COURSE DATA

Data Subject

Code	33855
Name	External Internship
Cycle	Grade
ECTS Credits	12.0
Academic year	2023 - 2024

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
BOSCA CODINA, JOSE VICENTE	361 - Medieval History, Historiography Sciences and Techniques
VALDERRAMA ZURIAN, JUAN CARLOS	225 - History of Science and Documentation

SUMMARY

External practices is one of the compulsory subjects of the last year of the degree in Information and Documentation. It is an integrated set of internships in all types of information units, such as Archives, Libraries, Documentation and Information Centers, carried out in companies, institutions and public and private entities, which, at the same time, have a practical training character and are a means of labor insertion.

The objectives are :

  1. Enable students to apply and supplement the knowledge acquired during their academic training

2. To favor the acquisition of competencies that prepare them for the exercise of professional activities, facilitate their employability and foster their capacity for entrepreneurship.

The internships are regulated by a framework cooperation agreement between the Universitat de València, the company, institution or entity hosting students and the University Enterprise Foundation - ADEIT.

The student has an external internship general guide valid on every degree assigned to the Faculty of Geography and History, where they can find general information related to the internship, as well as the specific information guide belinguing to the Information and Documentation degree.

PREVIOUS KNOWLEDGE

Relationship to other subjects of the same degree

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

Other requirements

In order to be able to undertake external internships, students must have passed at least 60% of the compulsory subjects of the degree.
Where other requirements ecist, those will depend on the specific internship program proposed by the center, enterprise or entity. These requirements will exist because it is a centre with a specific documentation base or because it performs very specialized tasks, never because the student enters a process of selection and/or assessment to develop the internship

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

The external internship course has a fundamental formative character complementary to the knowledge acquired in the academic training, while practical and specialized, seeking contact with the professional world and the beginning of job insertion of students.

The student will work in all types of libraries, documentation and information centres, and archives, as a content manager, setting as the external intership objective bringing students into contact with the practice of the profession

The learning outcomes to be achieved are:

Recognise the structure, services and functioning of the institution or entity where the external practice is carried out.

To manage documentary and bibliographic collections, in any format, establishing the parameters of selection, analysis, description and dissemination.

Application of the procedures, techniques and rules of information and documentation management.

Respond appropriately to the needs presented by users.

Show capacity for teamwork and integration in multidisciplinary teams as well as creativity and autonomous learning.

Reflect critically on the problems posed during the internship and is able to respond appropriately.

Show an entrepreneurial spirit.

DESCRIPTION OF CONTENTS

1. Organization, description and management of archives

2. Document management systems, information retrieval and document search

3.   Analysis of the production, demand and consumption of information

4.   Reading promotion and library outreach services

5.   Documentary assistance in the drafting of research projects

6. Attention, training and study of users

7. Documentation search, processing and management of Web content

8.   Information search and retrieval

9.   Generation and standardization of technical documents

10.   Management of collections and bibliographic funds

11.   Knowledge management

12.	Management, follow-up and updating of databases

13.	Preservation of cultural, bibliographic and documentary heritage

14.	Cultural management services

WORKLOAD

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

TEACHING METHODOLOGY

- In-person activities developed by students in the internship center directed by the enterprise tutor following the pre-established program.
- Meetings with the academic tutor. Academic tutors will have a specific timetable of meetings to attend students during their external internship, as well as regular meetings and online support, in order to help, guide and advise them in the development of the placement.
- Seminar-interviews. Students must take part in at least two interviews scheduled by the tutor, common to the whole group, where the academic tutor will coordinate a discussion in order to monitor the internship. In the first one, which will take place at the beginning of the year, students will be told how to prepare a portfolio or internship diary. In the second one, to be held in the first week of November, students will present a roadmap of the internship and situations or doubts that have arisen during the internship.

Note. The academic tutor will stay in touch with the Enterprise tutor, via telephone or on-line and will make a scheduled visit throughout the internship period, in order to have direct contact with the company tutor and the specific activities.

EVALUATION

The internship's evaluation will be carried out based on two aspects, each of them with a specific weight:

1. Report of the internship carried out, written and presented by the student (60%). Must be submitted to the University Tutor within 10 days of the end of the internship. The report must be at least 10 pages long, 1.5 line spacing and Times New Roman font, size 12p.
2. Report and evaluation of the external tutor sent to the University Tutor according to the model provided (40%)

The academic tutor responsible for the subject will evaluate it, taking into account the report and the previously mentioned reports and evaluations.

The second call for the assessment will take into account the corrections that both the academic tutor and the company tutor have indicated to the student, as well as after having overcome the deficiencies observed.

The content of the report must follow the following structure:

Identification of the enterprise.

2. Description of the sector of operation.

3. Description of the enterprise.

3.1. activity

3.2. Organisation chart.

3.3. Description of the department in which the internship is being carried out (tasks, relations with other departments, etc.).

4. Description of the activities carried out.

5. Application of the knowledge acquired during the degree course to the internship.

6. Competences and skills developed in the internship.

7. Personal evaluation of the internship.

8. Annexes