G02027  
Plant Physiology II/610G02028  
Zoology I/610G02031  
Zoology II/610G02032

**Subjects that are recommended to be taken simultaneously**

**Subjects that continue the syllabus**

Final Dissertation/610G02046

**Other comments**

Internships should be undertaken in the summer between the third and the fourth years of the degree, once the semester is finished. Students who do this will have more time during the second semester of their third year, which is usually stressful.

(\*)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.