



Universitat de Lleida

DEGREE CURRICULUM  
**EXTERNAL PRACTICAL  
TRAINING IN PUBLIC AND  
PRIVATE ENTITIES**

Academic year 2014-15

## Subject's general information

<b>Subject name</b>	EXTERNAL PRACTICAL TRAINING IN PUBLIC AND PRIVATE ENTITIES
<b>Code</b>	101346
<b>Semester</b>	Anual Avaluació Continuada
<b>Typology</b>	Obligatòria
<b>ECTS credits</b>	15
<b>Theoretical credits</b>	0
<b>Practical credits</b>	0
<b>Office and hour of attention</b>	1er semestre: dimarts de 11 a 13.30h i dijous de 9.30 a 11 h
<b>Department</b>	Administració d'Empreses i Gestió Econòmica dels Recursos Naturals
<b>Modality</b>	Presencial
<b>Important information on data processing</b>	Consult <a href="#">this link</a> for more information.
<b>Language</b>	Català
<b>Degree</b>	Degree in Business Administration and Management
<b>Distribution of credits</b>	Ana Vendrell 2n Semestre Anna Tena Tarruella 1er Semestre
<b>Office and hour of attention</b>	1er semestre: dimarts de 11 a 13.30h i dijous de 9.30 a 11 h
<b>E-mail addresses</b>	ana.vendrell@aegern.udl.cat tenat@aegern.udl.cat

Ana Vendrell  
Anna Tena Tarruella

## Subject's extra information

### Suggestions

Are prerequisites for the realization of the practicum:

- Be a student of the Bachelor degree in Business Administration.
- Have completed 150 credits of the degree of Bachelor in Business Administration.
- Be enrolled in the field practicum prior to the completion of internships curriculum.
- Have completed the application form and send the practicum coordinator to resume.
- be formalized and Educational Cooperation Agreement signed on University-Industry and its annexes before the start of the stay in the partner (company or institution). These conditions for the realization of the practicum:
- Perform 300 hours of work experience in a partner (or recognizing them as appropriate).
- Make a practice of 3 preset periods: 1st semester 2nd semester or summer, in the course in which the student has enrolled in practicum.
- Do not make a practice partner with contract. Students who have supplied the information request placement at the time of registration is included in the list of candidates for the internship. Otherwise, it is understood that the student has waived his accomplishment in the academic year. The student has to stay in the partner and also attend all the tutorials with your academic tutor and make an oral presentation of the report.

The course as part of the academic plan

Among the functions of the university is to prepare students for professional activities that require the application of knowledge in the appropriate qualifications. In order to promote the implementation of this function is to promote and establish appropriate linkages for collaboration between universities and companies and institutions around them. Placement in the field of public and private organizations is an example of this collaboration and complement the professional training offered to students having reached prior basic knowledge and skills in their academic career. The subjects with which it connects are all of degree, since the objective of internships is to practice and apply the skills acquired in the subjects studied.

## Subject contents

The internships will take place in one partner (company or institution) per student / s.Eachstudent / Academic Tutor at will, which is a lecturerin the Faculty of Law and Economics, and Guardian of collaborating institution designated by it.

Internships can be made during the following periods: first semester, second semester or summer.

Tutorials with academic tutor will consist of a series of scheduled meetings and communicated by it.

Students may propose an internship and exceptionally only if it has previouslyconsulted the practicum coordinator, and this gives his approval.

The activities to be carried out to pass the subject are summarized in the table below:

	Hores a l'empresa o institució on es fan les pràctiques	300 h. (80%)

4 crèdits ECTS	Hores per a la redacció de la memòria	56,25 h. (15%)
	Hores de tutoria acadèmica	15 h. (4%)
	Hores d'avaluació i exposició	3,75 h. (1%)

The specific tasks to be performed are The following students:

- Registering in terms of internships from which each center compleixi els own requirements / qualifications have established (150 credits passed).
- Have a first interview with the coordinator of internships per manifestar interests and preferences in making les pràctiques external.
- Maintain an initial interview with the partner assignat per acabar define specific aspects of the practice site.
- Provide all information required for the signing of conveni de pràctiques.
- Signing the documents (training agreement and annexes) necessària abans d'iniciar stay in the partner.
- To practices the partner assigned time respecting the rules and responsibilities that have been established de tasques development.
- Fulfill the tutoring schedule with your academic tutor.
- Write expose "Memory placement." Within each of the possible profiles that can develop the students of the Master in Accounting, Auditing and Management Control alhora de do internships in partner organizations, some tasks are defined, what should be our competent salumnes that are:

## 1. Profile / financial accounting area

Understand, namely planning and producing the full accounting cycle

Understand and apply accounting software

Prepare financial statements

Interpret the financial criteria of liquidity, solvency, profitability and decision making in the financial statements base als

Identify and calculate the cost of doing business

Making decisions based on analysis of costs

Design, implement and monitor a budget control model de

Develop systems of indicators for assessing the progress of the company

Manage and control cash

Develop and analyze an investment plan if finançament

Analyze the financial structure and funding cost de

Understand the relationships with financial institutions and knowledge of financial markets

Know how to plan and execute internal audits

Know how to plan and execute external audit and the audit report

## 2. Profile / marketing-marketing area

Ability to analyze a market investigation (consumer behavior, competition, market trends)

Decide marketing strategy or "marketing-mix"

Analyze and implement systems and sales distribution

Develop a media plan

Designing an advertising campaign

## 3. Profile / organization area / production

Ability to organize and collaborated production

Manage the procurement and the inventory

Ability to interpret the legislation on various aspects of business management(quality, environment, etc.).

Implement the appropriate management systems well as the issue of corporate social responsibility

## 4. Profile / area of people management

Analyze and design jobs

Decide motivacióde personnel and pay systems

Develop a plan for staff training

Design a system to prevent labour risks.

## 5. Profile tax and labor

Know how to interpret the information of different companies

Know how to make different oficial documents.

Understand how different agencies

## Evaluation

Activitats avaluació	%	Moment d'avaluació	Agent avaluador

INFORME AUTOAVALUACIÓ ALUMNE	10	Finalització període de pràctiques	Alumne
INFORME AVALUACIÓ TUTOR ACADÈMIC	30	Durant l'estada en l'empresa i a la finalització del període de pràctiques	Tutor acadèmic
INFORME AVALUACIÓ TUTOR COL·LABORADOR	30	Finalització període de pràctiques	Tutor empresa
INFORME AVALUACIÓ EXPOSICIÓ ORAL/TRIBUNAL	30	Durant l'exposició oral	Tribunal de pràcticum

## Bibliography

### Recommended bibliography

Internships are governed by state regulations: Royal Decree 1707/2011 of 18 November, and so must be regular las prácticas Académicas externas of them students universitarios "; specific regulations in the UDL" The practicum grades "in according 264/2008 of the Governing Council of 13 November 2008 and amended on 16 July 2010, the rules governing the evaluation and qualification of students in Lleida, approved by the Governing Council special 2 June 2009 and the Regulations of practicum Faculty of Law and Economics.

The accompanying material of the subject can be obtained through the website of the Faculty of Law and Economics and in the same issue of internships on campus.