

**INTERNSHIP/PRÁCTICAS EXTERNAS**

MODULE	SUBJECT	COURSE	TERM	CREDITS	TYPE
Master in Economics	Internship	1st		8	Optional
<b>LECTURER(S)</b>		<b>FULL CONTACT INFORMATION FOR TUTORIALS (Address, phone number, email, etc.)</b>			
<ul style="list-style-type: none"> <li>For external internships in institutions: A member of the Academic Committee (coordinator)</li> <li>For research internships in a department: Any professor teaching in the Master.</li> </ul> <p>The list of internships can be found at:  <a href="https://masteres.ugr.es/ugrme/pages/info_academica/internships/practicas">https://masteres.ugr.es/ugrme/pages/info_academica/internships/practicas</a></p>		<ul style="list-style-type: none"> <li>For external internships: To be announced</li> <li>For internal internships: see information about the corresponding academic supervisor</li> </ul>			
		<b>TUTORIAL HOURS</b>			
		<ul style="list-style-type: none"> <li>For external internships: To be announced</li> <li>For internal internships: see information about the corresponding academic supervisor</li> </ul>			
<b>PREREQUISITES AND/OR RECOMMENDATIONS (if necessary)</b>					
No requirements, except those specified by the institution (if any).					
<b>BRIEF DESCRIPTION OF CONTENTS (ACCORDING TO MASTER'S VERIFICATION DOCUMENT)</b>					
<ul style="list-style-type: none"> <li>Internship will be realized only in firms and institutions which have signed an Agreement with the University of Granada</li> <li>The length of the internships will be 200 hours. Its content will aim to apply the theoretical and practical knowledge obtained in the Master's courses.</li> <li>The period to apply for internships will be open during all the academic year and its development will be tutored academically by a professor and by a firm tutor.</li> <li>The UGR Center for Employment Promotion and Practices (Centro de Promoción de Empleo y Prácticas de la UGR) will be responsible of the internship management (request reception from students and firms, adjudication of internship taking into account the requirements established by them as well as the preferences of the students) and to follow up them.</li> </ul>					



- Students can request the recognition of internships if they fulfil one of the following conditions: (i) they can certify professional experience (longer than 6 months) clearly related to the Master's contents; (ii) they have done internships through the ICARO platform, satisfying the requirements of length and contents.
- Students will be able to propose firms for the accomplishment of their internship, being an essential condition the signing of the Agreement of Internships with the University of Granada.
- There are two types of internships that students can do:
  1. **External internships:** In private firms.. The Academic Committee must accept the internship proposal.
  2. **Internal internships:** In UGR units and departments. In departments, Master's lecturers can propose internships consisting of doing tasks related to his/her research lines.
- The Academic Committee is in charge of assigning internships to students, taking into account both the requirements established by firms, institutions and departments, as well as students' preferences. This Committee is also in charge of following its progress.

## GENERAL AND SPECIFIC COMPETENCES

### GENERAL COMPETENCES

CG1 – That the student attain the ability for analysis and synthesis, which includes being capable of defining, distinguishing and relating both the basic concepts and the premises upon which the exposition of any argument is built, as well as stating and basing its content in a concise and critical way, in the context – scientific, political, economic, organizational or whatever the type may be – in which it is presented.

### BASIC COMPETENCES

CB6 – To possess and understand knowledge that gives a basis or opportunity to be original in the development and/or application of ideas, often in a research context.

CB7 – That the students know how to apply the knowledge acquired and their ability to solve problems in new or little-known situations within broader (or multidisciplinary) contexts related to their area of study.

CB8 – That the students are able to integrate knowledge and handle the complexity of formulating judgements from information that, being incomplete or limited, includes reflections on the social and ethical responsibilities linked to the application of their knowledge and judgements.

CB9 – That the students know how to communicate their conclusions and the knowledge and underlying reasons that sustain them to specialist and non-specialist audiences in a clear and unambiguous way.

CB10 – That the students possess the learning skills to enable them to continue studying in a way that will necessarily be largely self-managed and autonomous.

## **SPECIFIC COMPETENCES**

- CE3 – Understand the relevant existing theories, tendencies and debates  
CE5 – Apply advanced techniques to real problems  
CE7 – Formulate and answer questions in a way applicable to economic policy  
CE8 – Formulate and contrast hypotheses related to theoretical assumptions and predictions  
CE11 – Plan and organize field studies  
CE15 – Solve technical and practical problems related to the design of experimental studies  
CE16 – Solve technical and practical problems related to the design of empirical studies  
CE17 – Solve technical and practical problems related to the organization, presentation and analysis of the data obtained from a study  
CE18 – Assist as support staff in research projects CE19 – Assist as support staff in consulting projects

## **OBJECTIVES (EXPRESSED AS EXPECTED RESULTS OF THE TEACHING)**

### ***Student will be able to:***

Internships must facilitate the application of the knowledge and skills obtained by a student in his/her work. Hence, the objectives achieved during this period will vary depending on the institution.

- Do usual professional tasks related to Economics and Business Administration.
- Do typical activities of management and business administration.
- Develop their activity in collaboration with other professionals and work as a team.
- Work in institutions doing typical tasks of a person with a Master's degree in Economics.
- Do basic and applied research in Economics and Business Administration.

## **ASSESSMENT (ASSESSMENT TOOLS, ASSESSMENT CRITERIA AND PERCENTAGE OF FINAL MARK, ETC.)**

According to the Rules of Assessment and Grading of the students of the University of Granada (latest modification approved by the Governing Board on 26th October 2016), the assessment of students' academic performance will reflect public, objective and impartial criteria, and will preferably be continuous and ongoing.

With the purpose of assessing the acquisition of the contents and competencies to develop in the subject, the following assessment procedure will be used:

- Evaluation report by the supervisor in the firm (50%). The mark will be calculated as the average of the values assigned to each of the items evaluated in the report.
- Student's reports about his/her experience doing the internships. Students have to complete three reports during the internship: before the internship, during the internship and after the internship. These reports must be requested from [mastereconomics@ugr.es](mailto:mastereconomics@ugr.es) (50%).

### ***Special Exam Session***

Students who fail the internship should repeat the report and they may be asked to repeat also de internship period.



## ADDITIONAL INFORMATION

### 1. SPECIFIC RULES OF THE MODULE AND ASSESSMENT METHOD

- a) Students can complete 8 ECTS in this module by doing internships in external institutions (companies and public administrations different from the departments involved in the Master) or in one of the departments involved.
- b) The Academic Committee will contact lecturers and institutions in order to know as soon as possible the offer of internships. This offer will be published on the Master's website at the link [http://masteres.ugr.es/ugrme/pages/info\\_academica/internships/practicas](http://masteres.ugr.es/ugrme/pages/info_academica/internships/practicas). There also will be information on the activity of the institution/department, tasks required of the students, dates, special requirements, etc.
- c) Internships in institutions: The procedure followed is that established by Centro de Promoción de Empleo y Prácticas (CPEP) de la Universidad de Granada <http://cpep.ugr.es/pages/practicas/practicas-curriculares-de-masteres-oficiales>:
- The internship is managed through the CPEP of the UGR to register the institutions in the system and to assign students to institutions with the corresponding training project. At the end of the internship students must present a report signed by his/her supervisor in the institution, a week before the deadline for the registration of marks indicated by the University of Granada.
  - The student can also do the internship in an institution he/she has contacted by himself/herself. In this case, he/she must take into account that the procedure before starting them is about one month.
- d) Internships in departments: The coordinator will be informed of the internship proposal and supervisor. This notification must be signed by both the supervisor and the student and validated by the Academic Committee. At the end of the internship, the supervisor must present a signed report indicating a mark out of 10, before the deadline for the registration of marks indicated by the University of Granada.
- e) A student must do a minimum of 200 hours to obtain 8 ECTS (fewer hours entails the impossibility of validation). These ECTS will be assessed with a mark out of 10, if the final report is satisfactory.
- f) Taking into account the characteristics of each offer of internships, students can apply for the internships in which they are interested. Those internships with several applications will be assigned to the student with the highest average grade and the special abilities required by the institutions (programming skills, languages, etc.)



## 2. APPLICATION PROCEDURE AND VALIDATION

The application procedure is the following:

- Students enrolled in INTERNSHIPS should select the preferred proposals (maximum 3).
- Preferences should be sent via e-mail to [mastereconomics@ugr.es](mailto:mastereconomics@ugr.es) and [matilderuiz@ugr.es](mailto:matilderuiz@ugr.es) with the documents required in the proposal description (normally CV), and clearly indicating preference ORDER, NUMBER of proposal and FIRM/INSTITUTION NAME.
- Deadline for application: January 17, 2020
- Final decision: Academic Committee will assign internships taking into account students' and institution's preferences. If several students are interested in the same internship, they may organize a selection process in collaboration with the firm/institution. If applicable, there may be an interview with the internship tutor.
  - Final decisions will be communicated January 31, 2020.

### How to apply for an Internship in units and departments.

Professors teaching the Master's propose internships consisting of carrying out tasks related with his/her research lines. This professor will be the academic supervisor of the student.

- Supply of available internships will be published in the website before November 20<sup>th</sup> ([http://masteres.ugr.es/ugrme/pages/info\\_academica/internships/profesors](http://masteres.ugr.es/ugrme/pages/info_academica/internships/profesors))
- Students must send the agreement form for internships in department, signed by the supervisor, indicating the topic, the name of the supervisor, via email to [mastereconomics@ugr.es](mailto:mastereconomics@ugr.es) before 10<sup>th</sup> February.
- Final decision: Academic Committee will validate the proposals taking into account the number of internships supervised by the supervisor and the relation between the proposal and the researcher's line of research.
- Final decisions should be communicated no more than 2 weeks after the reception of the proposal and before 17<sup>th</sup> February so that students have time to modify their registration.

The agreement form for internships in department is available at [http://masteres.ugr.es/ugrme/pages/info\\_academica/internships/internal](http://masteres.ugr.es/ugrme/pages/info_academica/internships/internal)



### **Internships in external institutions (companies/ administration) that do not have an agreement with the Master:**

The student can propose external institutions (companies/ administration) to do the internship. In this case, students should be aware that the time to obtain the necessary agreement between the university of Granada and the institution is approximately one month.

- Students must send the Internship proposal form, completed and signed by the supervisor in the institution, via email to [mastereconomics@ugr.es](mailto:mastereconomics@ugr.es)
- Final decision: the Academic Committee will validate the proposals taking into account the accuracy of the proposal for the training of the student.
- Final decisions should be communicated no more than 2 weeks after the reception of the proposal and before February 17th so that students have time to modify their registration.

The proposal for internships in companies form is available at

[http://masteres.ugr.es/ugrme/pages/info\\_academica/internships/external2](http://masteres.ugr.es/ugrme/pages/info_academica/internships/external2)

### **Validation of internships' credits:**

- Validation of credits within the Master's in Economics will follow the procedure of the University of Granada detailed at [http://escuelaposgrado.ugr.es/pages/masteres\\_oficiales/tramites\\_admin\\_alumnos\\_master/reconocimiento](http://escuelaposgrado.ugr.es/pages/masteres_oficiales/tramites_admin_alumnos_master/reconocimiento)
- Validation of credits within the Master in Economics will follow the norms of the University of Granada detailed at: <http://secretariageneral.ugr.es/pages/normativa/fichasugr/ncg732>
- Memory of external internship, internal internship and internship evaluation form are available here: [https://masteres.ugr.es/ugrme/pages/info\\_academica/internships/practicas](https://masteres.ugr.es/ugrme/pages/info_academica/internships/practicas)

