

SYLLABUS

COURSE/SUBJECT: IN-COMPANY WORK EXPERIENCE

YEAR 4 | SEMESTRAL COURSE

SEMESTER: 1ST AND 2ND

DEGREE: JOURNALISM

MODALITY: ON-CAMPUS

ACADEMIC YEAR 2021/2022

***FACULTY OF HUMANITIES AND COMMUNICATION
SCIENCES***

1. COURSE/SUBJECT IDENTIFICATION

1.- COURSE/SUBJECT:

Name: In-company work experience		
Code: 14181		
Year (s) course is taught: 4 th	Semester (s) when the course is taught: 1 st or 2 nd	
Type: Compulsory Subject	ECTS of the course: 6	Hours ECTS: 30
Language: English	Modality: On-campus	
Degree (s) in which the course is taught: Journalism		
School which the course is taught: Humanities and Communication Sciences		

2.- ORGANIZATION OF THE COURSE:

Department: Carreras Profesionales: Prácticas Moncloa. Responsible: M. Mercedes Ruiz de Palacios Villaverde
Area of knowledge: -

2. LECTURERS OF THE COURSE/SUBJECT

1.-LECTURERS:

Lecturer(s)	CONTACT
Name:	Mercedes Ruiz de Palacios
Phone (ext):	91 5140117
Email:	ruipal@ceu.es
Office:	JRB -1.27

Lecturer(s)	CONTACT
Name:	Dr. D. Ignacio Armada
Phone (ext):	91 456 42 00 ext: 14294
Email:	iarmada.fhm@ceu.es
Office:	Despacho 1. Paseo de Juan XXIII,3

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 subject Practices in Business aims at the performance of the skills acquired throughout the training program in real or emulated spaces of professional practice. It is based on the development of a professional exercise program in which the knowledge, abilities, skills and attitudes in which the student is trained are applied and with the purpose of knowing and applying the deontological criteria that govern the Exercise of the professions for whose exercise prepares the Degree.

4. COMPETENCIES

1.- COMPETENCIES

Code	Basic and General Competencies
BS2	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.
BS3	Students should have the capacity to collect and interpret relevant data (normally within their area of study) to give opinions that include reflection on relevant topics of a social, scientific or ethical nature.
BS4	Students should be capable of transmitting information, ideas, problems and solutions to both a specialist and non-specialist public.
BS5	Students should have developed the learning skills necessary to be able to undertake subsequent studies with a high level of independence.

Code	Specific Competencies
SC43	Contributing to the acquisition of a high professional qualification.
SC44	Facilitating the application of the knowledge and skills acquired in class when performing

	the professional activity.
SC45	Facilitating the incorporation of students into the labor market.

2.- LEARNING OUTCOMES:

Code	Learning outcomes
	Contribute to the acquisition of a professional qualification.
	To facilitate the application of the knowledge and competences acquired in the classrooms in the performance of the professional activity.
	Facilitate the transition of students to the job market.

5. LEARNING ACTIVITIES

1.- DISTRIBUTION OF STUDENTS' ASSIGNMENT:

Total hours of the course		180
Code	Name	On-campus hours
LA5	Work Placement	180
TOTAL Presence Hours		180

2.- DESCRIPTION OF LEARNING ACTIVITIES:

Activity	Definition
LA5 Work Placement	Activity undertaken in a company of the sector so that students know how to apply the knowledge acquired in their education to a real-world, professional environment and have the attitude, poise and savoir faire that characterize them as students of this university. They are guided by a professor of the University (Academic Tutor) and a professional of the company (Company Tutor).

6. ASSESMENT OF LEARNING

1.- ASSESMENT SYSTEM AND CRITERIA:

ORDINARY CALL:

According to Real Decreto 592/2014 of July 11, which regulates the external academic practices of university students, the qualification of students in External Practices falls on the academic tutor. This rating will take into account:

- The tutor's Final Report of Practices in the collaborating entity, where he values the work done by the student, with a weight on the final grade of 60%.
- With the information sent periodically by the student in the Follow-ups (in which he describes the tasks performed during the internship period) and in the Final Report that must be filled in and with all the information received from the company tutor, the tutor Academic qualifies the student, taking their assessment a final weight in the 40% mark.

Those students who leave without external reason abandon the external practices will suspend the subject.

EXTRAORDINARY CALL:

In this call will apply the same criteria indicated for the ordinary call.

7. PROCEDURE FOR THE OBTAINMENT AND USE OF EXTERNAL PRACTICES

1.- COURSE PROGRAMME:

All the management and follow-up of the students who carry out external academic practices is carried out through the computer application called Platform for Management of Academic Practices (PGPA), which provides chronological evidence of all important actions.

The procedure is the next:

- The student enrolled in the subject External Practices must enter the PGPA, verify their personal data and insert their Curriculum Vitae.
- Within this application you can see the offer of internships that you can access and apply to those that best fit your profile.
- Once the student is selected by an entity to carry out an internship, he / she must comply with the Annex to the Framework Agreement that the University has signed with the entity, elaborated by the COIE, which contains the important data of the same: start date, Date of completion, tasks to be performed, etc. Compliance is also achieved through the Application.
- External Practices are supervised by two tutors:
 - An Academic Tutor (professor of the Degree).
 - A Tutor in the Entity, designated by the company or institution (public or private) where the student performs the practices.
- Throughout the period of completion of the internships, the student should send, periodically and through the PGPA, follow-ups to his / her Academic Tutor (reports describing the tasks performed).
- Once the student finishes the internship period both the Tutor in the Entity and the student must complete a Report or Final Report, also through the PGPA.
- The Academic Tutor is in charge of qualifying the subject External Practices as described in the section Systems and Criteria Evaluation.
- It is very important that the student joins the practices with his signed Annex. The trainee should contact his / her Academic Tutor to resolve any questions about the course procedure.
- On the website of the Degree the student has at his disposal the "Curriculum Practices Guide" ([http://www.uspceu.com/es/estudios/grado/ciencias-economicas-empresariales/administracion-y-direccion-de-empresas / practices.php](http://www.uspceu.com/es/estudios/grado/ciencias-economicas-empresariales/administracion-y-direccion-de-empresas/practices.php)) in which the procedure to be followed for the execution of external practices is detailed.

8. COURSE PROGRAM

THEORETICAL PROGRAM: Not applicable

PROGRAM OF PRACTICE: Not applicable

9. RECOMMENDED READING

1.- ESSENTIAL BIBLIOGRAPHY:

Not applicable

2.- ADDITIONAL BIBLIOGRAPHY:

Not applicable

4.- WEB RESOURCES :

Not applicable

10. ATTITUDE IN THE CLASSROOM

1.- REGULATIONS

Any irregular act of academic integrity (no reference to cited sources, plagiarism of work or inappropriate use of prohibited information during examinations) or signing the attendance sheet for fellow students not present in class will result in the student not being eligible for continuous assessment and possibly being penalized according to the University regulations.