

**COURSE DATA****Data Subject**

Code	33821
Name	External internships
Cycle	Grade
ECTS Credits	6.0
Academic year	2020 - 2021

Study (s)

Degree	Center	Acad. year	Period
1318 - Grado de Geografía y Medio Ambiente	Faculty of Geography and History	4	Second term

Subject-matter

Degree	Subject-matter	Character
1318 - Grado de Geografía y Medio Ambiente	646 - External internship	External Practice

Coordination

Name	Department
PEÑARRUBIA ZARAGOZA, MARIA PILAR	195 - Geography

SUMMARY

The External Practices are the training activities undertaken by students in companies, institutions and organizations, which aim to apply and complement the academic knowledge acquired by the students during their training period. Also they favor the acquisition of skills that prepare them for the exercise of personal activity and facilitate employability. This is therefore the first contact of the student with the working world and is an experience that will serve you for joining the labor market. These activities are governed by a framework agreement signed between the University of Valencia Cooperation, company, institution or entity hosting the student and the University-Enterprise of Valencia (ADEIT) Foundation. It is an optional subject, which must take students in 7th-8th semester and has a load of 6 credits.

PREVIOUS KNOWLEDGE



Relationship to other subjects of the same degree

There are no specified enrollment restrictions with other subjects of the curriculum.

Other requirements

None

OUTCOMES

1318 - Grado de Geografía y Medio Ambiente

- Have skills for organisation, planning, management and assessment.
- Have computer skills related to the field of study.
- Have problem-solving skills and decision-making capacity. Be able to design and manage projects.
- Be able to work independently.
- Be able to work in interdisciplinary teams.
- Have skills for interpersonal relations and ability to adapt to complex situation.
- Show commitment to the values of gender equality, interculturality, equal opportunities, universal access for people with disabilities, the culture of peace, democratic values and solidarity.
- Be able to learn independently and show creativity, initiative and entrepreneurship. Be able to resolve unforeseen situations.
- Show motivation for quality, responsibility and intellectual honesty.
- Be able to communicate effectively with non-experts.
- Learn about geographic information systems.
- Learn about methodology and fieldwork.
- Get acquainted with geographic information systems as a tool for learning about and interpreting the territory and the environment.
- Learn about the time and space dimensions in the explanation of social, territorial and environmental processes.
- Be able to relate and synthesise cross-disciplinary territorial information.
- Learn about territorial and environmental management. Be able to integrate the social, economic and environmental components under the sustainable development approach.
- Participate in the design and implementation of environmental policies, as well as in the evaluation of the environmental impact of projects, plans and programmes.
- Learn about rural and urban development programmes based on environmental sustainability.
- Acquire basic knowledge for analysing and diagnosing public policies related to the geographical aspects of the environment.
- Be able to use cartography and geographic information systems.

LEARNING OUTCOMES

The expected outcome in this course is that students get integrated with success in the company or institution where the traineeship and to be able to perform the tasks of the training program designed for each practice.



The student must be able to apply previously acquired knowledge, do the work that is assigned to an acceptable i suit the specific conditions of quality practices. You must also show us initiative and collaboration with other professionals, especially in the case of incorporation into multidisciplinary teams.

DESCRIPTION OF CONTENTS

1. Profile: Physical environment, natural resources and environment

The jobs related to environmental problems represent a field occupation of geographers in collaboration with other professionals, forming interdisciplinary teams. Highlight jobs in public administration, such as manager of parks and other areas of environmental protection, environmental educators, technicians or Agenda 21. Also included in this profile integration in multidisciplinary teams (consulting, public administration, etc.) for studies of geomorphology and natural risks. In this profile the most common work places are skilled in natural hazards (civil protection and emergency); 2) environmental consulting; 3) environmental technicians in public administration.

2. Profile: Planning and territorial management

Specific tasks performed in this profile would be located on the axis of the analysis, diagnosis and proposals aimed at resolving issues of territorial planning, which requires the implementation of comprehensive transversal skills related to different fields of knowledge. Possible jobs: (1) technical cabinets of territorial planning and urban planning, (2) the location of activities and services; and (3) professional geographers public administration.

3. Profile: Regional and local development

This page provides multidisciplinary professional knowledge of various territories in order to facilitate activities in both the public and private sectors, aimed at improving the levels of development of the territories.

Regular jobs: local development agent, technician economic development and sectorial planning, manager of European programs, tourism development promoters, managers of cultural and historical heritage, among others. This page presents a clear vision for the future.

4. Profile: Geographic Information Technologies

This professional profile is closely bound up with the treatment and analysis of geographic information, in its various aspects. It is one of the main fields of work where geographers have broad participation because of their knowledge representation and spatial analysis of land information.

There are a number of jobs well established technical, in which the presence of geographers is highly valued. Among them include specialists in Geographic Information Systems (GIS), remote sensing, digital data analysis, map library and designers responsible for thematic mapping. Also significant is the presence of geographers as technicians in social and territorial government statistics, and statistical analysts, or as partners in the design and development of surveys.

5. Profile: education, outreach and geographical spread



The jobs related to this profile are different: 1) drafting partners of factual texts (publications, Internet, newspapers, guides, TV); 2) development of cartography in the media and publishing; 3) secondary education and high school; 4) non-formal education.

WORKLOAD

ACTIVITY	Hours	% To be attended
Internship		100
Study and independent work	15,00	0
TOTAL	15,00	

TEACHING METHODOLOGY

ACTIVITIES IN THE CENTER OF PRACTICE

In the center of practices students will carry out the tasks provided for in the respective training program in order to acquire the skills under the program: Attendance at the Employment and Entrepreneurship Forum of the Universitat de València.

TUTORING

Students attended various meetings of control and monitoring practices. In the first session the student on the characteristics of the practice, formalization the contract, the rights and duties and general recommendations shall be reported for successful practices. In subsequent sessions, information exchange with the tutor on the development of practice. Students may consult with the tutor in his office hours any aspect related to the development of practices and the realization of the planned activities, as well as the preparation of the report.

OTHER COMPLEMENTARY ACTIVITIES

Coordinators and tutors may define other types of complementary activities that the student must take, such as attending conferences or seminars.

DEVELOPMENT OF A MEMORY

The student must make a report on the development of practices that deliver to the tutor to complete them. The memory scheme is available in the Guide to work experience student.

EVALUATION

The capacities achieved on this subject in relation to the objectives is assessed for:

1. The memory of the practices, written and presented by the student (60%)
2. Report of the guardian of the company (40%)
3. Assistance to complementary activities: mandatory.



The head of the matter academic supervisor evaluates the work considering the monitoring practices and reports and reports referred to above. Should the external practices are related to the final degree work will be assessed separately.

REFERENCES

Basic

- Guia de prácticas en empresa para el alumno (hoja web de la facultat de Geografia i Història)
- <http://www.boe.es/boe/dias/2011/12/10/pdfs/BOE-A-2011-19362.pdf>
- http://www.uv.es/=sgeneral/Comissio_Estatuts/Doc/Reg_prac_externes.pdf

ADDENDUM COVID-19

This addendum will only be activated if the health situation requires so and with the prior agreement of the Governing Council

ADD TO THE TEACHING GUIDE

The emergence of the COVID19 pandemic has in some cases impeded the normal development of external practices. In accordance with the Instruction published by the Office of the Vice-Rector for Employment and Training Programs regarding the operation of national and international External Practices (<https://www.uv.es/uvpracticas/comunicadosuv.pdf>) and the agreements of the Practices Commission of the center (April 2019), the annex to the teaching guide will be modified in the following terms:

- Those cases in which the practices have ended in person or by telework and have developed normally, will be evaluated according to the teaching guide of the subject.

When practices have been interrupted, the following solutions are proposed:

1. Recognition of previous professional activity related to the degree or, where appropriate, the Master.

1. Recognition of hours in extracurricular practices carried out previously.

1. When the practices have been interrupted and 50% has been exceeded, students must complete their training by carrying out the activities detailed in Annex I, depending on the percentage completed.

d. When the practices have been interrupted and the 50% has not been reached, the following activities should be carried out:



- A work oriented and supervised by the academic supervisor until completing 50% of the hours.
- The activities proposed for the previous case until completing the remaining 50% (Annex I)

The evaluation of the activities in points **c** and **d** corresponds to the academic supervisor and they will be graded with a percentage similar to the time they represent.

ANNEX I

PROPOSAL FOR DEVELOPEMENT OF PRACTICES (Covid 19) OF THE COORDINATION OF PRACTICES OF THE FACULTY OF GEOGRAPHY AND HISTORY.

Percentage of practices completed	Activities *
Between 0-50 %	Work oriented Make a CV Write a Cover Letter Take a review on entrepreneurship
Between 50%-65%	Make a CV Write a Cover Letter Take a review on entrepreneurship
Between 65-80%	Choose two activities (Make a CV Write a Cover Letter Take a review on entrepreneurship)
80%	Choose one activity (Make a CV Write a Cover Letter Take a review on entrepreneurship)

(*) The relation of activities is calculated for a pattern of practices with a duration between 120-200 hours; All those practices that exceed 200 hours can implement more activities (if the pertinent coordinator considers it) than the activities offered by the Office of the Vice-Rector for Occupation and Training Programs through <https://www.uv.es/uvocupacio>.

Activities

- 1) Work oriented



The oriented work is planned to develop issues related to the areas of work of the disciplines from different focus of analysis (at the discretion of the Coordinator, other topics can be selected according to the specific exceptional circumstances such as pandemics from different approaches). The academic supervisor must guide the student and focus on the subject according to the criteria of each discipline, as well as the volume of work.

2) Create a CV

Tutorial Curriculum Vitae

<https://www.youtube.com/watch?v=72RtsjqLsWE> (3': 37")

How to improve your CV

<https://www.youtube.com/watch?v=nrbQhwyBs7g&t=1s> (2":18")

3) Write a cover letter

Tutorial Cover Letter

<https://www.youtube.com/watch?v=bcCD0SpDLnU&t=79s> (3':19")

The activity consists of viewing the tutorial and preparing a cover letter

4) Make a summary about the creation of companies

<https://www.uv.es/uvweb/nullca/formacio-innovacio/formacio-innovacio/pcuv/formacio-linia-1286125396516.html>

-Herramientas de financiación (3': 58")

-Modelos de negocio (4': 48")

-Marketing y comunicación (3': 38")

-Reflexiones sobre innovación (3': 58")

-Transferencia de conocimiento y tecnología a la sociedad (4':25")

-El camino del emprendedor (4':50")

-Un ecosistema de emprendimiento e innovación (4":32")

-Las habilidades y conocimientos del emprendedor (4':25")

The task is to watch some videos that are in the link and a summary (between 3-7 pages, although the criterion of the coordination of practices can establish another length)

Procedure



All activities must be included in the practice report as an **additional non-contact activity** that the student hands over to the academic supervisor.

Evaluation

If the student finishes his practice completing all the hours by face-to-face or telematic, he will be evaluated according to the teaching guide.

If not completed, the exceptional evaluation **proposal proposed in this addendum will apply.**
