



Universitat de Lleida

DEGREE CURRICULUM **EXTERNAL TEACHING PRACTICES**

Coordination: BALLESTA REMY, ASTRID

Academic year 2023-24

Subject's general information

Subject name	EXTERNAL TEACHING PRACTICES			
Code	102542			
Semester	1st Q(SEMESTER) CONTINUED EVALUATION / 2nd Q(SEMESTER) CONTINUED EVALUATION			
Typology	Degree	Course	Character	Modality
	Bachelor's Degree in Agricultural and Food Engineering	4	COMPULSORY	Attendance-based
Course number of credits (ECTS)	6			
Type of activity, credits, and groups	Activity type	PAES		
	Number of credits	6		
	Number of groups	1		
Coordination	BALLESTA REMY, ASTRID			
Department	AGRICULTURAL AND FOREST SCIENCES AND ENGINEERING			
Teaching load distribution between lectures and independent student work	Hores totals: 180 Hores de activitat presencial en la empresa: 150 Hores de elaboració de la memoria: 30			
Important information on data processing	Consult this link for more information.			
Language	Català, castellà i anglès			

Teaching staff	E-mail addresses	Credits taught by teacher	Office and hour of attention
BALLESTA REMY, ASTRID	astrid.ballesta@udl.cat	4,4	

Learning objectives

The purpose of the External Internships subject is:

- get in touch with the work environment of the corresponding field
- put into practice the knowledge acquired in academic training
- acquire personal and maturational development.
- learn to elaborate, write and present the information related to the work done.

Competences

Given the integrative nature of internships in companies, most of the general competencies of the degree are acceptable as competencies to be developed in the subject:

CB2. That students know how to apply their knowledge to their work or vocation in a professional way and possess the skills that are usually demonstrated through the development and defense of arguments and problem solving within their area of study.

CB3. That students have the ability to gather and interpret relevant data (usually within their area of study) to make judgments that include reflection on relevant social, scientific, or ethical issues.

CB4. That students can convey information, ideas, problems and solutions to both specialized and non-specialized audiences

CG8. Ability to solve problems with creativity, initiative, methodology and critical reasoning.

CG9. Ability to lead, communicate and transmit knowledge, skills and abilities in the social fields of action.

CG12. Ability to work in multidisciplinary and multicultural teams

CT5. Apply the gender perspective to the functions of the professional field

CT1. Correction in oral and written expression

Subject contents

External academic internships are a regulated and official teaching activity whose fundamental function is to contribute to the integral training of the student. Through the development of an academic work program in a company or institution, the student applies the knowledge and skills acquired during the career in a professional field close to the training objectives of the degree or master's degree (*Article 2 of the Regulations of the external academic practices of the UdL*).

Methodology

External academic internships can be carried out in a company, institution or entity, public or private, nationally or internationally, under the supervision of a tutor from the company and an academic tutor from the UdL.

The teacher responsible for the internship subject (according to the teaching planning) will assume its management and coordination. Its functions are:

- Promote the creation of internship offers by collaborating entities and establish new relationships with entities in the field of the degree. You can also consider proposals for internships for the same students, as long as they meet the requirements and training objectives of the degree.
- Inform students about the organization of internships, offers and available partner companies.
- Select and assign each student a specific training project, taking into account the requested profile, preferences, aptitudes and particular circumstances, the most optimal distribution of all students and the criteria that may be established by the Study Commission.
- Appoint, among the teachers of the degree, an academic tutor. The center may choose to have the teacher responsible for external curricular internships also the academic tutor.
- Manage and process the training projects of each enrolled student.
- Record and resolve any issues that may arise.
- Evaluate students.

The academic tutor of the UdL will be in charge of:

- Prepare the training project together with the tutor of the collaborating entity and with the approval of the teacher responsible for the internship subject.
- Orient the student and follow him during the practices.
- Guide the student in writing the report and approve it.
- Evaluate the practices, and propose a rating.

The tutor of the collaborating entity will have to:

- Define the training project together with the academic tutor of the UdL and with the approval of the teacher responsible for the internship subject.
- Welcoming, assisting and guiding the student during the development of the tasks established in the training project, and ensuring that he receives appropriate treatment.
- Supervise the development of the work plan.
- To be in contact with the academic tutor of the UdL and with the professor responsible for the subject of practices.
- Emitir un informe final de valoración de la estancia en prácticas académicas del estudiante según el modelo de la UdL, vía portal web (o el que la UdL, la ETSEA o la titulación especifiquen).
- En cualquier caso, el tutor de la entidad tiene que ser una persona que le esté vinculada, con experiencia profesional y con los conocimientos necesarios per a una tutela efectiva.
- El nombramiento no puede recaer en quien desarrolle las funciones de tutor académico.
- El tutor de la entidad no puede mantener ningún vínculo familiar o de parentesco con el estudiante.

Marco normativo:

- Les prácticas académicas externas son estrictamente académicas. El convenio de cooperación educativa que acuerden la UdL y la entidad tiene que citar explícitamente el carácter no laboral de la relación, así como el hecho que la cobertura de cualquier accidente está garantizada mediante el seguro escolar obligatorio o el seguro privado complementario que tenga la Universidad.
- External academic internships do not have a mandatory financial endowment. In the event that, due to the nature of the practice or for reasons of location, the parties agree on a financial consideration for the student in the form of a scholarship or study aid, the host entity must assume the rights and obligations regarding Social Security. in accordance with the provisions of Royal Decree 1493/2011, which regulates the terms and conditions for the inclusion in the general Social Security scheme of persons participating in training

programs. This condition, the amount and the form of payment, if applicable, must be reflected in the training project that, linked to the agreement between the UdL and the collaborating entity, is signed by each student.

Development plan

Requirements to be able to carry out External Internships:

- Be enrolled in external internships (ie have passed 50% of the degree credits). Registration terms: July and February. Please note that internships must be evaluated at the end of the academic year (September 15).
- When enrolling, select the deadline for the internships to appear in the minutes (ie that the internships are completed and evaluated): January, June or September.

Prior to carrying out external internships :

- Contact the teacher responsible for the External Internship subject of the degree that will help in the search for a suitable company (or institution).
- Once the company has been proposed, it will be necessary to sign a framework agreement for educational collaboration between the company or institution and the UdL (if it is not already established).
- A tutor from the company and an academic tutor from ETSEA will be proposed.
- It will be necessary to agree on a work plan (Training Project) to be carried out during the internships that will have to have the approval of the two tutors. If necessary, a confidentiality agreement will be signed.

During the development of the practices :

- The student cannot begin the internship without the existence of the educational collaboration agreement or without all the parties having signed the training project document.
- The stay in the company will be adjusted to the dates and conditions established in the Training Project.
- During the internship, the company tutor will supervise the student. This may be addressed to the academic tutor to resolve any questions.

Adaptations due to Covid-19:

In case of exceptional circumstances, such as confinement periods, the methodology of the subject and the student's training project will be adapted to the corresponding conditions, both in terms of deadlines and dates and the tasks to be performed and the evaluation. , under the regulation of the teacher responsible for the subject.

Once the internship is over:

The student will have to write a report of a maximum of 10 pages following the indications that will be sent to him. You will have to hand it in to the teacher responsible for the internship subject no later than the days: January 10, June 10 or September 1.

Evaluation

The teacher responsible for the internship will be responsible for the evaluation and awarding a grade.

The student will have to present orally the development of the practices to the responsible professor and to the academic tutor.

Internships will be evaluated based on:

- The evaluation report by the tutor of the company (40%)
- Student memory (30%)
- The grade proposed by the tutor of the UdL (30%)

The following criteria will be followed for the evaluation of the report:

- Presentation of the report: 10%

- Entity description: 5%
- Internship description: 5%
- Description of tasks performed: 50%
- Linking of the activities carried out: 5%
- Identification of the contributions to the acquired competencies: 5%
- Personal rating: 20%

Assessment periods based on the dates chosen by the student at the time of enrollment:

- January: evaluation between January 15 and 31
- June: evaluation between June 15 and 30
- September: evaluation between September 1 and 15