

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

Code	44490
Name	External internships
Cycle	Master's degree
ECTS Credits	10.0
Academic year	2021 - 2022

Study (s)

Degree	Center	Acad. year	Period
2212 - Master's Degree in Business Management. MBA	Faculty of Economics	2	First term

Subject-matter

Degree	Subject-matter	Character
2212 - Master's Degree in Business Management. MBA	8 - Prácticas externas	External Practice

SUMMARY

One of the main objectives of the Master's Degree in Business Administration (MBA) at the University of Valencia is to prepare students for professional practice. The aim of this preparation is to get as close as possible to business reality, without dispensing with the academic tint that characterises the university. However, the particularities of professional activity can only be acquired through direct experience. Assimilating business culture, the sense of responsibility for business tasks, the organisation of work, and so on are skills that can only be learned within a business organisation.

This is the meaning of the internships offered within the MBA. The objective is that the student, through a period of integration in a company, acquires the technical skills (know how), interpersonal skills (know how to behave), and thinking skills (know how to be) that enable him/her to face the world of work with greater guarantees of success.

Given the formative nature of these internships, and according to what is established by the regulations on external internships, an internship is not a work contract and there is no guarantee that a contract will be subsequently 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

No enrolment restrictions have been specified with other curriculum subjects

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

2212 - Master's Degree in Business Management. MBA

- Students should apply acquired knowledge to solve problems in unfamiliar contexts within their field of study, including multidisciplinary scenarios.
- 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.
- Know and identify the principles of action and master plans of corporate social responsibility that allow the implementation of strategies aimed at improving confidence in the company, the relations with its environment, its image, its legitimacy and its social prestige.
- Analyse, synthesise and evaluate information, in a rigorous and critical manner, and be able to identify assumptions, assess evidence, detect false logic or reasoning, identify implicit values, and generalise adequately about problems and situations related to the business world.
- Act in the company's decision-making within the framework of human rights, democratic principles, the principles of equality between women and men, solidarity, environmental protection, universal accessibility and design for all, and the promotion of a culture of peace.
- Promote the ability to work in a team and to collaborate and organise the group's activities effectively and efficiently both in the area of general management and in the other functional areas of the company.
- Make both individual and collective decisions in professional practice as a company manager.
- Assess the direction and intensity of the possible impacts of change in the environmental factors on a company's activity and future results.
- Integrate the company into its socio-economic and competitive environment according to threats and opportunities.



- Analyse and assess the functional areas of the company with the aim of understanding its current and potential strengths and weaknesses as a support for decision making.
- Integrate the different functional areas of the company (marketing, finance, human resources, operations) in a synergistic way.
- Evaluate the economic, technological, legal, fiscal and sociocultural framework in which a company develops its activity.
- Give a reasoned definition of the objectives of a company.
- Formulate the corporate strategy of a given company, as well as the competitive and functional strategies deriving from it.
- Apply creativity, knowledge and rigour to evaluate competitive strategies.
- Implement and control the company's strategy at its different levels, including the design of the company's organisational structure in accordance with its contingency factors.
- Formulate proposals for improving the company's strategy at its different levels as a result of a process of review and control.
- Develop entrepreneurial spirit and skills related to the management of change and innovation, in order to stimulate multifunctionality, diversity and the introduction of novelties in organisations.
- Manage the processes in the distribution channel efficiently and make decisions in the field of integral logistics.
- Integrate the international dimension of the economic activity into the business strategy.

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

- Students will have experienced the reality of a company and its business sector.
- Ability to communicate effectively, listening, and offering (orally and in writing) arguments, complex ideas, and strategic proposals, adjusted to the characteristics of the recipient.
- Ability to prepare professional reports.
- Ability to negotiate and manage conflicts.
- Ability to manage projects using appropriate planning tools.
- They will have shown a desire for continuous improvement; managing time appropriately and showing self-control.
- They will have shown their ability to focus on results, seeking to achieve them effectively and efficiently.
- Students will have improved the capacity for cooperation and teamwork.
- Students will have learned to value ethical and socially responsible issues in the exercise of



professional activity.

WORKLOAD

ACTIVITY	Hours	% To be attended
Internship		100
Internship	250,00	0
TOTAL	250,00	

TEACHING METHODOLOGY

PUBLICATION AND PROCEDURE FOR ALLOCATING PLACES:

The places offered will be communicated to students.

Students will be able to choose the internships in order of their average mark on the master's file to date.

Once the internship has been selected, students will be assigned a university tutor with whom they will have a minimum of three meetings:

1. BEFORE INITIATING THE INTERNSHIP: to make yourself known and inform the tutor of the internship to be carried out.
2. HALF PERIOD OF THE INTERNSHIP: for the follow-up of the development of the internship.
3. FINAL: delivery and presentation of the internship report.

The responsibilities of the university tutor are:

- Sign the internship agreement before the start of the internships.
- Watch over the normal development of the training internship, guaranteeing the compatibility of the internship schedule with the student's academic, training, representation, and participation obligations.
- Provide the student with a calendar of tutorials to follow up on the internship.
- Effectively monitor the internship by coordinating with the tutor of the collaborating organisation.



- Authorise, in coordination with the tutor of the entity, the modifications that can be produced in the formative project.
- Carry out the process of evaluating the internship of the supervised student and issue the corresponding qualification.
- Maintain confidentiality of any information known as a result of tutorship activity.
- Inform the master's director of any incidents that may arise.
- Supervise, and if necessary, request the adequate provision of the necessary support resources to ensure that students with disabilities can carry out their work experience under conditions of equal opportunities, non-discrimination, and universal accessibility.

AUTOPRACTICUM

Students may look for a company where the internship can take place.

The student must present the corresponding application (available on the ADEIT website) together with a certificate signed by the person responsible for the internship period, as established by ADEIT.

The Academic Committee decides if the company and functions are appropriate to the objectives of the internship.

RECOGNITION OF INTERNSHIPS

Students may find themselves in one of the following situations prior to the assignment of the internship:

1. Developing a work activity related to the contents of the master that can be recognised as work experience activity.
2. To have developed in the last three years and during a minimum of six months a work activity related to the contents of the master that can be recognised as a work experience activity.

If the student is in one of the above situations, they may apply for recognition, considering the following:

- Recognition of the internship may only be requested for work activities with an employment contract.
- Recognition may only be requested for those work activities that are carried out during the period of execution of the internship, or in situation b for the previous three years if the employment was maintained for at least 12 months.



The student must present a list of the functions carried out in their work activity signed by the head of the company, as well as a copy of the employment contract, or in the case of recognition of self-employed activities, census certificate, school certificate, or any other documentation that accredits that the student has carried out said activity and the period of time worked / duration of the contract.

The Academic Title Committee will decide on recognition.

The application for recognition must be submitted as stipulated below.

Note:

If the possibility arises of starting a paid employment once the official deadline for submission of applications has expired, and before the internship period begins, the student should contact his/her tutor and the director of the master as soon as possible.

Those students who start an employment once the internship period has begun will not be able to apply for recognition.

STUDENT INSURANCE

During the internship, the student is covered by accident and health care insurance and civil liability insurance, paid by the University of Valencia, which covers risks that may arise as a result of the internship.

EVALUATION

The evaluation of the internship will be based on three aspects, each with a specific weight in the final mark. A final report must be presented to pass the subject:

Report issued by the company tutor. This assessment will represent 30% of the final mark of the internship.

Internship report. This part will represent 50% of the final mark. It must be delivered by the student to the academic tutor, within a maximum period of 10 days after the end of the internship. The tutor has the power to request intermediate reports that may be included in the evaluation. An attractive presentation of the report will be valued positively and spelling mistakes, writing errors, and plagiarism will be penalised.

Presentation of the report. This will represent 20% of the mark. The student must present and explain the content of the report personally to the academic tutor and answer any questions about the internship.

With all this documentation, the academic tutor will evaluate the student's internship, and this evaluation will be reflected in the student's academic record with a mark.



ADDENDUM COVID-19

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

Given the possibility of quarantine of some students or confinement of the population, the implementation of appropriate measures will be considered to allow the full development of the programme