

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

Code	42754
Name	External internships
Cycle	Master's degree
ECTS Credits	15.0
Academic year	2020 - 2021

Study (s)

Degree	Center	Acad. year	Period
2126 - M.D. in Human Resources Management	Faculty of Social Sciences	2	Second term

Subject-matter

Degree	Subject-matter	Character
2126 - M.D. in Human Resources Management	6 - External internships	External Practice

Coordination

Name	Department
CANET GINER, MARIA TERESA	105 - Business Administration 'Juan José Renau Piqueras'
RIPOLL BOTELLA, PILAR	306 - Social Psychology

SUMMARY

This subject of professional practices tries to provide training for students, through work experience in a field of professional intervention, starting the exercise of professional skills and using basic tools and techniques appropriate to the field of management and human resource management from the different aspects analyzed in the master, always being monitored and evaluated.



PREVIOUS KNOWLEDGE

Relationship to other subjects of the same degree

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

Other requirements

Knowledge acquired in the previous subjects of the master

OUTCOMES

2126 - M.D. in Human Resources Management

- 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 have the ability to communicate, influence and be effective in interpersonal relationships.
- Students should be able to prepare reports and make oral presentations related to human resources management.
- Students should be prepared for lifelong learning and self-development. The individual develops the ability to incorporate new knowledge, skills and professional competences.
- Students should be able to adapt to change and be creative. In this sense, they should develop the ability to modify predictable and habitual behaviour in order to adapt to the demands of different situations without substantially modifying the final objectives of the work processes (incorporating new data from the environment).
- Students should be able to work in a team and, at the same time, stimulate the participation of the members of the team, seeking to create synergies.
- Students should be able to lead people and teams to achieve the objectives of human resources management. In this sense, they should develop a certain level of relational sensitivity and empathy.
- Students should develop a certain tolerance for uncertainty.
- Students should be able to manage authority and potential sources of conflict in the development of work and tasks.
- Students should be able to put into practice the knowledge acquired during the master's degree by designing an overall analysis of a specific topic in the field of human resources management.
- Students should be able to plan, implement, develop and evaluate human resources management in accordance with scientific models and procedures and in compliance with the ethical criteria of the profession.



- Students should be able to design and develop career plans in the company.
- Students should be able to design and evaluate training plans and potential assessment processes.
- Students should be able to design, implement and evaluate remuneration systems.
- Students should be able to design organisational charts and functions manuals, and to make proposals for organisational improvement.
- Students should be able to design, implement and evaluate a performance appraisal system.
- Students should be able to design a corporate strategy for recruitment, remuneration and training of workers.
- Students should be able to conduct studies, analyse data and make proposals for improving working conditions.
- Students should be able to carry out analyses and diagnoses for decision-making in organisational and personnel matters.

LEARNING OUTCOMES

The student should be able to function in a professional work environment.

To be able to implement the basic professional skills and use the tools and techniques appropriate to the field work practice under supervision and evaluation.

Be able to participate in the dynamics of professional work and work in interdisciplinary teams, both within firms and institutional organizations.

The student will be able to use the right tools for the analysis and understanding of human resource management in the context of integrated professional practice.

DESCRIPTION OF CONTENTS

1. Work practices

This subject aims to facilitate the performance of the activities linked to the administration of a human resources department in a company or public institution so that the student can obtain a global and integrated vision of the HR management activities in a firm, and in particular, through collaboration, participation and the exercise of the following activities or tasks (as an example):

- Plan, implement, develop and evaluate human resource management models and procedures according to scientists.
- Design policies and proceed with the implementation and evaluation of techniques such as design templates, and career development, design and implementation of recruitment and selection procedures, design and evaluation of training plans, processes of potential evaluation, and the design, implementation and evaluation of compensation systems and performance appraisal systems.
- Design organizational charts and operating manuals, make proposals for organizational improvement and calculate and interpret productivity ratios, advising on decision making about
- Design and manage host programs for new staff, as well as designing and implementing equal



opportunities programs, promote quality of life and professional development at work.

-Interpret and apply labor standards, occupational health and welfare insofar as it affects human resources within the company.

-Assist in the negotiation process, motivation and orientation of workers

-Prepare reports and make oral presentations, design and develop interviews, prepare, organize and develop effective meetings to develop the role of human resource management.

-Analyze and evaluate the labor market, the industrial relations system and other factors of the socio-economic, legal and technological, in relation to their implications for the direction and management of human resources and the overall business strategy.

-Develop an HR strategy in line with the overall strategy of the organization in different ways: for employee relation

WORKLOAD

ACTIVITY	Hours	% To be attended
Internship		100
Internship	375,00	0
TOTAL	375,00	

TEACHING METHODOLOGY

Given the practical nature of desirable skills, the teaching-learning methodology to be used comprise:

- The performance of professional activities under the supervision
- Tutorial support both from the tutor of the firm and from the tutor in the University
- Readings of relevant documentation related to the student practices
- Use of the computer applications required for professional practice
- Preparation of reports regarding the activity that has been carried on

EVALUATION

The evaluation will be based on three indicators:

1. Follow-up of the tutors of the participation and involvement of the student in external practices (10% of the final grade)
2. Observation and follow-up of indicators to achieve the objectives of the practices based on the continuous monitoring carried out by the tutors of the company and the University (45% of the final grade)
3. Assessment of the final report of the professional practice, considering the development of the competences that must be acquired in this module (45% of the final grade)



ADDENDUM COVID-19

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

This guide is provisional. It must be approved by the Academic Commission of Title.