Teaching Guide				
Identifying Data				2018/19
Subject (*)	Internships II		Code	610G02048
Study programme	Grao en Bioloxía			
Descriptors				
Cycle	Period	Year	Type	Credits
Graduate	2nd four-month period	Fourth	Optional	6
Language	SpanishGalicianEnglish			
Teaching method	Face-to-face			
Prerequisites				
Department	Bioloxía			
Coordinador		E-mail		
Lecturers	Fagúndez Díaz, Jaime Fuentes Lopez, Marcelino Gonzalez Siso, Maria Isabel Vila Taboada, Marta	E-mail	jaime.fagundez@udc.es marcelino.fuentes@udc.es isabel.gsiso@udc.es marta.vila.taboada@udc.es	
Web	ciencias.udc.es/estudantes/secretaria-do-alumnado/pr%C3%A1cticas-profesionais			
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 ?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). The assessment process, prior to the decision of the ?Comisión de Docencia e Validacións?, will follow all UDC regulations.			

Study programme competences / results	
Code	Study programme competences / results
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 / results		
By the end of the internship, students will be able to: -Understand the professional contexts in which biologists develop their career -Apply the skills the students have developed during the degree in a professional environment.		B1 B2 B3 B4 B5 B6 B7 B8 B9 B10 B11 B12 B13	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	18	18

Supervised projects	B13 B12 B11 B10 B9 B8 B7 B6 B5 B4 B3 B2 B1 C1 C3 C4 C5 C6 C7 C8	132	0	132
Personalized attention		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**
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 ?Negociado de alumnos? (student?s office) together with a form requesting its assessment.

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	B13 B12 B11 B10 B9 B8 B7 B6 B5 B4 B3 B2 B1 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 (in writting). 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

Assessment comments
The final grade will be based on the performance of the student during the internship and on the quality of report submitted.

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
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.