

**Información del Plan Docente**

<b>Academic Year</b>	2017/18
<b>Faculty / School</b>	
<b>Degree</b>	
<b>ECTS</b>	6.0
<b>Year</b>	---
<b>Semester</b>	Indeterminate
<b>Subject Type</b>	
<b>Module</b>	---

**1.General information****1.1.Introduction****1.2.Recommendations to take this course****1.3.Context and importance of this course in the degree****1.4.Activities and key dates****2.Learning goals****2.1.Learning goals****2.2.Importance of learning goals****3.Aims of the course and competences****3.1.Aims of the course****3.2.Competences****4.Assessment (1st and 2nd call)****4.1.Assessment tasks (description of tasks, marking system and assessment criteria)****5.Methodology, learning tasks, syllabus and resources****5.1.Methodological overview**

The process of learning is based on:

The development of a stay of at least 135 hours in a collaborating entity, performing the functions assigned to the student and attending the orientation or training sessions considers by the tutor of the entity. Individualized tutorial (tutor

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belonging to the Veterinary Faculty) will be carried out for orientation. A minimum of two tutoring sessions are estimated: a orientation tutorial must be organized at the beginning of the activity and another one to specify the specific guidelines for the final report. The final report must be developed at the end of the internship and delivered to the assigned academic tutor, as described in the section on Evaluation Activities.

### 5.2.Learning tasks

To achieve the expected results the course program includes the following activities:

During the first semester of the academic year, there will be a meeting with the students (in which the professor responsible for the subject and the representative of UNIVERSA will be present), where they will be informed of the planning of the subject, including the web page where they can find the list of collaborating entities and the number of students that the companies can host each academic year. If a student establishes contact with another entity that is willing to accept him / her for the development of their practical work, he / she must communicate it to UNIVERSA and to the academic tutor belonging to the Veterinary Faculty, in order to be able to carry out the formalization of the corresponding agreement.

Each practice should contemplate a "Formative Project" in which, among other aspects, the educational objectives and activities to be carried out will be specified. The objectives will be established considering the basic and / or specific competences, as well as those of transversal character that the student must acquire. Likewise, the contents of the practical work will be defined to ensure the competences required.

The "Formative Project" will be completed by UNIVERSA, after agreement with the collaborating entity. The student must complete a "Registration Form", with his personal and academic data as well as a "Application Form" in which the student can indicate in order of preference up to five collaborating entities (companies in the sector, institutions and public entities or private in the national and international scope ... in which they wish to carry out their practices), the reason for their choice and the period of their realization, as well as a "curriculum vitae". The files and the curriculum vitae will be delivered in writing and by e-mail to the contact person of UNIVERSA who collaborates with the Faculty of Veterinary Medicine. In the event that there is a demand greater than that established by a particular collaborating entity, the selection order will be carried out taking into account your curriculum vitae and your academic records, as well as the number of credits passed. The list of the pre-selected students will be sent to the collaborating entity, along with their curriculum, so that the company establishes a priority order of the candidates.

Subsequently, the company or entity assigned and the tutor of the entity, as well as the academic tutor of the Faculty that will be in charge of the monitoring of their practices, will be communicate to the student. In addition, for each practice, UNIVERSA will individually elaborate an "Annex of University Practices" according to the established model, which will be signed by the student and by both tutors, accepting the conditions of the practices to be performed. It will be made 4 copies of the same destined to: UNIVERSA, Academic tutor, Tutor of the entity and the student himself.

The functions of the academic tutor will be: &#61623; Contact the tutor in the receiving institution before the beginning of the practices and when it is deemed necessary throughout the practical period &#61623; Supervise the student's training and be aware of possible incidents &#61623; Advise the student to prepare the report &#61623; Receive and consider the evaluation report of the tutor in the institution &#61623; Evaluate the final report and fill out the qualification form of

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the Tutor in the Faculty &#61623; Deliver to the Administration Office of the Faculty the two evaluation documents, for the inclusion of the overall rating in the qualification minutes.

The Academic Tutor must be a lecturer teaching in the Veterinary Medicine degree. In case there is a previous agreement between the student and a teacher, he / she may be their tutor. In case there is not, the person in charge of UNIVERSA, with the collaboration of the coordinating of the subject, will assign an academic tutor of an area of knowledge as close as possible to the practical work proposed, trying that there will be a fair distribution among teachers who wish to participate in this activity. In the case of internships carried out within the framework of mobility programs, national or international, the academic tutor will preferably be the teacher who coordinates the chosen destination.

At the beginning of the internship, students will provide the tutor of the collaborating entity the "Evaluation Questionnaire", to be filled out by the institution's tutor when the training period ends, and to be sent to the academic tutor. The tutor will evaluate the final report and complete an evaluation report of the practical work. Both documents will be delivered by the academic tutor to the Head of academic affairs negotiation of the Center's Administration Office to be introduced in the qualification minutes, following the evaluation criteria previously described.

### 5.3.Syllabus

### 5.4.Course planning and calendar

Schedule of practical work, hours of student work.

	Hours of teaching	Hours of student work	<b>TOTAL</b>
Practical work	135		135
Meetings		3	3
Tutorials			
Hours of student work for final report		12	12
Total	135	15	150

### 5.5.Bibliography and recommended resources

There is not bibliography associated to this subject.