



## Teaching Guide

| Teaching Guide      |                                                                                                                                                                                                                                                                                                                                      |        |          |                                                                                                                                                                                                                                                                                                         |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Identifying Data    |                                                                                                                                                                                                                                                                                                                                      |        |          | 2016/17                                                                                                                                                                                                                                                                                                 |
| Subject (*)         | Prácticas en Empresas                                                                                                                                                                                                                                                                                                                |        | Code     | 611G02046                                                                                                                                                                                                                                                                                               |
| Study programme     | Grao en Administración e Dirección de Empresas                                                                                                                                                                                                                                                                                       |        |          |                                                                                                                                                                                                                                                                                                         |
| Descriptors         |                                                                                                                                                                                                                                                                                                                                      |        |          |                                                                                                                                                                                                                                                                                                         |
| Cycle               | Period                                                                                                                                                                                                                                                                                                                               | Year   | Type     | Credits                                                                                                                                                                                                                                                                                                 |
| Graduate            | 2nd four-month period                                                                                                                                                                                                                                                                                                                | Fourth | Optativa | 18                                                                                                                                                                                                                                                                                                      |
| Language            | SpanishGalician                                                                                                                                                                                                                                                                                                                      |        |          |                                                                                                                                                                                                                                                                                                         |
| Teaching method     | Face-to-face                                                                                                                                                                                                                                                                                                                         |        |          |                                                                                                                                                                                                                                                                                                         |
| Prerequisites       |                                                                                                                                                                                                                                                                                                                                      |        |          |                                                                                                                                                                                                                                                                                                         |
| Department          | Análise Económica e Administración de EmpresasEconomía Aplicada 1Economía Aplicada 2Economía Financeira e ContabilidadeSocioloxía e Ciencia Política da Administración                                                                                                                                                               |        |          |                                                                                                                                                                                                                                                                                                         |
| Coordinador         |                                                                                                                                                                                                                                                                                                                                      |        | E-mail   |                                                                                                                                                                                                                                                                                                         |
| Lecturers           | Calo Blanco, Aitor<br>Calvo Babío, Nuria Begoña<br>Fernandez Castro, Angel Santiago<br>Garcia Lorenzo, Antonio<br>Garcia-Carro Peña, Beatriz<br>Lopez Rodriguez, Abel Francisco<br>Mariz Perez, Rosa<br>Masso Lago, Matilde<br>Muiño Vazquez, Maria Flora<br>Novo Peteiro, Jose Antonio<br>Rey García, Marta<br>Ruiz Lamas, Fernando |        | E-mail   | aitor.calo@udc.es<br>nuria.calvob@udc.es<br>angel.fernandez.castro@udc.es<br>antonio.garcia.lorenzo@udc.es<br>beatriz.garcia-carro@udc.es<br>francisc.lrodriguez@udc.es<br>rosa.mariz@udc.es<br>m.massos@udc.es<br>flora.muino@udc.es<br>jose.novop@udc.es<br>marta.reyg@udc.es<br>fernando.ruiz@udc.es |
| Web                 | http://www.economicas.udc.es/subido/practicas_empresas/Regulamento_Practicas_FEE.pdf                                                                                                                                                                                                                                                 |        |          |                                                                                                                                                                                                                                                                                                         |
| General description | A información relativa a esta asignatura pode consultarse na normativa vixente que regula as prácticas en empresa                                                                                                                                                                                                                    |        |          |                                                                                                                                                                                                                                                                                                         |

## Study programme competences

| Code | Study programme competences                                                                                                                                                                                                                                                           |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 demonstrated 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 |    |
| - Contribuír á formación integral do estudante complementando a aprendizaxe teórica e práctica   | B1                          | C1 |
| - Facilitar o coñecemento da metodoloxía de traballo adecuada á realidade profesional.           | B2                          | C4 |
| - Favorecer o desenvolvemento de competencias técnicas, metodolóxicas, persoais e participativas | B3                          | C5 |
| - Obter unha experiencia práctica que facilite a inserción no mercado de traballo.               | B4                          | C6 |
| - Favorecer os valores da innovación, a creatividade e o emprendimento.                          | B5                          | C7 |
|                                                                                                  | B6                          | C8 |
|                                                                                                  | B7                          |    |
|                                                                                                  | B8                          |    |
|                                                                                                  | B9                          |    |
|                                                                                                  | B10                         |    |

| Contents                                                                               |                                                                                        |
|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| Topic                                                                                  | Sub-topic                                                                              |
| Os contidos a desenvolver polo estudante fixaranse de común acordo co titor da empresa | Os contidos a desenvolver polo estudante fixaranse de común acordo co titor da empresa |

| Planning               |                                                        |                      |                               |             |
|------------------------|--------------------------------------------------------|----------------------|-------------------------------|-------------|
| Methodologies / tests  | Competencies                                           | Ordinary class hours | Student's personal work hours | Total hours |
| Summary                | B1                                                     | 0                    | 60                            | 60          |
| Supervised projects    | B1 B2 B3 B4 B5 B6<br>B7 B8 B9 B10 C1 C4<br>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             | O alumno deberá facer un resumo ou memoria das actividades realizadas durante a o periodo de prácticas                                                  |
| Supervised projects | A metodoloxía desenvolvida nas prácticas externas corre a cargo da empresa, en función do Plan Formativo e das características e organización da mesma. |

| Personalized attention |                                                                                                                                             |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Methodologies          | Description                                                                                                                                 |
| Supervised projects    | As prácticas teñen tutorización por un membro da organización na que realicen as prácticas e un seguemento por parte dun profesor do centro |

| Assessment    |              |             |               |
|---------------|--------------|-------------|---------------|
| Methodologies | Competencies | Description | Qualification |



|                     |                                                        |                                                                                                                                                                                                                                                                                                                                                                                                |     |
|---------------------|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Supervised projects | B1 B2 B3 B4 B5 B6<br>B7 B8 B9 B10 C1 C4<br>C5 C6 C7 C8 | A avaliación das prácticas farase a partir dun informe emitido polo tutor da organización onde se realicen e da memoria de prácticas elaborada polo alumnado que será avaliada polo tutor universitario.<br>Para acadar o aprobado a valoración de ambos aspectos deberá ter a cualificación de apto.<br>Na cualificación final o informe do tutor da organización representará o 80% da nota. | 100 |
|---------------------|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|

## Assessment comments

## Sources of information

|               |                                                                                       |
|---------------|---------------------------------------------------------------------------------------|
| Basic         | Poden consultarse as referencias bibliográficas máis relacionadas cos estudos de Grao |
| 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

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(\*)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.