



Teaching Guide

Identifying Data					2023/24
Subject (*)	Work Placement		Code	710G04052	
Study programme	Grao en Xestión Dixital de Información e Documentación				
Descriptors					
Cycle	Period	Year	Type	Credits	
Graduate	2nd four-month period	Fourth	Obligatory	12	
Language	Galician				
Teaching method	Face-to-face				
Prerequisites					
Department	Ciencias da Computación e Tecnoloxías da Información				
Coordinador	Rodríguez Luaces, Miguel	E-mail	miguel.luaces@udc.es		
Lecturers	Rodríguez Luaces, Miguel	E-mail	miguel.luaces@udc.es		
Web	https://humanidades.udc.es/estudos/gdid				
General description	A realización de prácticas externas permite o contacto do alumnado co ámbito laboral, coñecendo a realidade das unidades de información, os seus profesionais e usuarios				

Study programme competences / results

Code	Study programme competences / results
A3	CE3 - Knowing the reality and the social conditioning factors that influence the management of information
A17	CE17 - Adopt an orientation to the market and the users of information creating valuable services and products for organizations and entities
B1	CB1 - Possess and understand knowledge that provides a basis or opportunity to be original in the development and / or application of ideas, often in a research context
B2	CB2 - Apply the knowledge acquired and their ability to solve problems in new or unfamiliar environments within broader (or multidisciplinary) contexts related to their area of study
B3	CB3 - Be able to integrate knowledge and face the complexity of making judgments based on information that, being incomplete or limited, includes reflections on social and ethical responsibilities linked to the application of their knowledge and judgments
B4	CB4 - Know how to communicate their conclusions -and the knowledge and ultimate reasons that sustain them- to specialized and non-specialized audiences in a clear and unambiguous way
B5	CB5 - Possess the learning skills that allow them to continue studying in a way that will be largely self-directed or autonomous
B6	CG1 - Capacity for cooperation, teamwork and collaborative learning
B7	CG2 - Capacity for reflection and critical reasoning
B8	CG3 - Capacity for planning, organization and management of resources, information and operations
B9	CG4 - Capacity for analysis, diagnosis and decision making
B10	CG5 - Ability to work in an international and global context
B11	CG6 - Ability to understand the importance, value and function of the Digital Information and Documentation Management in the current ICT society
C1	CT1 - Express correctly, both orally and in writing, in the official languages ??of the autonomous community
C2	CT2 - Use the basic tools of information and communication technologies (ICT) necessary for the exercise of their profession and for learning throughout their lives
C3	CT3 - Develop oneself for the exercise of a citizenship that respects democratic culture, human rights and the gender perspective
C4	CT4 - Understand the importance of the entrepreneurial culture and know the means available to entrepreneurs
C6	CT6 - Develop the ability to work in interdisciplinary or transdisciplinary teams, to offer proposals that contribute to a sustainable environmental, economic, political and social development
C8	CT8 - Have the ability to manage time and resources: develop plans, prioritize activities, identify criticisms, establish deadlines and comply with them

Learning outcomes



Learning outcomes	Study programme competences / results		
Aplicar e complementar os coñecementos adquiridos na súa formación académica	A3 A17	B1 B2 B3 B4 B5 B6 B7 B8 B9 B10 B11	C1 C2 C3 C4 C6 C8
Adquirir habilidades para o exercicio de actividades profesionais	A3 A17	B1 B2 B3 B4 B5 B6 B7 B8 B9 B10 B11	C1 C2 C3 C4 C6 C8

Contents	
Topic	Sub-topic
O mercado laboral	
Prácticas externas: obxectivos e orientacións	

Planning				
Methodologies / tests	Competencies / Results	Teaching hours (in-person & virtual)	Student?s personal work hours	Total hours
Supervised projects	A3 A17 B1 B2 B3 B4 B5 B6 B7 B8 B9 B10 B11 C1 C2 C3 C4 C6 C8	0	48	48
Laboratory practice	A3 A17 B1 B2 B3 B4 B5 B6 B7 B8 B9 B10 B11 C1 C2 C3 C4 C6 C8	0	250	250
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
Supervised projects	Ao finalizar o período de prácticas, cada alumno/a presentará ao titor académico unha memoria de prácticas na que describa de forma detallada as tarefas e actividades realizadas, así como unha reflexión sobre a formación recibida. Dita memoria elaborárase seguindo as pautas formais e de contido indicadas polo titor académico.



Laboratory practice	Prácticas desenvolvidas polo alumnado nas entidades coas que a UDC ten convenio. O traballo dos/as alumnos/as estará supervisado polo/a titor/a académico/a (profesor/a da Facultade) e o/a titor/a profesional (persoa responsable do centro).
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Personalized attention

Methodologies	Description
Laboratory practice Supervised projects	Este tipo de atención terá especial peso no traballo tutelado (memoria), para o cal o/a titor/a académico/a irá marcando as pautas a seguir en cada caso, podendo propoñer as variacións ou modificacións necesarias.

Assessment

Methodologies	Competencies / Results	Description	Qualification
Laboratory practice	A3 A17 B1 B2 B3 B4 B5 B6 B7 B8 B9 B10 B11 C1 C2 C3 C4 C6 C8	Informe do titor do centro no que se realicen as prácticas.	50
Supervised projects	A3 A17 B1 B2 B3 B4 B5 B6 B7 B8 B9 B10 B11 C1 C2 C3 C4 C6 C8	Avaliación da memoria final de prácticas	50

Assessment comments

<p>AVALIACIÓN</p> <p>Para superar a materia é necesario aprobar cada unha das partes que compoñen a metodoloxía de traballo da mesma, é dicir, se un/unha alumno/a non supera o traballo tutelado non se lle avaliarán as prácticas e viceversa.</p> <p>Os criterios de avaliación son os memos en todas as oportunidades.</p> <p>Terá cualificación de NON PRESENTADO calquera estudante que non presente o traballo tutelado.</p> <p>DISPENSA ACADÉMICA</p> <p>Dado que a asistencia ás sesións presenciais non é obligatoria, aqueles/as estudantes con matrícula a tempo parcial e dispensa académica que lles exima da asistencia ás clases terán as mesmas condicións que o resto do alumnado.</p> <p>IMPLICACIÓNS DO PLAXIO</p> <p>A realización fraudulenta de probas ou actividades de avaliación, unha vez verificado, implicará directamente unha nota de "0" na materia na oportunidade correspondente.</p>
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Sources of information

Basic	
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



(*)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.