COURSE DESCRIPTION

COURSE: EXTERNAL WORK EXPERIENCE
4TH YEAR; 2ND SEMESTER
DEGREE: BUSINESS ADMINISTRATION
ON SITE
ACADEMIC YEAR: 2019-2020
SCHOOL OF BUSINESS AND ECONOMICS
1. COURSE IDENTIFICATION

1.- COURSE

COURSE Name: External Work Experience

Code: b408

Year (s) course is taught: 4th

Semester (s) when the course is taught: 2nd

Type: Compulsory

ECTS of the course: 12

Hours ECTS: 30

Language: Spanish and English

Modality: on site

Degree (s) in which the course is taught: Business Management

School which the course is taught: School of Business and Economics

2.- ORGANIZATION OF THE COURSE:

Department: Carreras Profesionales

2. LECTURERS OF THE COURSE

1.-LECTURERES:

Instructor in charge CONTACT

Name: Mercedes Ruiz de Palacios Villaverde

Phone (ext): 91 514 01 17

Email: ruipal@ceu.es

Office: JRB-1.27

Lecturer CONTACT

Name: Mercedes Ruiz de Palacios Villaverde

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Lecturer CONTACT

Name: Pedro Fernández Sánchez

Phone (ext): 91 4566300 ext: 5543

Email: fersan.fcee@ceu.es

Office: JRB-1.20
Lecturer CONTACT

Name: M. Jesús Arroyo Fernández
Phone (ext): 91 4566300 ext: 5542
Email: arroyof@ceu.es
Office: JRB-1.25

2.- TUTORIALS:

For any queries students can contact lecturers by e-mail, phone or visiting their office during the teacher’s tutorial times published on the students’ Virtual Campus.

3. COURSE DESCRIPTION

The goal of the course is to provide the students with an opportunity to apply the knowledge acquired in the studies, to develop abilities and competences that are possible to obtain only in a real working environment, and to guide students in their professional careers.

4. SKILLS

1.- SKILLS

<table>
<thead>
<tr>
<th>Code</th>
<th>Basic and General Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS2</td>
<td>Students should know how to apply their knowledge to their work or vocation in a professional manner and should have the skills that are usually demonstrated by compiling and defending arguments and resolving problems within their area of study.</td>
</tr>
<tr>
<td>BS3</td>
<td>Students should have the capacity to collect and interpret relevant data (usually within their area of study) to form opinions based on reflection on relevant topics of a social, scientific or ethical nature.</td>
</tr>
<tr>
<td>BS5</td>
<td>Students should have developed the learning skills required for pursuing further studies independently.</td>
</tr>
<tr>
<td>GS1</td>
<td>Capacity for analytical and critical thinking</td>
</tr>
</tbody>
</table>
2. LEARNING OUTCOMES:

Learning outcomes

To be able to apply the acquired knowledge, and the capacity to solve problems, to complex work or professional situations that require new and innovative ideas. Such ability will be based on arguments and methods developed in an independent manner.

To be able to compile and interpret data in order to support conclusions, and if need be, to include reflections on topics of social, scientific or ethical character, within his/her field of study.

To be able to handle situations that are complex in nature, or that require innovative approaches, in academic as well as professional settings within his/her area of study.

To be able to identify his/her own training requirements in his/her field of study, and in a professional or work environment. Also to be able to organize, in an independent way, a plan of learning in different contexts.

To be able to manage and run a company in an efficient manner, adapting to the business environment.

To have the capacity to listen, negotiate, convince and communicate in writing efficiently, using reports based on concrete facts.

To be able to use Information Technology in the business environment, as well as to be able to identify diverse sources of information.

To have the capacity to lead a business and, at the same time, to be able to work in a team if required.

5. EDUCATIONAL ACTIVITIES

1. DISTRIBUTION OF STUDENTS’ ASSIGNMENT:

<table>
<thead>
<tr>
<th>Code</th>
<th>Specific Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS3</td>
<td>Capacity to manage a company efficiently in terms of time, motivation, behavior and handling of changes in order to adapt to the business environment.</td>
</tr>
<tr>
<td>SS4</td>
<td>Capacity of critical analysis in quantitative and qualitative terms, including data analysis, interpretation and extrapolation to a given business reality.</td>
</tr>
<tr>
<td>SS5</td>
<td>Capacity to listen, negotiate, persuade and communicate effectively in writing, using traditional methods of the business world, such as the preparation and presentation of reports about particular situations of companies and markets.</td>
</tr>
<tr>
<td>SS6</td>
<td>Capacity to use information technology applied to business and to identify the relevant sources of economic information and their contents.</td>
</tr>
<tr>
<td>SS7</td>
<td>Capacity of leadership and entrepreneurial spirit and the capacity to manage a business and form part of work teams.</td>
</tr>
</tbody>
</table>

2.- LEARNING OUTCOMES:

Learning outcomes

To be able to apply the acquired knowledge, and the capacity to solve problems, to complex work or professional situations that require new and innovative ideas. Such ability will be based on arguments and methods developed in an independent manner.

To be able to compile and interpret data in order to support conclusions, and if need be, to include reflections on topics of social, scientific or ethical character, within his/her field of study.

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To be able to identify his/her own training requirements in his/her field of study, and in a professional or work environment. Also to be able to organize, in an independent way, a plan of learning in different contexts.

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5. EDUCATIONAL ACTIVITIES

1.- DISTRIBUTION OF STUDENTS’ ASSIGNMENT:

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>On site hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AF6</td>
<td>Interships</td>
<td>355</td>
</tr>
<tr>
<td>TOTAL</td>
<td>Presence Hours</td>
<td>355</td>
</tr>
</tbody>
</table>
6. ASSESSMENT OF LEARNING

1.- ASSESSMENT SYSTEM AND CRITERIA:

**ORDINARY EVALUATION**

As per the Royal Decree 592/2014, July 11th, that regulates the internships of university students, the grade of students in the Internships course is assigned by the Academic Tutor.

To assess the student the following criteria will be considered:

- The Final report written by the Tutor of the company/institution where the student has done the internships, with a weight of 60% towards the final grade of the course.
- The Academic tutor will consider the reports sent regularly by the student during his/her internships, the Final Report written also by the student, and all the information received from the Tutor in the company/institution, to give a grade that will count a 40% towards the final grade of the course.

Students that quit the Internships without proper justification will receive a failing grade in the course.

**EXTRAORDINARY EVALUATION**

The criteria for evaluation in the extraordinary assessment are the same criteria as in the ordinary assessment.

7. COURSE PROCEDURE

The management and follow-up of students in the course is done via a computer program called "Plataforma de Gestion de Practicas Academicas". PGPA, where all important data is kept, with a timestamp.

The procedure is as follows:

- Once a student is registered for the Internships course, he/she must log on in the PGPA, check his/her personal data is correct, and upload a CV.
- The student will be able to browse the different internships offers, and apply to those that are more appropriate for his/her profile.
- Once a student is selected by a company/institution for an internship, he/she should agree to the Annex to the Memorandum written by the University and the company/institution. That agreement, written by the COIE, has the most relevant information about the internships: starting and ending dates, main tasks to be done during the internships, etc.
- The agreement to the Memorandum should be done in written and via the PGPA.
- The Internships are tutored by two people:
  1. An Academic Tutor: an instructor in the degree on which the student is registered.
  2. A Tutor in the company/institution where the student will do the internships.
- During the period of internships, the student must send periodically updates on his/her progress to the Academic Tutor, via the PGPA.
- Once the internships are finished, the student and the external tutor must write a Final Report; this is done via the PGPA.
• The grade for this course is given by the Academic Tutor, as it is outlined in the Assessment Criteria section of this document.
• It is very important that the student signs the Annex to the memorandum before starting his/her internships. The student can contact his/her Academic Tutor regarding any question on the procedures of the course.
• A more detailed description of this procedure can be found in the Webpage of the University at the following address: http://www.uspceu.com/es/estudios/grado/ciencias-economicas-empresariales/administracion-y-direccion-de-empresas/practicas.php

8. ATTITUDE DURING THE INTERNSHIPS

The student should follow an ethical behaviour during his/her internships at the company/institution.