

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

Code	41059
Name	External internship
Cycle	Master's degree
ECTS Credits	6.0
Academic year	2020 - 2021

Study (s)

Degree	Center	Acad. year	Period
2001 - M.D. in Environmental and Territorial Management Techniques	Faculty of Geography and History	1	Second term

Subject-matter

Degree	Subject-matter	Character
2001 - M.D. in Environmental and Territorial Management Techniques	6 - External internships	External Practice

Coordination

Name	Department
ESCRIBANO PIZARRO, JAIME	195 - Geography
SALOM CARRASCO, JULIA	195 - Geography

SUMMARY

The subject External Internships aims at offering practical training for students in the master's degree.

The main objectives of this subject are:

1. Students come into contact with the labour market, either in the private sector or in public companies and services. This contact facilitates the graduates' future employability, either with the firms that they have been to on their placement or with other companies who value work experience.



2. Students apply in the workplace the fundamental rights and equality principles between men and women, the respect and promotion of human rights, the principles of universal accessibility and design for all, and the respect for democratic values.
3. Students apply the knowledge and skills acquired during their training in an environment different from the academic, so that they can critically analyse and assess priorities, pressures and the external and internal factors that determine the daily operation of a company or public service.
4. Students assimilate and value the importance of teamwork, assume the role assigned to them within the group and try to play their role according to the rules, procedures and general culture of the workplace and in accordance with the ethical principles of the profession.
5. Students communicate effectively with their tutors both in the companies and at university, and with peers in the workplace, so that they can set the specific training objectives of the placement and attain them effectively.
6. Students become familiar with multidisciplinary teamwork and with decision-making.

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

2001 - M.D. in Environmental and Territorial Management Techniques

- Capacidad de percibir y gestionar los problemas ambientales que afectan al territorio considerando las diferentes perspectivas de los actores implicados.
- Manejo de Sistemas de Información Geográfica aplicados a los problemas medioambientales y territoriales
- Técnicas de Teledetección espacial
- Students should apply acquired knowledge to solve problems in unfamiliar contexts within their field of study, including multidisciplinary scenarios.
- Students should be able to integrate knowledge and address the complexity of making informed judgments based on incomplete or limited information, including reflections on the social and ethical responsibilities associated with the application of their knowledge and judgments.
- Students should communicate conclusions and underlying knowledge clearly and unambiguously to both specialized and non-specialized audiences.
- Students should demonstrate self-directed learning skills for continued academic growth.
- Students should possess and understand foundational knowledge that enables original thinking and research in the field.

LEARNING OUTCOMES

Preparation of regional and environmental studies requested by the company or institution where internships are carried out.

DESCRIPTION OF CONTENTS

1. ENVIRONMENTAL MANAGEMENT

The graduates of this itinerary may perform internships in companies and institutions dealing with issues related to:

- Geomorphological Cartography
- mapping of risks
- environmental cartography
- planning and management of spaces of natural interest,
- emergency plans and risk management
- environmental impact assessment and strategic environmental assessment
- inventory of land uses and natural resources,
- applied studies of climatology,
- restoration of natural systems,
- evaluation and design strategies for sustainability and



- Studies and audits in general.
- Environmental Remote Sensing,
- GIS applied to environmental projects

2. TERRITORIAL MANAGEMENT

Students who have chosen this specialty will be able to complete their internships in companies and institutions whose priority objectives are:

- land management plans,
- urban planning and management
- land policy,
- politics of mobility and transport and logistics
- The design of plans of participation that are already obligated in most of the processes of planning and territorial management.
- Gis applied to projects of regional planning and urbanism,
- techniques for analyzing the landscape and heritage,
- Diagnostic Techniques and
- Planning of mobility or geomarketing.

WORKLOAD

ACTIVITY	Hours	% To be attended
Internship		100
Internship	120,00	0
Seguimiento y tutorización de Prácticas externas	30,00	0
TOTAL	150,00	

TEACHING METHODOLOGY

General organisation of internships

For the completion of external internships, several tutors shall be designated, one of whom shall act as a module coordinator. In coordination with ADEIT University-Business Foundation, they will be responsible for:

- Establishing contact with the companies and institutions where internships will be held and signing the relevant agreements.



- Guiding the students, according to their interests and skills, in choosing the company or organisation where they can complete their internships.
- Evaluating students' work.

In each of the companies there will be a designated tutor, who will supervise the student's work and will issue a report on the results obtained.

The coordination of the internships is the responsibility of the degree director; however, the figure of the internship coordinator will be created.

The functions to be assumed by the lecturer-tutor are:

- Approve the internship plan proposed by the student.
- Undertake mentoring by controlling the conditions and monitoring the work experience.
- Collaborate with the person responsible for supervising the placements.
- Authorise the changes in the work plan, after submitting a reasoned report.
- Carry out the evaluation of the students' internships through their activities report and interview the student and the institution, in accordance with the guidelines and general criteria established for this purpose.
- The lecturer-tutor will contact the company supervisor at least twice and will visit the company once, budget permitting.

The functions to be assumed by the company supervisor or tutor in the relevant institution are:

- Assist in the practical training of the students to facilitate their integration into the institution.
- Accept, by agreement with the academic tutor, the work plan for each student with the specification of the activities to be performed, dates and timetable, and the particular workplace.
- Advise and support students in the development of internships in institutions.
- Monitor the students and distribute the appropriate tasks.



- Communicate with the academic tutors and report on the students' activities.
- Provide help in the assessment of students. To this end they will complete the student evaluation questionnaire.
- The supervisor will report any incident to the lecturer-tutor.

The functions to be assumed by the student are:

- Be familiar with this teaching guide.
- Contact the tutor before starting the internship.
- Prepare a work plan in collaboration with the tutor and the company supervisor.
- Comply with the work plan.
- Maintain regular contact with the academic tutor and with the company supervisor and report any incidents.
- Maintain a professional attitude: comply with the schedule, start the internships when agreed and notify absences in due time.
- Respect the code of ethics.
- Submit the final report to the academic tutor and to the company supervisor.

Period of completion

Students must have successfully completed the two compulsory modules (28 credits) of core subjects during the first semester before they can enrol in the internships.

Internships must be completed during the second semester in any of the three different periods offered: February-April, May-July, or September, and must necessarily be completed before 30 September.



Procedure for the allocation of places

The places available for conducting external internships will be made known every academic year. Students must apply for a maximum of three places by submitting the relevant official form. This application shall be accompanied by a statement setting out the reasons for the choice and the order of preference.

The Academic Coordinating Committee for the Master's Degree in Environmental and Territorial Management Techniques will allocate the places considering the application criteria and the academic excellence. In case of conflict of preferences, and having considered the reasoned statement of applicants, allocation will be made taking account of the academic record.

Possibility of self-proposed practicum

Students wishing to do so can propose a company or institution where they would like to complete their internship, following the rules of ADEIT University-Business Foundation. For this, they must submit their application to ADEIT, with the prior approval from the Master's Degree Academic Coordinating Committee.

Validation of external internships for recognition of professional experience

Prior professional experience may be validated for the External Internship module, according to the procedure established by the University of Valencia Postgraduate Service. Such validation must be requested prior to enrolment and will be approved or turned down by the Master's Degree Academic Coordinating Committee. Approval requires having at least 6 months' professional experience in a position professionally connected with the contents of the master's degree. The application for validation must be accompanied by an explanatory report in which the applicant must put forward his or her arguments. This report must be submitted to the Postgraduate Service along with the application for validation within the deadline set before enrolment. If the validation is accepted, the student will not need



to enrol in this subject, which will appear on the student's academic record as validated and without a mark.

EVALUATION

Competencies will be evaluated based on:

1. the internship report written and submitted by the student;
2. the report written by the company supervisor;
3. the follow-up report written by the academic tutor.

The academic tutor at the University will evaluate the work carried out, considering the reports mentioned above.

REFERENCES

Basic

- FREIXA, Montserrat, NOVELLA, Ana M., y PÉREZ-ESCODA, Nuria (2012), Elementos para una buena experiencia de prácticas externas que favorece el aprendizaje. Edición digital, Cuadernos de Docencia Universitaria, Ed. Octaedro, Barcelona. <http://www.octaedro.com/pdf/16522.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

The appearance of the COVID19 pandemic has in some cases impeded the normal development of external practices. In accordance with the Instruction published by the Vice-Rector's Office 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 7, 2019) and the Academic Committee of the Master (April 14, 2019) the annex of the teaching guide is modified in the following terms:

- In cases where the practicals have been completed in person or by telework and have been carried out normally, they will be evaluated according to the teaching guide of the subject.



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

- a. Recognition of previous professional activity related to the degree or, where appropriate, the Master.
- b. Recognition of hours in extracurricular practices carried out previously.
- c. 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 tutor 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 tutor and they will be graded with a percentage similar to the time they represent.

ANNEX I

Percentage of practices completed:

Between 0-50%:

Oriented work (specify with the academic tutor)

Create a CV

Write a Cover Letter

Take a review on entrepreneurship

Between 50% -65%

Create a CV

Write a Cover Letter

Make a summary about entrepreneurship

Between 65-80%



Select two activities (Prepare a CV; Write a Cover Letter; Make a summary about entrepreneurship)

80%

Select an activity (Prepare a CV; Write a Cover Letter; Make a summary about entrepreneurship)

ACTIVITIES

1) Work oriented

The oriented work is planned to develop questions related to the areas of work of the master from different focus of analysis. The thematic proposal, its orientation and evaluation will correspond to the academic tutor.

2) Create a CV

Tutorial Curriculum Vitae

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

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

The activity consists of viewing the tutorials and preparing a CV

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>

- Funding tools (3 ': 58")
- Business models (4 ': 48")
- Marketing and communication (3 ': 38")
- Reflections on innovation (3 ': 58")
- Transfer of knowledge and technology to society (4 ': 25")
- The path of the entrepreneur (4 ': 50")
- An ecosystem of entrepreneurship and innovation (4 ": 32")
- The skills and knowledge of the entrepreneur (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 extension)

PROCESS

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

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 be applied.