

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

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|----------------------|---------------------|
| Code | 41059 |
| Name | External internship |
| Cycle | Master's degree |
| ECTS Credits | 6.0 |
| Academic year | 2024 - 2025 |

Study (s)

| Degree | Center | Acad. year | Period |
|---|----------------------------------|-------------------|---------------|
| 2001 - Master's Degree in Environmental and Territorial Management Techniques | Faculty of Geography and History | 1 | Second term |

Subject-matter

| Degree | Subject-matter | Character |
|---|--------------------------|-------------------|
| 2001 - Master's Degree in Environmental and Territorial Management Techniques | 6 - External internships | External Practice |

Coordination

| Name | Department |
|-----------------------------|-------------------|
| ESCRIBANO PIZARRO, JAIME | 195 - Geography |
| ESTRELA NAVARRO, MARIA JOSE | 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

Students must have passed the two compulsory modules (28 credits) in order to be able to do the external placement.

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

2001 - Master's Degree 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 (RD 1393/2007) // NO CONTENT (RD 822/2021)

The main learning objectives of external placements are as follows:

1. That the student comes into contact with the labour market, whether in private companies, companies or public administrations. This contact facilitates the graduate's integration into the labour market, either in the company where the internship was carried out or in other companies/entities that value the work experience.
2. That the student values and knows how to apply fundamental rights and equality between men and women, respect and promotion of human rights and the principles of universal accessibility and design for all, and respect for democratic values in the workplace.
3. That the student is able to apply the knowledge, skills and abilities acquired during his/her training in an environment other than the academic one, critically assessing and appreciating the priorities, pressures and external and internal conditioning factors that determine the daily functioning of a company or the administration.
4. That the student values and assimilates the importance of teamwork, assuming the role assigned to him/her within it and trying to play his/her role in accordance with the rules, procedures and general culture of his/her work centre and in accordance with the deontological principles of the profession.
5. That the student knows how to communicate effectively with his/her tutors, both in the company or administration and in the university, as well as with his/her colleagues in the workplace, so that he/she can establish the specific training objectives of the placement and achieve them effectively.
6. The student becomes familiar with working in multidisciplinary teams and in decision-making.

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.
- Environmental impact assessment and strategic environmental assessment plans.
- Land use and natural resources inventory plans.
- Plans for applied climatology studies.
- Natural systems restoration plans.
- Plans for the evaluation and design of sustainability strategies.



- Plans for studies and audits in general.
- Environmental remote sensing plans.
- Local forest fire prevention plans (PLPIF).
- GIS applied to environmental projects.
- Environmental Remote Sensing.

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 |
| Attendance at events and external activities | 15,00 | 0 |
| Preparation of evaluation activities | 15,00 | 0 |
| Internship | 120,00 | 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: there are three periods for curricular external placements (approximate, depending on the academic calendar of the University of Valencia, local holidays, steps to be taken by ADEIT for the inclusion of the student in the Social Security bases, etc.):

- 1) 01 March to 30 April.
- 2) 01 April to 15 June.
- 3) 01 May to 14 July.

Procedure for the allocation of places:

Each academic year ADEIT makes an offer of internships for the master's degree, with places for different profiles and different timetables and periods. The list is posted in the virtual classroom or Moodle, and students have between 5 and 10 days to send the placement coordinator a list of five places, with an order of preference and a written statement explaining the reasons for the choice and/or prioritisation.

The coordinator assigns the places requested and, in cases where there is a match between several students, talks to them to try to adjust their profile to the places requested. In this process it must be taken into account that the student meets the requirements that the company or entity may demand, in particular, those related to the knowledge of certain languages such as Valencian (for which the CEC requests evidence of a minimum of B1, and/or proof of having completed Compulsory Secondary Education and/or the Baccalaureate in that language).

Ultimately, the allocation is decided according to the academic record obtained during the master's degree.

Possibility of doing a self-practicum:

Those students who consider it convenient can propose a company or institution to carry out the internship following the ADEIT regulations. To do so, the corresponding application must be submitted to ADEIT and must have, as a prerequisite, the approval (VB) of the CCA of the master's degree. In order for the CAC to assess the proposal, the self-practicum application must first be submitted to the EP coordinator. To do so, the appropriate form must be filled in, specifying the corresponding data. The form to be filled in is provided by the Master's EP coordinator. The dates for the self-practicum are usually the same as the periods offered by default for the SPs (remember the three previously mentioned). However, requests outside these periods may be considered.

Within this PE modality, it is possible to apply for a curricular internship abroad. However, any internship outside Spain will require the submission to the CEC not only of the above form, but also a detailed proposal of the work to be carried out in the company or entity, and an Accident Insurance if the internship is in the European Union, or a Health Care, Accident and Civil Liability insurance in the case of an internship in another country in the world. The cost of such insurance(s) *is always the responsibility of the student*. For more information you can consult the ADEIT insurance section.

The University of Valencia has several calls for applications to carry out EP in Europe, following the ERAMUS Internship Programme.



Validation of external internships for recognition of professional experience:

Students may request the validation of previous professional experience for the EP subject, according to the procedure established for this purpose by the Postgraduate Service of the Universitat de València. This request for recognition must be made prior to enrolment and will be reported positively or negatively by the CCA of the master's degree (although recognition may also be accepted after enrolment, but always before the start of the periods offered by the master's degree for PE).

In order to obtain a positive report from the Master's CCA, the following must be submitted: i) the appropriate application (through the electronic registry of the University of Valencia); ii) the service record or employment record; iii) accredit a minimum of six months' professional experience in a job or action professionally related to the contents of the master's degree (i.e. a certificate from the company or entity, signed and stamped by the director or head of the company or entity, stating the length of service in the position, professional category and a detailed description of the work carried out), and iv) an explanatory report in which the person requesting the exemption justifies why they consider that it should be granted (it must be original, personalised and signed by the interested party).

In relation to the minimum professional experience of six months, it should be noted that: i) the accumulation of contracts in the same company in the sector will be accepted up to six months; and ii) work carried out in any EU country will be accepted under the same conditions.

Students applying for recognition must pay the corresponding fee established by the Fees Decree of the Generalitat Valenciana, i.e. 25% of the recognised credits. If the recognition is accepted, the resolution will be included in the student's transcript, with a "pass" grade. This grade will not be taken into account for the purposes of the transcript of records.

If the validation is not accepted by the CCA of the master's degree, the applicant will have to follow the ordinary procedure for choosing a placement. It is therefore advisable to apply for validation as soon as possible.

Possibility of extracurricular placements:

It is possible to extend the experience acquired during the curricular EP with extracurricular EP (which, if undertaken, will also be reflected in the academic degree or SET -European Diploma Supplement). However, this possibility depends on the type of student's enrolment:

First-time (or 'first-year') students:

These students must meet the following requirements:

- The host company or entity must be interested (especially if it is not their proposed starting period).
- They must have passed more than 50% of the credits (of the total number of credits of the Master).
- Have passed the TFM or have a positive progress report from the TFM tutor.
- Have the authorisation of the Director of the master's degree, according to a form to be filled in (available on the ADEIT website).



Students enrolled for the second and subsequent years of the master's degree (this obligation applies to students enrolled from the academic year 2024-2025 onwards -students enrolled for the second and subsequent years who were first-time students of the master's degree before 24-25 are exempt from this obligation):

In order to be able to carry out extracurricular placements, students enrolled for the 2nd and successive times must have previously deposited the TFM. In other words, until the TFM is deposited, students will not be able to do any more extracurricular placements.

On the other hand, it is also possible for those interested in doing an extracurricular work placement to provide the entity or company in which to carry out this type of placement, using a self-practicum model (provided that it is a company in which activities related to the contents of the master's degree are carried out). By default, the academic tutor assigned to the extracurricular placement will be the coordinator of the PE subject in the master's degree.

Each student has a total of 900 hours for each academic year in which he/she is enrolled in the master's degree (and fulfils the requirements set out above) to carry out extracurricular work placements. The academic year always ends on 30 September. However, for management reasons, ADEIT does not accept proposals for extracurricular placements that: i) arrive at ADEIT (the department in charge of managing all external placements at the University of Valencia) after 14 July; and ii) last only for the month of September, i.e. from 1 to 30 September.

Logically, the 900 hours are a maximum, and they do not necessarily all have to be carried out in the same entity or company. The student has total freedom to choose the number of hours to be completed and their distribution in different companies or entities. But logically, different extracurricular EPs cannot be taken at the same time. Nor can curricular and extracurricular placements be carried out at the same time. In order to do the extracurricular ones, the student must have taken the first two years of the course.

EVALUATION

Competences will be assessed on the basis of:

1. The monitoring of the placement by the academic tutor and the subsequent review-grading of the report on the placement (written and submitted by the student in due time and form) (40%).
2. Report from the entity's tutor (40%).
3. Complementary activities (20%). In the event of not carrying out complementary activities for whatever reason (suspension of face-to-face sessions due to COVID19 or similar, and impossibility of virtualising them), the % will go to the first point listed here.



REFERENCES

Basic

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