UNIVERSIDADE DA CORUÑA

Teaching Guide

Identifying Data				2023/24
Subject (*)	Work Placement		Code	611G02046
Study programme	Grao en Administración e Dirección de Empresas			

Descriptors				
Cycle	Period	Year	Type	Credits
Graduate	2nd four-month period	Fourth	Optional	18
Language	SpanishGalician			
Teaching method	Face-to-face			
Prerequisites				
Department	Dereito PrivadoEconomíaEmpresaSocioloxía e Ciencias da Comunicación			
Coordinador	Abeal Vazquez, Jose Pablo	E-mail	j.abeal@udc.es	
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Web	https://fee.udc.es/pag/practicas-academicas-externas/			
General description	Information on this subject can be consulted in detail in the current regulations governing academic internships. This is a training activity supervised by the University whose main objective is the practical application of the knowledge acquired by the student during their academic training period and the development of different skills that will facilitate their professional activity, employability and entrepreneurial skills.			

Study programme competences / results	
Code	Study programme competences / results
B1	CB1-The students must demonstrate knowledge and understanding in a field of study that part of the basis of general secondary education, although it is supported by advanced textbooks, and also includes some aspects that imply knowledge of the forefront of their field of study
B2	CB2 - The students can apply their knowledge to their work or vocation in a professional way and have competences typically demostrated by means of the elaboration and defense of arguments and solving problems within their area of work
B3	CB3- The students have the ability to gather and interpret relevant data (usually within their field of study) to issue evaluations that include reflection on relevant social, scientific or ethical
B4	CB4-Communicate information, ideas, problems and solutions to an audience both skilled and unskilled
B5	CB5-Develop skills needed to undertake further studies learning with a high degree of autonomy
B6	CG1-Perform duties of management, advice and evaluation in business organizations
B7	CG2-Know how to use the concepts and techniques used in the various functional areas of the company and understand the relationships between them and with the overall objectives of the organization
B8	CG3- Know how to make decisions, and, in general, assume leadership roles.
B9	CG4-Learn to identify and anticipate opportunities, allocate resources, organize information, select and motivate people, make decisions under conditions of - uncertainty, achieve the proposed objectives and evaluate results
B10	CG5-Respect the fundamental and equal rights for men and women, promoting respect of human rights and the principles of equal opportunities, non-discrimination and universal accessibility for people with disabilities.

C1	Express correctly, both orally and in writing, in the official languages of the autonomous region
C4	To be trained for the exercise of citizenship open, educated, critical, committed, democratic, capable of analyzing reality and diagnose problems, formulate and implement knowledge-based solutions oriented to the common good
C5	Understand the importance of entrepreneurial culture and know the means and resources available to entrepreneurs
C6	Assess critically the knowledge, technology and information available to solve the problems and take valuable decisions
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 / results
- To contribute to the comprehensive training by complementing theoretical and practical learning. - To facilitate knowledge of the working methodology appropriate to the professional reality. - To favour the development of technical, methodological, personal and participatory skills. - To obtain practical experience that facilitates insertion in the labour market. - To favour the values of innovation, creativity and entrepreneurship.		B1 C1 B2 C4 B3 C5 B4 C6 B5 C7 B6 C8 B7 B8 B9 B10

Contents	
Topic	Sub-topic
The contents to be developed by the student will be agreed with the company tutor.	The contents to be developed by the student will be agreed with the company tutor.

Planning				
Methodologies / tests	Competencies / Results	Teaching hours (in-person & virtual)	Student?s personal work hours	Total hours
Summary	B1	0	60	60
Supervised projects	B1 B2 B3 B4 B5 B6 B7 B8 B9 B10 C1 C4 C5 C6 C7 C8	300	75	375
Personalized attention		15	0	15
(*)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 student must make a summary or report of the activities carried out during the work placement.
Supervised projects	The methodology developed in internships is the responsibility of the company, depending on the Training Plan and the characteristics and organisation of the company.

Personalized attention	
Methodologies	Description
Supervised projects	The internships are tutored by a member of the organisation where the internship is carried out and monitored by a tutor from the centre.

Assessment			
Methodologies	**Competencies / Results**	**Description**	**Qualification**
Supervised projects	B1 B2 B3 B4 B5 B6 B7 B8 B9 B10 C1 C4 C5 C6 C7 C8	1) Professional tutor's report: 60%. 2) Average grade of the academic programme upon receipt of the professional tutor's report: 20%. 3) Attendance at the events organised by the Vice-Deanship for Internships: 20%.	100

Assessment comments
For the recognition of marks for attendance at events, the Dean's Office will provide a list of registered students that must be signed at the event held. Those students who have not been able to attend for a duly justified reason must provide the documents that accredit such justification. The deadline for doing so will be one week after the event is held.   The number of events shall not be more than 12 or less than 4, throughout the academic year.   For the calculation of the qualification, 4 of the events held will be chosen at random, giving priority to face-to-face events. Each of the 4 selected events will be worth 0.5 points, so that attendance at all of them guarantees a mark of 2 points, which represents 20% of the maximum achievable mark.   The full integration of students who, for physical, sensory, mental or socio-cultural reasons, experience difficulties in gaining adequate access to university life will be facilitated.

Sources of information	
Basic	Poden consultarse as referencias bibliográficas máis relacionadas cos estudos de Grao.
Complementary	Catmull, Ed, Amy Wallace, and Amy Wallace. Creatividad S.A.: cómo llevar la inspiración hasta el infinito y más allá. Madrid: Conecta, 2014.Covey, Stephen R. The 7 Habits of Highly Effective People Restoring the Character Ethic. 1st ed. London: Simon & Shuster, 1992.Epstein, David J. Range: Why Generalists Triumph in a Specialized World. New York: Riverhead Books, 2019.Goleman, Daniel, David González Raga, and Fernando Mora. Inteligencia emocional. 44a ed. Barcelona: Kairós, 2001. Kawasaky, Guy. El arte de empezar: una guía infalible para empezar cualquier cosa. S.l: Ilustrae, 2010.Ries, Eric. The Lean Startup?: How Constant Innovation Creates Radically Successful Businesses. London: Portfolio Penguin, 2011.Vallejo-Nájera, Juan Antonio. Aprender a hablar en público hoy. Barcelona: Planeta, 2005.Vandermeulen, David, Yuval Noah. Harari, and Daniel Casanave. Sapiens: [una historia gráfica]. Barcelona: Debate, 2020.Zweig, Stefan. Magallanes el hombre y su gesta. 6a ed. Barcelona: Juventud, 1983.

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

- A sustainable use of resources must be made

in order to prevent negative impacts on the natural environment.- Personal

and professional behavior must be guided by ethical principles.- The

gender perspective will be taken into account as far as possible.- Work

will be done to identify and modify prejudices and sexist attitudes and promote

values of respect and equality.- If

situations of discrimination based on gender are detected, actions and measures

will be proposed to correct them.-

The full integration of students who, for physical, sensory, mental or

sociocultural reasons, experience difficulties in gaining adequate, equal and

profitable access to university life will be facilitated.