



Universitat de Lleida

DEGREE CURRICULUM **PRACTICUM**

Coordination: ALONSO LOGROÑO, MARIA PILAR

Academic year 2023-24

Subject's general information

Subject name	PRACTICUM			
Code	101183			
Semester	2nd Q(SEMESTER) CONTINUED EVALUATION			
Typology	Degree	Course	Character	Modality
	Bachelor's Degree in Geography	4	COMPULSORY	Attendance-based
Course number of credits (ECTS)	12			
Type of activity, credits, and groups	Activity type	PAES		
	Number of credits	12		
	Number of groups	1		
Coordination	ALONSO LOGROÑO, MARIA PILAR			
Department	GEOGRAPHY, HISTORY AND HISTORY OF ART			
Teaching load distribution between lectures and independent student work	The subject represents a dedication of 300 hours of work of the students, of which 240 hours of presence in the company. The rest of the report preparation and tutorials with the academic tutor.			
Important information on data processing	Consult this link for more information.			
Language	Catalan Spanish			

Teaching staff	E-mail addresses	Credits taught by teacher	Office and hour of attention
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Subject's extra information

Business practices are a positive experience where students generally find their first approach to the world of work. They are academic activities integrated in the Curriculum of the titulación. Therefore you must be enrolled in the subject, the duration in hours is 240 hours, the faculty responsible for the subject makes the selection and last assignment of the student to a practice.

The student will also make a final report of the work done and will attend the tutorials set by the academic tutor.

Learning objectives

The practicum in the Degree in Geography has the main objective of training professionals who acquire skills and abilities that solve the problems of management of the competition.

It wants to be a bridge of unity and continuous adaptation of the knowledge acquired in the university classrooms and the labor reality of our society, which must give an added value to the studies of the degree of Geography in the sense of achieving a professional recognition and adaptation to the workplace.

The foregoing translates into the following more specific objectives:

- To make contact with work environment and professional of the geography.
- Put into practice the knowledge, methodologies and techniques acquired during the academic training.
- Acquire and practice new professional skills related to geography.
- Prepare a reasoned report of the work done.
- Apply and complement the knowledge acquired in their academic training.
- Encourage the acquisition of skills that prepare you for the exercise of professional activities.

Competences

Competencias

- CB2 Apply your knowledge to your work or vocation in a professional way and possess the skills that are usually demonstrated through the elaboration and defense of arguments and problem solving within your area of study
- CB4 To be able to transmit information, ideas, problems and solutions to a specialized and non-specialized audience
- CE1 Use methods and techniques of analysis and interpretation of statistical sources
- CE3 Express geographical knowledge through thematic mapping
- CE11 To be familiar with the legislation - mainly Catalan - with a greater impact in the planning of the territory (urban planning, local government, natural spaces ...)
- CE13 Acquire the habits of analysis of the geographical data to proceed to its orderly and reasoned exposition, either through an oral presentation or through a written report

- CT1 Acquire an adequate understanding and oral and written expression of Catalan and Spanish
- CT3 Acquire training in the use of new technologies and information and communication technologies
- CT4 Acquire basic knowledge of entrepreneurship and professional environments

Subject contents

- Selection of the public institution or company where to carry out the external internships, according to the geographic profile of the collaboration.
- Completion of the practices (80% of the hours corresponding to the enrolled credits)
- Regular contact with the University tutor
- Preparation of a final report of the practices

Geography degree students can do internships in private companies, as well as in institutions-public entities or university services. To this end, the companies / institutions / scientific-technical university services appropriate to the specific formation of the degree of Geography have been selected.

Example of companies with which there is an agreement: Lleida City Council, Mundo Rural Foundation, Lleida City Council, Bellpuig City Council, Terres de Lleida Tourism Board, Official Chamber of Commerce and Industry of Lleida, Municipal Planning Company, Generalitat of Catalonia, GeodiSA, Departments of Education of the Generalitat, ...

Contents that can work in their practices:

- Analysis, cataloging, inventory and possible update of layers of Geographic Information System on environmental, urban, economic, tourist, etc ...
- Field work to verify the information of the SIG.
- Elaboration of graphs and diagrams with the results of the exploitation of the database.
- Georeferencing and mapping of plowing.
- Urbanistic planning.
- Preparation of studies on the economic situation of the territories.
- Support for environmental education activities: preparation and participation.
- Participation, planning and development in the preparation of projects, studies, reports.
- Collection of field data. Planning environmental evaluation.
- Diagnosis of the supply and commercial urbanism. Realization of market studies and commercial X-rays.
- Classification of documents. Preparation of reports and other texts related to the study of the territory.
- Practices in TRAINING CENTERS.

Methodology

The external internships will be carried out in a single collaborating entity (company or institution) by the student. Each student will have an Academic Tutor, who will be a designated teacher; and a tutor of the collaborating entity, designated by it.

The tutorials with the academic tutor will consist of a series of sessions programmed and communicated by the same. The student can propose an offer of practices only and exceptionally if he has previously consulted the coordinator of the external Practices, and this gives his consent.

The methodological axes that are used in this subject are: the resolution of problems that the concrete company poses, the realization of a written memory of the learning that is carried out and the realization of the specific practice that the company assigns.

Development plan

The student selects those that most interest him and from the Vice Dean, taking into account the student's file makes a first distribution proposal, students with better grades are those that have priority in the selection of matching companies in this selection. Finally the coordinator of the degree, with the proposal of the distribution of

students in the different companies, makes an assignment of the academic tutor. This through contacts with the company tutor, who establishes the work plan (document that consensual and both sign), and contacts with the student, will check the correct and beneficial development in the student's training.

The specific tasks that the student must perform are the following:

- Enroll in the subject of external practices.
- He expressed his interest in completing the External Practices by filling out the "Application Form for External Practices".
- Maintain a first interview with the coordinator of the external practices to express their preferences in the realization of external internships.
- Maintain a first interview with the entity the tutor assigned to finish defining specific aspects of the internship position.
- Provide all the information required for the signing of the internship agreement.
- Sign the documentation (agreement of practices and annexes) necessary before starting the stay in the collaborating entity.
- Do the internship in the assigned collaborating entity, respecting the hourly norms, responsibilities and development of tasks that have been established.
- Fulfill the tutorial calendar with your academic tutor.
- Write and expose the "External Practices Report".

The activities that the students will have to carry out to overcome the subject of the external Practices are synthesized:

Formative activity	Hours destined to the formative activity	Percentage of presence
Writing papers, tutorials	60	20 %
Professional internships directed by an external technician	240	80 %

Evaluation

The evaluation of the External Practices is carried out through the following figures: Academic Tutor and Tutor of the Collaborating Entity.

- Academic tutor: attendance to the tutorials marked and fulfillment of the management in time and form: 10%
- Tutor of collaborating entity: The tutor of the collaborating entity generates the evaluation document: "Assessment report of the Tutor of the Collaborating Entity". This evaluation represents 60% of the final grade. To the respect it is recommended to require a minimum qualification of approved in this qualification as a requirement to pass the subject of External Practices. All this will be assessed through a survey provided by the practice office with a series of descriptors that will be scored from 1 to 5.
- Academic tutor: evaluate the written content of the "External Practices Report" and the different "Periodic follow-up sheets" that are attached. This evaluation represents 30% of the final grade.
- To prepare the report, the facultative document "How to prepare a report" will be followed. <http://www.lletres.udl.cat/ca/professorat/professorat/#practiques-academiques-externes>.

Bibliography

- Regulations of the external academic practices of the UdL (Approved by the Consell de Govern of 26 February 2014)
- Regulations and calendar of external academic practices of the Facultat de Lletres.