

\* Please ensure that you use the official UGR nomenclature and terminology (ES-EN) available in [UGRTerm](#) for the names of programmes, courses, faculties/schools, departments, competences/skills, teaching methodology, etc.

SEMESTER	CREDITS (ECTS)	TYPE	MODE OF DELIVERY	LANGUAGE(S) OF INSTRUCTION
2 <sup>nd</sup> / 3 <sup>rd</sup>	8	Optative	On site or Teleworking	Spanish / English
MODULE		Master in Economics		
SUBJECT		Internship		
CENTRE / FACULTY / SCHOOL RESPONSIBLE FOR THE PROGRAMME		International School for Postgraduate Studies (EIP)		
MASTER'S DEGREE		Master in Economics		
FACULTY / SCHOOL		Faculty of Economics and Business		
TEACHING STAFF <sup>(1)</sup>				
Juliette Milgram Baleix				
CONTACT DETAILS		<ul style="list-style-type: none"> <li>Academic tutor: Juliette Milgram Baleix</li> <li>For external internships in institutions: Juliette Milgram Baleix:               <ul style="list-style-type: none"> <li>Department of Economic Theory and History,</li> <li>School of Economics and Business.</li> <li>Office number(s): B326, 3rd floor</li> <li>Email: <a href="mailto:jmilgram@ugr.es">jmilgram@ugr.es</a></li> </ul> </li> <li>For internal internships in a department: Professor indicated at a tutor.</li> </ul> <p>All details will be provided on the webpage :  <a href="https://masteres.ugr.es/ugrme/pages/info_academica/internships/practicas">https://masteres.ugr.es/ugrme/pages/info_academica/internships/practicas</a>            Alternatively, all details will be provided through Prado (Prácticas externas - 2021 (COMÚN)). <a href="https://pradoposgrado2021.ugr.es/">https://pradoposgrado2021.ugr.es/</a></p>		
<ul style="list-style-type: none"> <li>OFFICE HOURS</li> </ul>		For external internships: Office hours through google meet previous appointment ( <a href="mailto:jmilgram@ugr.es">jmilgram@ugr.es</a> ).		

<sup>1</sup> Consulte posible actualización en Acceso Identificado > Aplicaciones > Ordenación Docente

(∞) Esta guía docente debe ser cumplimentada siguiendo la "Normativa de Evaluación y de Calificación de los estudiantes de la Universidad de Granada" (<http://secretariageneral.ugr.es/pages/normativa/fichasugr/ncg7121/>)

	For internal internships: See information about the corresponding academic supervisor.
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## GENERAL AND SPECIFIC COMPETENCES

### BASIC AND GENERAL 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 OR LEARNING OUTCOMES (ACCORDING TO THE MASTER'S PROGRAMME VALIDATION REPORT)

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.

Student will be able to:

- 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.

#### BRIEF DESCRIPTION OF THE COURSE CONTENT (ACCORDING TO THE MASTER'S PROGRAMME VALIDATION REPORT)

- Internship will be realized only in firms and institutions which have signed an Agreement with the University of Granada (through ICARO).
- The length of the internships will be 200 hours, corresponding to 8 ECTS credits. Its content will aim to apply the theoretical and practical knowledge obtained in the Master's courses.
- The period to apply for internships will be open during all the academic year (as long as there is enough time to complete the 200 hours of practice) and its development will be tutored academically by a professor and by a tutor from the company.
- 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 documentation from students and firms. The management platform for internships will be ICARO (<https://icaro.ual.es/ugr>).
- Students are allowed to propose firms for their internship, being an essential condition the signing of the Agreement of Internships with the University of Granada through ICARO.
- There are two types of internships that students can do:
  1. External internships: In private firms and external institutions/entities. Internship proposals must be validated by the Academic Committee.
  2. Internal internships: In Departments and other UGR units. In Departments, Master's lecturers can propose internships consisting of performing 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.
- Alternatively to the development of current internship in the academic year, students can request the acknowledgement of ECTS credits if they fulfill the criteria and procedure of the University of Granada [detailed in \[http://escuelaposgrado.ugr.es/pages/masteres\\\_oficiales/tramites\\\_admin\\\_alumnos\\\_master\]\(http://escuelaposgrado.ugr.es/pages/masteres\_oficiales/tramites\_admin\_alumnos\_master\)](http://escuelaposgrado.ugr.es/pages/masteres_oficiales/tramites_admin_alumnos_master)

#### SYLLABUS

Not applicable.

#### REQUIRED AND RECOMMENDED READING

Not applicable.

#### USEFUL LINKS (OPTIONAL)

##### Useful Links:

<https://icaro.ual.es/ugr>

[https://escuelaposgrado.ugr.es/pages/masteres\\_oficiales/calendario\\_precios\\_publicos](https://escuelaposgrado.ugr.es/pages/masteres_oficiales/calendario_precios_publicos)

<https://secretariageneral.ugr.es/bougr/pages/bougr105/doc/ngc1051!/>

<https://www.boe.es/buscar/act.php?id=BOE-A-2014-8138>

All details will be provided on the webpage of the master :

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

Alternatively, all details will be provided through Prado (Prácticas externas - 2021 (COMÚN)).

<https://pradoposgrado2021.ugr.es/>



### OFFER OF EXTERNAL AND INTERNAL INTERNSHIPS:

The academic committee will make a list of possible internships available to students before the end of December 2020 on the website.

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

- Students must send the form about Internship proposal fulfilled and signed by the supervisor in the company via email at [mastereconomics@ugr.es](mailto:mastereconomics@ugr.es)
- Final decision : Academic Committee will validate the proposals taking into account the accuracy of the proposal for the formation of the student
- Final decisions should be communicated no more than 2 weeks after the reception of the proposal and before the deadline fixed by the University of Granada to modify registration for subjects of the second semester (MODIFICACIÓN DE MATRÍCULA (anulación parcial o alteración) 3.2 Asignaturas del segundo semestre: § Del 1 de febrero al **26 de febrero de 2021**) in order students has time to modify their registration
- Form for proposal for internships in companies available at [http://masteres.ugr.es/ugrme/pages/info\\_academica/internships/external\\_form](http://masteres.ugr.es/ugrme/pages/info_academica/internships/external_form)

### APPLICATION PROCEDURE

The application procedure is the following:

- Students enrolled in INTERNSHIPS should select the preferred proposals (maximum 3) between the above list of external and internal internships. Students have to indicate three preferences (in order) and the requirements they fulfill for each preference. Students must also provide a CV.
- Preferences and CV should be provided through the following form: <https://docs.google.com/forms/d/e/1FAIpQLScHHOfn7Pvqebio0IXKBbf3ajuUnh9sRo7GWOpIqv0jMVQs0w/viewform>
- - Deadline for application: January 17, 2021

### ASSIGNMENT PROCEDURE

- The academic Committee will assign internships taking into account institution's preferences and requirements. If several students were interested in the same internship, they may organize a selection process in collaboration with the firm. If applicable, there may be an interview with the internship tutor.
- Final assignment will be communicated on January 26, 2021.

### ACKNOWLEDGEMENT OF ECTS CREDITS

- **For external internships:** Students and external tutors should follow the procedure established in ICARO.
- For internal internships: Students should fulfill an internship report and send it to [mastereconomics@ugr.es](mailto:mastereconomics@ugr.es). Internship tutors (professors, lecturers) should sent to [mastereconomics@ugr.es](mailto:mastereconomics@ugr.es) an evaluation report.
- For further information, acknowledgement procedure can be seen here: [http://escuelaposgrado.ugr.es/pages/masteres\\_oficiales/tramites\\_admin\\_alumnos\\_master/reconocimiento](http://escuelaposgrado.ugr.es/pages/masteres_oficiales/tramites_admin_alumnos_master/reconocimiento)

### TEACHING METHODOLOGY

Not applicable.

### ASSESSMENT (EVALUATION INSTRUMENTS, EVALUATION CRITERIA, 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.

In order to assess the acquisition of the contents and competencies of the subject, three evaluation instruments will be used:

- Evaluation report by the internship tutor (tutor in the company for external internship or professor if internal internship).
- Student's report. Students have to complete a final report after the internship. .
- Evaluation of the Master's Coordinator and Internships' Coordinator based on the above documentation (further information may be asked to students and/or tutor, in order to complete the evaluation process).

**Special Exam Session**

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

DESCRIPTION OF THE EXAMS/TESTS THAT WILL FORM PART OF THE SINGLE FINAL ASSESSMENT "EVALUACIÓN ÚNICA FINAL" (AN ASSESSMENT METHOD THAT ONLY TAKES A FINAL EXAM INTO ACCOUNT) AS ESTABLISHED IN THE UGR ASSESSMENT POLICY AND REGULATIONS)

Not applicable.

**SCENARIO A (ON-CAMPUS AND REMOTE TEACHING AND LEARNING COMBINED)**

**TUTORIALS**

TIMETABLE (According to Official Academic Organization Plan)	TOOLS FOR TUTORIALS (Indicate which digital tools will be used for tutorials)
Not applicable.	Tutorial hours with the academic tutor will be developed on-campus if the competent authority allows so. In case of remote tutorials, please contact by e-mail to set an appointment for tutorials in Google Meet (or any other platform established by UGR)

**MEASURES TAKEN TO ADAPT TEACHING METHODOLOGY**

- Whenever it is possible, on-site work will be carried out.
- If necessary, telework may be combined with on-site tasks, always if the firm/institution/professor and the student agree so.
- The above information is subject to the Contingency Plan of the University of Granada. Its application and modification are subject to the guidelines that the University of Granada may establish in the future

**MEASURES TAKEN TO ADAPT ASSESSMENT (Instruments, criteria and percentage of final overall mark)**

**Ordinary assessment session**

In order to assess the acquisition of the contents and competencies of the subject, three evaluation instruments will be used:

- Evaluation report by the internship tutor (tutor in the company for external internship or professor if



internal internship).

- Student's report. Students have to complete a final report after the internship. .
- Evaluation of the Master's Coordinator and Internships' Coordinator based on the above documentation (further information may be asked to students and/or tutor, in order to complete the evaluation process).

#### Extraordinary assessment session

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

#### Single final assessment

- Not applicable.

### SCENARIO B (ONCAMPUS ACTIVITY SUSPENDED)

#### TIMETABLE

(According to Organization Plan)

Official Academic

#### TOOLS FOR TUTORIALS

(Indicate which digital tools will be used for tutorials)

Not applicable.

In case of remote tutorials, please contact by e-mail to set an appointment for tutorials in Google Meet (or any other platform established by UGR)

#### MEASURES TAKEN TO ADAPT TEACHING METHODOLOGY

- Telework (in cases in which this adaptation is possible)
- If telework is not applicable to the assigned internship, EIP and Master's Coordination will provide alternatives to the student to facilitate hours completion.

#### MEASURES TAKEN TO ADAPT ASSESSMENT (Instruments, mark)

criteria and

percentage of

final overall

#### Ordinary assessment session

In order to assess the acquisition of the contents and competencies of the subject, three evaluation instruments will be used:

- Evaluation report by the internship tutor (tutor in the company for external internship or professor if internal internship).
- Student's report. Students have to complete a final report after the internship. .
- Evaluation of the Master's Coordinator and Internships' Coordinator based on the above documentation (further information may be asked to students and/or tutor, in order to complete the evaluation process).

#### Extraordinary assessment session

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

#### Single final assessment

- Not applicable.



