VNIVERSITAT ĠÞ DVALÈNCIA

COURSE DATA

Data Subject

Code	33855
Name	External Internship
Cycle	Grade
ECTS Credits	12.0
Academic year	2021 - 2022

Study (s)

Degree	Center	Acad. year	Period
1007 - Degree in Information and Documentation	Faculty of Geography and History	4	First term

Subject-matter

Degree	Subject-matter	Character
1007 - Degree in Information and Documentation	9 - External internship	External Practice

Coordination

Name	Department
GONZALEZ ALCAIDE, GREGORIO	225 - History of Science and Documentation
PONS ALOS, VICENTE	361 - Medieval History, Historiography Sciences and Techniques

SUMMARY

English version is not available

Prácticas externas es una de las materias obligatorias del último curso del grado de Información y Documentación. Se trata de un conjunto integrado de prácticas en todo tipo de unidades de información, tales como Archivos, Bibliotecas, Centros de Documentación e Información, realizadas en empresas, instituciones y entidades públicas y privadas, que, al mismo tiempo, tienen un carácter formativo práctico y suponen un medio de inserción laboral.

Los objetivos son :

1. Permitir a los estudiantes aplicar y complementar los conocimientos adquiridos en su formación académica.
2. Favorecer la adquisición de competencias que les preparen para el ejercicio de las actividades profesionales, faciliten su empleabilidad y fomenten su capacidad de emprendimiento.

Las prácticas están reguladas por un convenio marco de cooperación entre la Universitat de València, la empresa, institución o entidad que acoge al estudiante y la Fundación Universidad Empresa-ADEIT.

El alumno cuenta con una guía general de prácticas externas valida para todas las titulaciones adscritas a la Facultad de Geografía e Historia, donde podrá encontrar la información general relacionada con las prácticas, además de la especifica del grado de Información y Documentación.

PREVIOUS KNOWLEDGE

Relationship to other subjects of the same degree

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

Other requirements

Para poder realizar las prácticas externas, el alumno debe tener aprobadas al menos el 60 % de las asignaturas obligatorias del grado.
En caso de existir otros requisitos, dependerán del programa concreto de prácticas propuesto por el centro, empresa o entidad. En cualquier caso, estos requisitos existirán por ser un centro con un fondo documental especifico o porque se realicen tareas muy especializadas, nunca porque el alumno entre en un proceso de selección y/o evaluación para desarrollar el programa d

OUTCOMES

1007 - Degree in Information and Documentation

- Capacity to write analytical reports and summaries with regard to management and organisation of information.

- Demonstrate organisational and planning skills.

- Have oral and written communication skills in one's own language.

- Know a foreign language.

- Have computer skills related to the field of study.

- Have skills for information management.

- Have problem-solving skills.

- Have decision-making capacity.

- Be able to work in a team and to integrate into multidisciplinary teams.

- Acknowledge diversity and multiculturalism.

- Show skills for interpersonal relations.

- Be able to apply critical reasoning to the analysis and assessment of alternatives.

- Show ethical commitment in the relationships with users and in information handling.

- Be able to learn independently.

- Be able to adapt to changes in the environment.

- Show management and leadership skills.

- Be able to undertake improvements and propose innovations.

- Show creativity.

- Know other cultures and customs.

- Show motivation for quality.

- Be sensitive to environmental issues, sustainability and human rights.

- Show commitment to the principle of equal opportunities for men and women.

- Show commitment to the principle of universal accessibility.

- Show commitment to democratic values and the culture of peace.

- Be able to analyse and interpret the information needs of actual and potential users, and to provide and organise the resources needed to ensure their satisfaction both with the information received and with their interaction with the information professional.

- Be able to detect training needs and to design and implement user training programmes aimed at improving their information skills.

- Be able to run marketing programmes and disseminate information systems and services.

- Be able to identify the strengths and weaknesses of an information service, system or product by establishing and using evaluation indicators and developing solutions to improve their quality.

- Be able to plan and organise information units.

- Be able to manage the human, economic and material resources of the different information units.

- Have skills for managing collections and archive resources in any format, by establishing policies and participating in the process of selection, acquisition, description and dissemination of such collections, as well as in the processes of preservation, conservation and physical treatment of these materials.

- Know the national and international legal and administrative framework for information management, and apply the legal and regulatory provisions and procedures relating to the information and documentation activity.

- Be able to detect the patterns of production and consumption of information in different areas (scientific, professional, business, citizen) and recognise the sources and resources of information available to assist users in their search for information.

- Be able to identify, authenticate and evaluate information sources and resources.

- Be able to search and retrieve information by methods that meet the expectations and needs of users in optimal conditions of cost and time.

- Be able to design information products and services in any field and by any means of dissemination (electronic edition) according to the information and training needs detected in a community of users.

- Be able to analyse and index the content of documents according to the documentary language adopted and to organise such information using the technological means available for its analysis, storage and retrieval.

- Have skills for creating and applying documentary languages in information systems.

- Understand, design and apply models for data and information representation, and mechanisms for data extraction and exploitation and for information retrieval.

- Know, use and apply information and communication technologies applied to the storage, use, management, handling, distribution and exploitation of data, information and knowledge.

- Know, use and apply the computer and telecommunications tools that support the development of the set of skills that must be acquired in the training process.

LEARNING OUTCOMES

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WORKLOAD

ACTIVITY	Hours	% To be attended
Internship		100
Internship	300,00	0
TOTAL	300,00	

TEACHING METHODOLOGY

English version is not available

EVALUATION

English version is not available

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.

VNIVERSITAT ĝ ID VALÈNCIA

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.**

VNIVERSITAT ID VALÈNCIA