

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

Code	36747
Name	Pràcticas externas
Cycle	Grade
ECTS Credits	13.5
Academic year	2024 - 2025

Study (s)

Degree	Center	Acad. Period year
1335 - Degree in Political and Public Administration Sciences	Faculty of Law	4 Annual

Subject-matter

Degree	Subject-matter	Character
1335 - Degree in Political and Public Administration Sciences	42 - Pràcticas externas	External Practice

Coordination

Name	Department
LOIS CABALLE, ANA ISABEL	70 - Mercantile Law 'Manuel Broseta Pont'

SUMMARY

The subject "External Internships" is aimed at students of the Degree in Political Science and Public Administration, who are at an advanced stage of their degree, in order to get the most out of this subject. Students enrolled in this subject will be able to carry out a period of work experience related to the academic content of the degree, in companies or public and private institutions. These placements will be supervised by a lecturer from the Faculty, preferably from the field of specialisation of the place offered.

PREVIOUS KNOWLEDGE



Relationship to other subjects of the same degree

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

Other requirements

The student must have passed 156 credits of the degree, including the 60 basic credits.

- Credits for professional experience may only be recognised for the following professions without a professional qualification:

- Positions of representation or political trust in local, regional, national administration or in international organisations.
- Executive positions in political parties.
- Executive positions in think tanks or pressure groups.

A certificate accrediting the experience accumulated in each of the different positions will be required.

The credits for the subject will be recognised when the following conditions are met:

- A minimum of one year's experience can be accredited in the regional or national administration, in international organisations or in government positions in municipalities with more than 10,000 inhabitants.

of more than 10,000 inhabitants. Also for positions in political parties, think tanks or lobbying groups at national level.

- A minimum of two years' experience in opposition positions in municipalities with more than 10,000 inhabitants can be accredited. Also for positions in political parties political parties, think tanks or pressure groups at regional level.

- A minimum of four years' experience in any position in municipalities with less than 10,000 inhabitants can be accredited. Also for positions in political parties, think tanks or pressure groups at local level.

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

1335 - Degree in Political and Public Administration Sciences

- Students must have acquired knowledge and understanding in a specific field of study, on the basis of general secondary education and at a level that includes mainly knowledge drawn from advanced textbooks, but also some cutting-edge knowledge in their field of study.
- Students must be able to apply their knowledge to their work or vocation in a professional manner and have acquired the competences required for the preparation and defence of arguments and for problem solving in their field of study.
- Students must have the ability to gather and interpret relevant data (usually in their field of study) to make judgements that take relevant social, scientific or ethical issues into consideration.
- Students must be able to communicate information, ideas, problems and solutions to both expert and lay audiences.



- Students must have developed the learning skills needed to undertake further study with a high degree of autonomy.
- Análisis de información para evaluar problemas políticos o de gestión pública y elaborar propuestas de mejora
- Pensamiento crítico.
- Aplicar críticamente las principales teorías y enfoques de la Ciencia Política y de la Administración Pública.
- Saber identificar, diseñar y transmitir mensajes e información política, especialmente discursos políticos y campañas políticas e institucionales a través de medios analógicos y digitales.
- Saber utilizar los métodos y técnicas de análisis cuantitativos y cualitativos, así como el método comparativo.
- Saber analizar escenarios de actuación en política internacional y proponer actuaciones para distintos tipos de actores.
- Saber elaborar informes, dictámenes y trabajos de investigación política.
- Interpretar los marcos políticos y procesos históricos estableciendo análisis comparativos de cambio y de prospección futura.
- Conocer y saber analizar la estructura y funcionamiento de las Administraciones públicas.
- Saber analizar la estructura y funcionamiento de los sistemas y procesos políticos, sus elementos, así como su dimensión histórica, con especial atención al sistema político español y al de la Unión Europea.
- Conocer y saber analizar las características y pautas de actuación de los principales actores políticos (partidos, sindicatos, grupos de interés y nuevos movimientos sociales).
- Conocer y saber analizar los procesos electorales, tanto desde el punto de vista institucional, como desde el del comportamiento de los actores colectivos e individuales.
- Saber analizar las principales técnicas de gestión en la Administración Pública y diseñar estrategias de mejora organizativa y aseguramiento de la calidad de los servicios públicos ante los retos del nuevo entorno digital.
- Analizar el diseño, la planificación, la gestión y la evaluación de las políticas públicas y hacer recomendaciones de mejora, especialmente en las políticas de género, medio ambiente y desarrollo sostenible.
- Saber distinguir los valores, ideologías, actitudes y pautas de comportamiento de los ciudadanos así como su evolución temporal.
- Conocer y saber analizar el entorno económico, la dimensión económica del sector público y las técnicas de gestión económica de proyectos.
- Conocer y saber analizar las características, causas y consecuencias de retos sociales contemporáneos: desigualdad de género, ciberseguridad y sostenibilidad del desarrollo.



- Aplicar críticamente las principales teorías y enfoques de género a las instituciones, actores y políticas públicas.

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

The aim of the external internships subject is for degree students to consolidate their theoretical knowledge, acquire the competences related to their practical application, learn to know how to be in different professional environments, take responsibility for their actions and acquire the values of conduct specific to each profession.

Know how to detect needs and situations that require the intervention of the professional.

Know how to identify the useful resources that allow this intervention to be carried out.

Know how to apply and develop this intervention.

Acquire suitable professional skills.

Develop cooperation skills with other professionals.

Know and know how to analyse the characteristics and functions of political institutions and actors.

Become aware of the ethical component and the deontological principles of the practice of the profession.

Know how to apply the theoretical knowledge acquired throughout the degree studies.

DESCRIPTION OF CONTENTS

1. MODEL 1: PUBLIC ADMINISTRATIONS

1.- AREAS OR FIELDS OF PROFESSIONAL ACTIVITY: Public Administrations.

2.- COMPETENCES OR LEARNING OUTCOMES: those indicated as competences and learning outcomes of the subject External Internships -see above-, to be achieved through the activities detailed in additional information.

3.- TUTOR PROFILE COMPANY, INSTITUTION OR ENTITY: those responsible for the design and development of public policies; technical staff of the administrations that develop them.

4.- ADDITIONAL INFORMATION:

Possible areas in which the traineeships could be carried out:

Government Delegation

Valencian Parliament

Generalitat Valenciana

Valencia Provincial Council

City Councils

Public institutes and organisations

Programme objectives:

To analyse and participate in the design, implementation and evaluation of public policies developed by the different public administrations.



To prepare reports of a political nature.

Activities to be carried out (generic examples):

Design mechanisms for the evaluation of a public policy.

Design strategies for organisational improvement and quality assurance of public services.

Study and analysis of the relationships between different actors in a public policy.

Analysis and implementation of policies on gender equality, equal opportunities and non-discrimination.
equal opportunities and non-discrimination policies.

Drawing up reports and opinions, simultaneously considering different variables of a political, sociological, legal, economic, demographic and gender nature.

2. MODEL 2: PRIVATE INSTITUTIONS AND ORGANISATIONS

1.- AREAS OR FIELDS OF PROFESSIONAL ACTIVITY: Institutions and private organisations.

2.- COMPETENCES OR LEARNING OUTCOMES: those indicated as competences and learning outcomes of the subject External Internships -see above-, to be achieved through the activities detailed in additional information.

3.- TUTOR PROFILE COMPANY, INSTITUTION OR ENTITY: those responsible for the design and development of communication, marketing and analysis strategies; technical staff who develop them.

4.- ADDITIONAL INFORMATION:

Possible areas for internships:

Communication departments

Marketing departments

Analysis departments

Programme objectives:

To analyse and participate in the design, evaluation and implementation of strategies to improve the communication policy of institutions and private organisations.
and private organisations.

To prepare reports for business projection.

Activities to be carried out (generic examples):

Design, evaluate and implement strategic plans of institutions and private organisations.

Design, evaluate and implement the communication policy of private institutions and organisations.

Prepare reports on the national and international political situation for business projection.

Design and implement strategies for organisational improvement and quality assurance of the institution's services.

institution's services.

Summarise, systematise and analyse the position of the institution or company in the media.

3. MODEL 3: POLITICAL PARTIES, TRADE UNIONS AND TRADE UNION ORGANISATIONS

1.- AREAS OR FIELDS OF PROFESSIONAL ACTIVITY: political parties, trade unions and trade union organisations.

2.- COMPETENCES OR LEARNING OUTCOMES: those indicated as competences and learning outcomes of the subject External Internships -see above-, to be achieved through the activities detailed in additional information.

3.- TUTOR PROFILE COMPANY, INSTITUTION OR ENTITY: those responsible for communication,



organisation, information and campaigning in the areas indicated; technical staff who develop them.

4.- ADDITIONAL INFORMATION:

Possible areas for internships:

Secretariat of communication, organisation or studies and programmes (regional, provincial) of trade unions, parties and employers' organisations.

Parliamentary or municipal groups.

Head office archives.

Programme objectives:

To design, evaluate and implement communication policy.

To analyse and participate in the design, evaluation and implementation of strategies to improve internal communication and relations with members.

Prepare reports for the projection of the party, trade union or employers' organisation.

Analyse and participate in the design, organisation and evaluation of political and electoral campaigns.

Activities to be carried out (generic examples):

Summarise, systematise and analyse the position in the media.

Analyse, design, evaluate and implement strategies to improve communication with its members, with the media and with other social organisations.

Analysis, design, evaluation and implementation of strategies to improve internal participation with its members.

Preparing reports on the political situation for projection.

Organisation and dissemination of the party's historical heritage.

Designing and implementing strategies for organisational improvement and quality assurance of services.

Analysing and participating in the design, organisation and evaluation of political and electoral campaigns.

4. MODEL 4: NGOS AND SOCIAL MOVEMENTS

1.- AREAS OR FIELDS OF PROFESSIONAL ACTIVITY: NGOs and social movements

2.- COMPETENCES OR LEARNING OUTCOMES: those indicated as competences and learning outcomes of the subject External Internships -see above-, to be achieved through the activities detailed in additional information.

3.- TUTOR PROFILE COMPANY, INSTITUTION OR ENTITY: those responsible for communication, organisation, participation and activity in the above-mentioned areas; technical staff developing them.

4.- ADDITIONAL INFORMATION:

Possible areas for internships:

Cooperation and development NGOs

Associations and civic entities

Activities to be carried out (generic examples):

Summarising, systematising and analysing the position of the NGO and social movement in the media.

Analysis, design, evaluation and implementation of strategies to improve the NGO's and social movement's communication with its members, the media and other social organisations.

Analysis, design, evaluation and implementation of strategies to improve the internal participation of the NGO and the social movement with its members.

Drawing up reports on the political situation for the projection of the NGO and the social movement.



Organisation and dissemination of the historical heritage of the NGO and the social movement.
Designing and implementing strategies for organisational improvement and quality assurance of the NGO's and social movement's services.

5. MODEL 5: PUBLIC OPINION RESEARCH ORGANISATIONS-CONSULTANCIES

- 1.- AREAS OR FIELDS OF PROFESSIONAL ACTIVITY: public opinion research organisations - consultancies
- 2.- COMPETENCES OR LEARNING OUTCOMES: those indicated as competences and learning outcomes of the subject External Internships -see above-, to be achieved through the activities detailed in additional information.
- 3.- TUTOR PROFILE COMPANY, INSTITUTION OR ENTITY: responsible persons and technical staff of public opinion research organisations - consultancies
- 4.- ADDITIONAL INFORMATION:
Possible areas for internships:
Public opinion research companies
Political consultancies
Programme objectives:
To carry out reports and analyses based on public opinion surveys.
To carry out analyses of electoral campaigns.
Activities to be carried out (examples):
Conducting and analysing political public opinion studies.
Conducting and analysing election campaigns.
Conducting and analysing party and candidate image campaigns.

6. MODEL 6: UNIVERSITIES AND RESEARCH INSTITUTES

- 1.- AREAS OR FIELDS OF PROFESSIONAL ACTIVITY: research institutes and groups; university departments
- 2.- COMPETENCES OR LEARNING OUTCOMES: those indicated as competences and learning outcomes of the subject External Internships -see above-, to be achieved through the activities detailed in additional information.
- 3.- TUTOR PROFILE COMPANY, INSTITUTION OR ENTITY: responsible persons and technical staff of research institutes and groups or university departments
- 4.- ADDITIONAL INFORMATION:
Possible areas for internships:
Research institutes (public and private)
Research groups (Generalitat, MEC, etc.)
University departments
Objectives of the programme:
To introduce students to university research
To introduce students to academic research articles and reports.
Activities to be carried out (generic examples):
Interviews.
Statistical exploitation of data and elaboration of materials.



Compilation, collection and creation of data for teaching and scientific research.

WORKLOAD

ACTIVITY	Hours	% To be attended
Internship		100
Internship	280,00	100
Seguimiento y tutorización de Prácticas externas	18,00	100
Study and independent work	39,50	0
TOTAL	337,50	

TEACHING METHODOLOGY

Orientation interview and intermediate follow-up activities: This is done through the information sessions organised by the centre as well as the first session with the internal tutor.

Attendance at the placement centre and contact and meetings with the tutor at the Collaborating Centre.

Attendance at seminars throughout the academic year: two 6-hour seminars.

Preparation of activities and seminars. Preparation of the final internship report.

EVALUATION

Report from the institution's internship tutor. 30%

Writing of a final report and presentation to the tutor. Drafting of the final report stating: the reasons for choosing the placement, the importance of the internship in your training, the characterisation of the work environment and the internship institution, the work plan and its development, the professional applications of the internship in the sector and the conclusions. 60%

Attendance at tutorials. 10%