

COURSE SYLLABUS 2024-25

BASIC INFORMATION ON THE COURSE

Course:	Practicum		
Course code:	70483127	Plan:	Máster en Estudios Ingleses: Aplicaciones profesionales y comunicación intercultural
Academic Year:	2023-24	Undergraduate/Graduate:	Master Degree
Degree Year:	1	Type:	Compulsory
Duration:	2nd. Term		

TIME DISTRIBUTION ACCORDING TO REGULATIONS

Credits:	12
Total time:	300

USE OF LEARNING PLATFORM (Teaching support, Multimodal, or Virtual):

Multimodal

TEACHERS

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OTHER IMPORTANT INFORMATION

Content Justification

The students of the itinerary 2 of the Master will carry out obligatory professional practices in institutions and organizations both external and from the University of Almeria, supervised by professionals and academics. The internship will be equivalent to 12 ECTS credits, that is, around 300 hours of work that the student will distribute between preparation and work in the field of professional performance that is assigned according to the academic profile of the students.

Courses Related in Study Plan

Internship

Required Knowledge to Address the Course

The student should have a proficient level of the language, at least a B2 level of English.

Pre-Required Knowledge

Those required for this Master Degree.

The student should have a proficient level of the language, at least a B2 level of English.

COMPETENCES

Basic and General Competences

Basic competences

- Applying knowledge
- Ability to communicate and oral skills

General competences

Key competences University of Almeria

- Basic knowledge of the profession
- Problem solving skills
- Social competence and global citizenship
- Ability to learn to work independently -

Specific Competences

- 1- Ability to communicate conclusions (in English), results of research tasks in English for specific purposes
- 2- Ability to intervene in a business or commercial negotiation using the English language
- 3- To demonstrate learning skills to manage professional activities in English.
- 4- Analysis of texts that are representative of the linguistic and cultural plurality of current British and American societies.

- 5- To demonstrate interlocution skills to develop initiatives to interpret situations and problems related to the British and American societies today.
- 6- Planning, structuring and developing written essays and oral presentations based on hypotheses based on the correct use of an appropriate methodology in order to express discourses and ideas in an effective and academically valid way.

LEARNING OUTCOMES

Students will be able to function autonomously in the working world and acquire the necessary skills to fulfill professional/academic needs. The following learning outcomes are pursued:

- a) Integration of the knowledge acquired in the internship, professional and business environment.
- b) Development of a particular methodology appropriate to the work performed.
- c) Development of the capacity for autonomous and group work

PLANNING

Contents

Training Project

- 1) The main objective of these practices is to offer the student the necessary mechanisms and processes that will allow him/her to apply and complement the knowledge and skills acquired in their academic training, promoting the acquisition of competencies that prepare him for the exercise of professional activities, facilitate his employability and promote his capacity; through immersion in the work, professional and business activity of the sector.
- 2) Each practice has associated specific activities to be performed by the student that are defined by the company and the coordinator, within the general framework of the educational objectives included in the study program. Among others, some specific activities may be:
 - Teaching the English language in educational centres at different levels
 - Oral and written translation and interpretation
 - Conservation and cataloguing of cultural property
 - Activities to disseminate the heritage
 - Participation in literacy campaigns and academic support in subjects related to different groups at risk of social exclusion.
 - Academic participation in groups and research projects
 - Elaboration of material related to communication: magazines, radio, televisión
- 3) The student will fulfil the internship in a work centre that offers a professional experience related to some of the career opportunities of the academic profiles. Educational centres, private companies, language schools, trade and international relations companies, museums and monuments.
- 4) For the realization of the external practices the students will have a tutor of the collaborating entity and a tutor at university. The tutor of the collaborating entity will be a person linked to the same, with professional experience and with the necessary knowledge to perform an effective guardianship. The academic tutor will be a professor of the university, the coordinator of the master program. Tutorials are a fundamental element of the external practices and tutors, both from the university and the collaborating companies, are a key part of its development.
- 5) According to a standardized model established by the university, the tutor of the collaborating entity will make a final report to assess the student's activity during the internship. This professional report will

collect the number of hours carried out by the student and the evaluation of both the generic and specific competences included in the study program. The academic tutor will be the one to evaluate the internship based on the monitoring carried out, the report of the external tutor and the student's final report. For curricular practices, the signature of the official qualification certificate corresponds to the person in charge of practices designated by the center or, if applicable, the person responsible for the corresponding subject.

Learning System and Methodology / Contingency Plan

IN PERSON INTERNSHIP

- Writing reports
- Problem-based learning
- Evaluation of results
- Fieldwork
- Teamwork

CONTINGENCY PLAN: (in-person/online internship)

Regular activities (Reporting, Problem-based learning, Evaluation of results, Fieldwork) + Videoconference (synchronous/asynchronous), discussion forums.

PLAGIARISM, COPIES AND OTHERS: As established by the University of Almeria in the Regulations for the Evaluation of Learning (chapter 1, section 4.4.): "In the process of carrying out work, these may not be the object of plagiarism or copying of that carried out by another student. Non-compliance may annul the validity of the work for the evaluation of the subject". The tasks will be verified by means of the anti-plagiarism tools of the University of Almeria.

Teaching Innovation Activities

Functional Diversity / Functional Disability

Those students with disabilities or special educational needs can get in contact with the Delegation of the Rector for the Functional Diversity (<http://www.ual.es/discapacidad>) to receive the appropriate guidance and advice in order to facilitate their instructional, learning and training processes. Likewise, these students may request the implementation of the necessary and suitable adaptations of content, methodology and evaluation that guarantee equal opportunities in their academic development. The processing of any personal data or aggregated information regarding these aforementioned students, in full compliance with the GDPR, is strictly confidential. Faculties and academic staff lecturing the course referenced by this guide/document will be in charge of applying the recommended adaptations approved by the Delegation of the Rector for the Functional Diversity. This fact will be, therefore, notified to the School or Faculty as well as to the coordinator of the academic course.

COMPETENCY ASSESSMENT

Criteria and Assessment Tools / Contingency Plan

The evaluation will be limited to the verification of the effective development of the competences. Specifically, the qualification of each student will be obtained from the report by the company tutor and the activities directed and, on the other hand, the monitoring by the academic tutor of the work done by the student.

EVALUACIÓN ÚNICA FINAL does not apply to this subject.

EVALUATION CRITERIA (CONVOCATORIA ORDINARIA Y EXTRAORDINARIA)

Student's final report 40%

Evaluation report of the collaborating entity 50%.

Academic Tutoring Follow-up Report 10%.

CONTINGENCY PLAN

Student's final report 40%

Evaluation report of the collaborating entity 50%.

Academic Tutor Monitoring Report (discussion forums, communication tools) 10%

FINAL REPORT: The student will make and send to the academic tutor of the university, through the corresponding computer application (ICARO), the final internship report, according to a standardized model (extensión: min 5-max.10 pages), which should include, among others, the following aspects

- a) Personal data of the student.
- b) Collaborating entity where the internship has been carried out and place of location
- c) Specific and detailed description of the tasks, work carried out and departments of the entity to which he has been assigned.
- d) Assessment of the tasks carried out with the knowledge and skills acquired in relation to the study program.
- e) List of the problems raised and the procedure followed for their resolution.
- f) Identification of the contributions that, in terms of learning, the practices have made.
- g) Evaluation of the practices and suggestions for improvement.

Follow-Up Mechanisms

COURSE MATERIALS
Recommended Course Materials
Miguel A. Zabalza. <i>El prácticum y las prácticas en empresas en la formación universitaria</i> . Narcea. 2013.
Couse Materials Available in UAL's library
You can see the bibliography currently available in the Library Management System at the following address: https://www.ual.es/bibliografia_recomendada70483127
WEBSITES