

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

Code	34051
Name	External internships
Cycle	Grade
ECTS Credits	6.0
Academic year	2021 - 2022

Study (s)

Degree	Center	Acad. year	Period
1005 - Degree in History	Faculty of Geography and History	4	Second term

Subject-matter

Degree	Subject-matter	Character
1005 - Degree in History	33 - External internship	External Practice

Coordination

Name	Department
LOMAS CORTES, MANUEL	362 - Early Modern History

SUMMARY

External Practices are the training activities carried out by the students in companies, institutions and entities, ie in centers outside the university dependencies, which are intended to complement the university education of students.

The possibility of autopràcticum is contemplated when the student himself seeks and submit your application to a particular enterprise, application which must be approved by the academic tutor

These activities are regulated by a cooperation framework agreement signed between the University of Valencia Cooperation, company, institution or entity that receives the student and the University-Enterprise of Valencia (ADEIT) Foundation.



The ADEIT places awarded to applicants students, appearing in them his (subject teacher) academic tutor and a tutor of the enterprise tutor

PREVIOUS KNOWLEDGE

Relationship to other subjects of the same degree

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

Other requirements

Previous knowledge

Relation with other subjects of the same degree:

Restrictions of matriculation with other courses not specified

Other types of requirements

To be matriculated in the last year of the Degree in History its required.

COMPETENCES (RD 1393/2007) // LEARNING OUTCOMES (RD 822/2021)

1005 - Degree in History

- Show motivation for quality.
- Demonstrate organisational and planning skills.
- Have critical and self-critical capacity.
- Be able to adapt to new situations.
- Show ethical commitment.
- Be able to make abstractions, to analyse and to synthesise.
- Value and respect diversity and multiculturalism.
- Show commitment to the principle of equal opportunities for men and women.
- Have problem-solving skills.
- Have interpersonal skills.
- Show creativity.
- Have decision-making capacity.
- Be able to learn autonomously.
- Demonstrate initiative and entrepreneurship.
- Be sensitive to environmental issues.



- Be able to communicate and argue orally and in writing in one's own language using the terminology and techniques of the profession.
- Be able to transcribe, summarise and catalogue information appropriately.
- Be able to use information-gathering tools such as bibliographic catalogues, archival inventories and electronic references.
- Be able to manage computer and Internet resources and techniques (statistical methods, databases, etc.) when producing historical or history-related data.
- Be able to comment, annotate or edit texts and documents correctly according to the critical canons of the discipline.
- Capacidad de identificar y utilizar apropiadamente fuentes de información para la investigación histórica.

LEARNING OUTCOMES (RD 1393/2007) // NO CONTENT (RD 822/2021)

Results of learning

The goals of learning consists in the fact that the students acquire new skills in diferents works related to the study and utilization of the procedures of

documentation, analysis, research and diffusion in public or private institutions and companies like museums libraries, libraries, companies specialized in the heritage difusión, the archaeological studies, etc. Likewise it's directed to

familiarize the students with the labor world, in private companies or public institutions, and his own habits and rules.

WORKLOAD

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

TEACHING METHODOLOGY

Educational methodology

Presencial Activities:



In the Center of Practices the students, with the tutor's orientation, will develop the tasks marked in the respective program, in order to acquire the skills offered in every program.

Attendance at the Employment and Entrepreneurship Forum of the Universitat de València.

Tutorships:

The students will be able to consult with the tutor, in his schedule of attention, any aspect related to the development of the practices and the accomplishment of the activities, as well as with the elaboration of the report.

EVALUATION

Evaluation

The 6 *ECTS* credits of this matter of study will be recognized when at least the 80% of all the presencial activities, marked in the formative program, have been realized.

The competences will be evaluated in relation by the proposed goals, depending on:

- The final report of the practices, written and presented by the students.
- The final report of the external tutor.
- The valuation of the academic tutor.

Complementary activities will be 10% of the final grade.

The academic tutor, responsible for the matter, will evaluate the realized work, with the follow-up of the practices in mind, as well as the reports previously mentioned. More information about the procedures of evaluation is included in the "Guide of the External Practices students"

The second summons of the evaluation will be abided by the same criteria.

REFERENCES



Basic

- Guía del estudiante de prácticas externas.

https://www.uv.es/geohdocs/Practicas%20Externas%2013-14/Guia_Practiques_Externes2013_14.pdf

Additional

- Fichas explicativas de cada una de las prácticas.

ADDENDUM COVID-19

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

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.**