



## Teaching Guide

Identifying Data					2021/22
Subject (*)	Internship		Code	710G03037	
Study programme	Grao en Xestión Industrial da Moda				
Descriptors					
Cycle	Period	Year	Type	Credits	
Graduate	2nd four-month period	Fourth	Obligatory	18	
Language	Spanish				
Teaching method	Face-to-face				
Prerequisites					
Department	Empresa				
Coordinator	Rodríguez Luaces, Miguel	E-mail	miguel.luaces@udc.es		
Lecturers	Rodríguez Luaces, Miguel	E-mail	miguel.luaces@udc.es		
Web					



## General description

The external internships are an activity of a formative and compulsory nature that is carried out through a system of regulated permanence in a company, in a non-governmental entity, in an organism, administrative, economic or professional institution or in a research center (of public or private nature); including the units and centers of the UDC itself. Its objective is to allow students to apply and complement the knowledge acquired in their academic training. The internships must favor the acquisition of competences that prepare students for the exercise of professional activities and, likewise, favor their employability, always under the supervision of the University.

According to the certificate verification report, the students will carry out, as the end of their training process, an internship period, preferably paid, and for a period of no less than 3 months and no longer than 6. The working day will not exceed 5 daily hours.

The external internships will be carried out preferably in companies in the textile-fashion and accessories sector based in Galicia, with which the University of A Coruña will sign agreements for this purpose. However, internships may be carried out in other types of entities, private or public, provided that the tasks to be carried out by the students are directly related to the fashion sector (and specifically, with any of the areas of their training to throughout the degree). Likewise, the practices may also be carried out throughout the national and international territory.

The students will have a professional tutor in the company, who:

- Design the student's work plan during the internship process, specifying the tasks to be carried out, which must be in line with the training received.
- They will be in charge of the reception, supervision of the student throughout the process, and of evaluating the results of the same once it is finished.

According to the certificate verification report, the incorporation of the students into the internship process will be subject to passing all the subjects of the degree, except for the final degree project.

The internship student is one who, once he/she has passed at least 75% of the ECTS credits of the degree, and meets the following requirements: 1) enrolls in the subject of "External Internships" in the fourth year; and 2) receives confirmation from the coordinator of the internship program of the type of internship requested, from their tutor at said institution (professional tutor), as well as from the tutor who will be in charge of your academic supervision (academic tutor).

The practices will take place during the second semester of the fourth year. Its total duration must total 450 hours, which will be computed by 18 ECTS credits. An ECTS credit will be used by the student for: 1) attending a mandatory face-to-face training session with the professional tutor coinciding with their incorporation into the internship program (initial training session); 2) the prior design of her activity in the center; 3) attendance at a mandatory face-to-face tutoring with the academic tutor for the preparation of the Practice Report (final tutoring); and 4) the preparation of said Report. At the beginning of the internship period, the student will agree with the professional tutor the schedule and specific calendar for carrying out the internships, according to the usual hours of the type of internship and the internship center.

The typology of external internships is as follows:

1. External curricular internships in companies, public institutions, non-profit entities or units of the UDC (both administration and services units and research units and groups) as provided in <https://www.udc.es/es/emprego/practices/>
2. International internships within the Call for International Student Mobility Exchanges for Internships in Companies: Erasmus + Internship Program (SMT) as provided in [https://www.udc.es/es/ori/inf\\_estudiantes\\_UDC/mobilidade\\_Erasmus/Erasmus\\_practica](https://www.udc.es/es/ori/inf_estudiantes_UDC/mobilidade_Erasmus/Erasmus_practica)
3. Individual participation in a fashion company game (with the support of a business simulator), where students will adopt the role of managers of companies in the textile /fashion sector in a simulated environment through an expert system and,

Under the supervision of an academic tutor, they will make decisions about supply strategies, products, design, brand and positioning, price policies, channels, communication, contracts, costs, investments, financing, etc. The results of these decisions will be evaluated by the academic tutor. In this type of internship, there will not be a professional tutor, but rather the academic tutor who will assume this dual role, tutoring the student and monitoring all the decisions that are made in the business simulator, individually.

The task of selecting the type of internship and completing the corresponding applications within the established deadlines to be able to develop the external internships during the second semester of the fourth year will be the sole responsibility of the students.

In typology 1, students will be able to choose between searching and selecting the company or organization in which they wish to develop their internship period, or requesting one of the internships offered by Emprego of the UDC. In this second case, every year, the Faculty, through the coordinator of the internships, will open a period for the students to request them, for which a list will be available with the typology of practices and the centers in which the practices can be carried out.

In typology 2, the task of searching and selecting the company or organization in which they wish to carry out their internship will correspond exclusively to the student.

In typology 3, the Faculty will provide the student with a software license for a business simulator in the fashion sector for their individual use during the duration of the internship, in addition to assigning them an academic tutor, responsible for supervising their individual performance during the company game (replacing a professional tutor).



**Contingency plan**

1. Modifications in the contents.

-In this matter, it is not possible to speak strictly of content, but rather of a compulsory training that is acquired through a system of permanence in an internship center, in face-to-face or hybrid modality (face-to-face and online), according to the Policies in force at all times at the UDC and at the center where the internships are carried out.

2. Methodologies.

\* Teaching methodologies that are maintained.

-Portfolio: delivery of an internship report by the student.

-Initial activities: attendance at the initial training session

-Final activities: Evaluation report of the practices carried out by the professional tutor, attendance at the final tutoring.

\* Teaching methodologies that are modified / added.

-According to the case, and according to the corresponding scenario that is explained in the heading of modifications in the evaluation, it may be necessary to prepare an individual practice.

3. Mechanisms for personalized attention to students.

-Tool: Teams for mandatory tutorials; Teams, email and / or phone call for all other inquiries.

-Temporalization: the one planned according to the semester and second opportunity.

4. Modifications in the evaluation.

In the event of a contingency, there are two scenarios that should be taken into account for the practices of typologies 1 and 2, as they would motivate individual modifications in the evaluation foreseen for a normality-face-to-face situation.

These scenarios would be the following:

-SCENARIO 1: THE PRACTICES CANNOT START BECAUSE OF A CONTINGENCY.

A: In the event that the students can telework, the evaluation mechanisms would be the same as in a normality-face-to-face situation: Practice report (4 points) + attendance at the initial training session (1 point) + Tutor's report / a professional (5 points).

B: In the event that students cannot telework, the evaluation mechanisms provided would be the following: individual practice (9 points) + attendance at the initial training session (1 point).

- SCENARIO 2: PRACTICES ARE INTERRUPTED BECAUSE OF A CONTINGENCY.

A: In case the students have completed 50% of the hours of face-to-face practices or through telework, the evaluation mechanisms would be the same as in a normal-face-to-face situation: Practice report (4 points) + attendance at the initial training session (1 point) + Report from the professional tutor (5 points) if possible-.

B: In the event that the students have not completed 50% of the hours of face-to-face practices, the evaluation mechanisms would be the following: Practice report (5 points) + attendance at the initial training session (1 point) + Report of the Professional tutor -if possible- (2 points) + individual practice (2 points).

\* Evaluation observations:

The specifications, contents and qualification system of the individual practice would be communicated to the students when the contingency situation arrived.

5. Modifications of the bibliography or webgraphy.

-None.



Study programme competences	
Code	Study programme competences
A1	To acquire basic knowledge of the management of a textile/fashion firm at a strategic, operational and functional level
A2	To know the aspects of the environment that shape the evolution of the fashion industry and its firms, with particular focus on the impact of economic and legal trends
A3	To develop competencies for interpersonal relations and interaction with external and internal stakeholders (customers, suppliers, media, partners?)
A4	To master the fundamentals of design in general and fashion design in particular, and to frame them in their historical context, both specific and general
A5	To develop the necessary skills to generate creative and innovative ideas
A6	To know and to know how to use the necessary tools to implement, conceptualize and launch collections
A7	To know the reality and social conditions that influence fashion, with a perspective of its historical development
A8	To be able to design and implement efficient marketing strategies from knowledge of the social environment, with a focus on communication and distribution: messages, media, channels, customer relationships, etc?
A9	To master the logistics process of a fashion firm from a global perspective, from procurement to manufacturing and transportation, with a special focus on the typical textile industry processes: selection of materials and fabrics, patternmaking, manufacturing, etc. ?
A10	To acquire the economic-financial fundamentals needed to assess the status of a fashion firm and to adequately manage it from a triple perspective of liquidity, solvency and profitability
A11	To acquire an international perspective of the fashion industry, and to master internationalization planning and management tools
A12	To have the basic knowledge of English necessary for international business relations (demonstrating a B1 level at minimum)
A13	To know the impact of technology on the different processes of the textile industry
A14	To acquire a clear perspective of the role of people in organizations, and to know the human resource management tools needed to achieve maximum commitment and performance
A15	To know and to commit to the ethical perspective and values that the fashion industry and its firms must rest upon
A16	To apply sustainability criteria to decision making in the fashion firm (and generally to the fashion industry)
A17	To know how to implement Corporate Social Responsibility programs (in fashion markets)
B1	That students demonstrate that they acquired and understood knowledge in a study area that originates from general secondary education and that can be found at a level that, though usually supported by advanced textbooks, also includes aspects implying knowledge from the avantgarde of its field of study
B2	That students know how to apply their knowledge to their job or vocation in a professional form, and have the competencies that are usually demonstrated through elaboration and advocacy of arguments and problem resolution within their field of study
B3	That students have the capacity to collect and interpret relevant data (normally within their field of study) in order to issue judgements that include a reflection upon relevant topics in the social, scientific or ethical realm
B4	That students may convey information, ideas, problems and solution to the public, both specialized and not
B5	That students develop those learning skills that are needed to undertake ulterior studies with a high degree of autonomy
B6	Capacity for cooperation, team-work and collaborative learning in interdisciplinary settings
B7	Capacity to analyse trends (critical thinking)
B8	Capacity to plan, organize and manage resources and operations
B9	Capacity to analyse, diagnose and take decisions
C1	Adequate oral and written expression in the official languages.
C2	Mastering oral and written expression in a foreign language.
C3	Using ICT in working contexts and lifelong learning.
C4	Acting as a respectful citizen according to democratic cultures and human rights and with a gender perspective.
C5	Understanding the importance of entrepreneurial culture and the useful means for enterprising people.
C6	Acquiring skills for healthy lifestyles, and healthy habits and routines.
C7	Developing the ability to work in interdisciplinary or transdisciplinary teams in order to offer proposals that can contribute to a sustainable environmental, economic, political and social development.
C8	Valuing the importance of research, innovation and technological development for the socioeconomic and cultural progress of society.
C9	Ability to manage times and resources: developing plans, prioritizing activities, identifying critical points, establishing goals and accomplishing them.



Learning outcomes			
Learning outcomes	Study programme competences		
To obtain comprehensive training complementing theoretical and practical learning.	A1	B1	C1
	A2	B2	C2
	A3	B3	C3
	A4	B4	C4
	A5	B5	C5
	A6	B6	C6
	A7	B7	C7
	A8	B8	C8
	A9	B9	C9
	A10		
	A11		
	A12		
	A13		
	A14		
	A15		
	A16		
	A17		
To acquire the work methodologies used in professional reality.	A1	B1	C1
	A2	B2	C2
	A3	B3	C3
	A4	B4	C4
	A5	B5	C6
	A6		C7
	A8		C8
	A9		C9
	A10		
	A11		
	To encourage the development of specific technical skills in the fashion industry, personal and participatory skills.	A1	B1
A2		B2	C2
A3		B3	C3
A4		B4	C4
A5		B5	C5
A6		B6	C6
A7		B7	C7
A8		B8	C8
A12		B9	C9
A14			
A15			
A16			



To obtain practical experience that facilitates the insertion in the labor market of the fashion industry.	A1	B1	C1
	A2	B2	C3
	A3	B3	C4
	A4	B4	C5
	A5	B5	C7
	A6	B6	C9
	A7	B7	
	A8	B8	
	A11	B9	
	A14		
	A15		
	A16		
	A17		
To promote the values of teamwork, innovation, creativity, communication skills, critical thinking, among others.	A5	B3	C1
		B4	C2
		B5	C3
		B6	C8
		B7	
		B8	
		B9	

Contents	
Topic	Sub-topic
The external internships are an activity of a formative and compulsory nature that is carried out through a system of regulated permanence in a company, in a non-governmental entity, in an organism, administrative, economic or professional institution or in a research center (of public or private character).	The contents and tasks to be developed by the student will be set in common agreement with the entity's professional tutor.

Planning				
Methodologies / tests	Competencies	Ordinary class hours	Student's personal work hours	Total hours
Introductory activities	A17 A16 A15 A14 A13 A12 A11 A10 A9 A8 A7 A6 A5 A4 A3 A2 A1 B1 B2 B3 B4 B5 B6 B7 B8 B9 C3 C4 C5 C6 C7 C8 C9	425	0	425
Student portfolio	B1 B3 B5 B6 C1 C2	0	24	24
Personalized attention		1	0	1

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

Methodologies	
Methodologies	Description
Introductory activities	Completion of external internships in the collaborating entity. The activities that the student will carry out in the entity must be included in the pertinent training project. These activities will be evaluated by the professional tutor.
Student portfolio	The portfolio activity consists of the submission of the evaluation report of the student by his/her professional tutor in the internship center and of the internship report. Said delivery is in person on the dates and times indicated, in advance, by the academic tutors.





## Personalized attention

Methodologies	Description
Introductory activities Student portfolio	The tutorials are important for the preparation, resolution of doubts, monitoring and coordination of the internships. For each student, it will be mandatory to attend a final tutoring for the preparation of the Internship Report (which the academic tutor will communicate in advance).

## Assessment

Methodologies	Competencies	Description	Qualification
Introductory activities	A17 A16 A15 A14 A13 A12 A11 A10 A9 A8 A7 A6 A5 A4 A3 A2 A1 B1 B2 B3 B4 B5 B6 B7 B8 B9 C3 C4 C5 C6 C7 C8 C9	Evaluation, by the professional tutor, of the internship carried out by the students.	60
Student portfolio	B1 B3 B5 B6 C1 C2	Evaluation, by the academic tutor, of the Internship Report made by the student.	40

## Assessment comments

<p>According to the memory of verification of the title, the qualification of the subject External Internship (mandatory) by the academic tutor will be carried out according to the following criteria:</p> <p>-60% of the grade: the report of the professional tutor, the person responsible for supervising the student's internship in the institution or company, describing her performance during the internship.</p> <p>-40% of the grade: the Activity Report in which the student will make a summary of the tasks that she has developed in the internships and the learning carried out.</p> <ol style="list-style-type: none"> <li>1. Second opportunity: The evaluation criteria will apply to both the first and the second opportunity, including Erasmus and exchange students.</li> <li>2. Early opportunity: In the early opportunity, the same evaluation criteria will be applied.</li> <li>3. Qualification of 'Not presented': The qualification of "Not Presented" will be assigned to people who do not carry out the internships agreed with the assigned entity.</li> <li>4. Students with recognition of part-time dedication and academic exemption of attendance exemption: Students with recognition of part-time dedication and academic exemption of the attendance exemption must communicate their situation to the responsible of the external internships at the beginning of the course, with in order to inform the entity of this situation, and to mutually agree on the practice schedule.</li> <li>5. Other evaluation observations: It is mandatory to obtain the corresponding Report from the professional tutor (60% of the grade) and present the Internship Report (40% of the grade) in order to pass the "External Practice" course. Fraudulent behavior in any of the sections subjected to evaluation will result in the qualification of "Failure (0)" in the final evaluation.</li> </ol>
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## Sources of information

<b>Basic</b>	Recoméndase que o/a estudante se familiarice co desenvolvemento das "Prácticas externas" lendo atentamente toda a documentación relacionada con este procedemento, dispoñible na páxina web da Facultade de Humanidades e Documentación (p.ex., Regulamento de prácticas externas curriculares e extracurriculares da Facultade de Humanidades e Documentación).
<b>Complementary</b>	

## Recommendations

Subjects that it is recommended to have taken before

Subjects that are recommended to be taken simultaneously

Final Year Dissertation/710G03038



Subjects that continue the syllabus

Other comments

Students enrolled in the subject "External Internships" are recommended to pay special attention to the indications of the coordinator and their (academic and professional) tutors. It is also very important that the students attend to the public presentation of the call for external internships of the Faculty to solve their doubts.

(\*)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.