

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

Code	42754
Name	External internships
Cycle	Master's degree
ECTS Credits	15.0
Academic year	2022 - 2023

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.
- Que los/las estudiantes sean capaces de desarrollar la capacidad de comunicación, influencia y eficacia en las relaciones interpersonales.
- Que los/las estudiantes sean capaces de preparar informes y realizar presentaciones orales relacionados con la dirección y gestión de recursos humanos.
- Que los/las estudiantes estén preparados para el aprendizaje continuo y el autodesarrollo. El individuo desarrolla la capacidad de incorporar nuevos conocimientos, habilidades y competencias profesionales.
- Que los/las estudiantes sean capaces de adaptarse al cambio y ser creativos. En este sentido, deberá adquirir la capacidad para modificar la conducta previsible y habitual a fin de adecuarse a las exigencias de situaciones diversas sin, por ello, modificar substancialmente los objetivos finales de los procesos de trabajo (incorporando nuevos datos provenientes del entorno).
- Que los/las estudiantes sean capaces de trabajar en equipo y, al mismo tiempo, estimular la participación de los miembros de su equipo de trabajo, buscando la creación de sinergias.
- Que los/las estudiantes sean capaces de liderar personas y equipos para la consecución de los objetivos de gestión y dirección de recursos humanos. En este sentido, deberá desarrollar un cierto nivel de sensibilidad relacional y empatía.
- Que los/las estudiantes sean capaces de desarrollar una cierta tolerancia ante la incertidumbre.
- Que los/las estudiantes sean capaces de gestionar la autoridad y los posibles focos de conflicto en el desarrollo del trabajo y de las tareas.
- Que los/las estudiantes sean capaces de poner en práctica los conocimientos adquiridos durante el máster mediante el diseño de un análisis de conjunto de un tema concreto en el ámbito de la dirección y gestión de los recursos humanos.



- Que los/las estudiantes sean capaces de planificar, implantar, desarrollar y evaluar una gestión de recursos humanos acorde con modelos y procedimientos científicos y que cumpla con los criterios éticos de la profesión.
- Que los/las estudiantes sean capaces de diseñar y desarrollar planes de carrera en la empresa.
- Que los/las estudiantes sean capaces de diseñar y evaluar planes de formación, así como procesos de evaluación del potencial.
- Que los/las estudiantes sean capaces de diseñar, implantar y evaluar sistemas retributivos.
- Que los/las estudiantes sean capaces de diseñar organigramas y manuales de funciones, así como para hacer propuestas de mejora organizativa.
- Que los/las estudiantes sean capaces de diseñar, implantar y evaluar un sistema de evaluación del desempeño.
- Que los/las estudiantes sean capaces de elaborar una estrategia corporativa de contratación, remuneración y formación de los trabajadores/as.
- Que los/las estudiantes sean capaces de realizar estudios, análisis de datos y propuestas para la mejora de las condiciones de trabajo.
- Que los/las estudiantes sean capaces de realizar análisis y diagnósticos para la toma de decisiones en materia organizativa y de personal.

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)



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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)
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