Teaching Guide				
Identifying Data				2022/23
Subject (*)	Internships 1		Code	610G01044
Study programme	Grao en Química			
Descriptors				
Cycle	Period	Year	Type	Credits
Graduate	Yearly	Fourth	Optional	4.5
Language	SpanishGalician			
Teaching method	Face-to-face			
Prerequisites				
Department	Química			
Coordinador		E-mail		
Lecturers	Andrade Garda, Jose Manuel Kennes , Christian Perez Sestelo, Jose	E-mail	jose.manuel.andrade@udc.es c.kennes@udc.es jose.perez.sestelo@udc.es	
Web	http://ciencias.udc.es/practicas-profesionales-q			
General description	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. In order to participate in the internships program, students must: i) Be enrolled in one of the degrees run by the Faculty of Science. ii) Have passed courses comprising 120 ECTS credits, including all basic courses. 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. In order to be academically valid, internships must: 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. b) Be filled in a fair process based on merit. c) Be conducted under the supervision of a qualified professional (BSc, MSc or PhD), preferably in a related field. d) Obtain a positive report issued by the academic supervisor 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). The assessment process, prior to the decision of the academic supervisor, will follow all UDC regulations.			

Study programme competences / results	
Code	Study programme competences / results
B1	Learning to learn
B2	Effective problem solving
B3	Application of logical, critical, creative thinking
B4	Working independently on own initiative
B5	Teamwork and collaboration
B6	Ethical, responsible, civic-minded professionalism

B7	Effective workplace communication
C1	Ability to express oneself accurately in the official languages of Galicia (oral and in written)
C3	Ability to use basic information and communications technology (ICT) tools for professional purposes and learning throughout life
C4	Self-development as an open, educated, critical, engaged, democratic, socially responsible citizen, equipped to analyse reality, diagnose problems, and formulate and implement informed solutions for the common good
C5	Understanding importance of entrepreneurship, and knowledge of resources available for people with business ideas
C6	Ability to assess critically the knowledge, technology and information available for problem solving
C7	Acceptance as a professional and as a citizen of importance of lifelong learning
C8	Understanding role of research, innovation and technology in socio-economic and cultural development

Learning outcomes			
Learning outcomes	Study programme competences / results		
By the end of the internship, students will be able to: -Understand the professional contexts in which chemists develop their career -Apply the skills the students have developed during the Chemistry degree		B1 B2 B3 B4 B5 B6 B7	C1 C3 C4 C5 C6 C7 C8

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 / Results	Teaching hours (in-person & virtual)	Student?s personal work hours	Total hours
Summary	B3 C1 C6 C7	0	10	10
Supervised projects	B1 B2 B3 B4 B5 B6 B7 C1 C3 C4 C5 C6 C7 C8	100	0	100
Personalized attention		2.5	0	2.5
(*)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	The report submitted by the student will include the following parts, and in the following order: 1. CONTENTS 1.1 This section must include a list of all the documents of the report 2. DETAILS OF THE STUDENT 2.1 Brief information about the student, including surnames, name, ID number (DNI for Spanish students), address, telephone number and e-mail 3. DETAILS OF THE COMPANY/INSTITUTION 3.1 Brief information about the company/institution, including name, address, activities, number of employees, etc...) 4. SUMMARY OF THE TASKS CONDUCTED DURING THE INTERNSHIP 4.1 Summary of the work done by the student during the internship 5. DESCRIPTION OF THE ACTIVITIES OF THE STUDENT 5.1 Aims of the internship. 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. 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. 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...) 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. 6. CONCLUSIONS 6.1 Assessment of the usefulness of the skills acquired during the degree and the tasks conducted in the internship. 6.2 Personal evaluation of the skills acquired during the internship. 6.3 Declaration of responsibility signed by the student (following the form included as Annex I).
Supervised projects	The company or institution will appoint a supervisor (BSc, MSc or PhD) with the following functions: 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. 2. Guide the student during the internship. 3. Write a final report, addressed to the Dean of the Faculty of Science, assessing the quality of the student?s work. 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 Faculty of Sciences administration together with a form requesting its assessmen

Personalized attention	
Methodologies	**Description**
Supervised projects Summary	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 / Results	Description	Qualification
Supervised projects	B1 B2 B3 B4 B5 B6 B7 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
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. 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.	50

Assessment comments
The final grade will be based on the performance of the student during his/her internship and on the quality of the submitted report. It is highly recommended that all students consult the rubric of assessment on the web of Facultade de Ciencias. Those students who do not complete the number of hours requiered at the company/institution or who do no submit the final report on time will have a maximum mark of 4,5 (out of 10). When the total period of time in the company/institution are not fullfilled, the final mark will be proportional to the number of worked hours, and always less than 4,5 (out of 10). Under exceptional circumstances, the student can ask for a waiver to pass the subject without having finished the period of the internship; this application have to be done to the dean of the faculty.

Sources of information	
Basic	En cada caso, o titor/a na empresa ou institución e o titor/a académico/a suxerirán as fontes de información más acaídas ao plan de traballo.
Complementary	

Recommendations
Subjects that it is recommended to have taken before
Mathematics 1/610G01001 Mathematics 2/610G01002 Physics 1/610G01003 Physics 2/610G01004 Biology/610G01005 Geology/610G01006 General Chemistry 1/610G01007 General Chemistry 2/610G01008 General Chemistry 3/610G01009 Chemistry Laboratory 1/610G01010 Analytical Chemistry 1/610G01011 Analytical Chemistry 2/610G01012 Physical Chemistry 1/610G01016 Physical Chemistry 2/610G01017 Inorganic Chemistry 1/610G01021 Inorganic Chemistry 2/610G01022 Organic Chemistry 1/610G01026 Organic Chemistry 2/610G01027 Chemistry, Information and Society/610G01031 Chemistry Laboratory 2/610G01032
Subjects that are recommended to be taken simultaneously

Subjects that continue the syllabus
Final Dissertation/610G01043
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.