



Universitat de Lleida

# DEGREE CURRICULUM **INTERNSHIP**

Coordination: RIBELLES SANS, MARIA TERESA

Academic year 2023-24

## Subject's general information

Subject name	INTERNSHIP			
Code	14629			
Semester	ANUAL CONTINUED EVALUATION			
Typology	Degree	Course	Character	Modality
	Double degree: Master's degree in Legal Practice and Master's degree in Administrative Management	2	COMPULSORY	Attendance-based
	Master's degree in Administrative Management	1	COMPULSORY	Blended learning
Course number of credits (ECTS)	6			
Type of activity, credits, and groups	Activity type	PAES		
	Number of credits	6		
	Number of groups	1		
Coordination	RIBELLES SANS, MARIA TERESA			
Department	ECONOMICS AND BUSINESS			
Important information on data processing	Consult <a href="#">this link</a> for more information.			
Language	50% Catalan 50% Spanish			

Teaching staff	E-mail addresses	Credits taught by teacher	Office and hour of attention
RIBELLES SANS, MARIA TERESA	mariateresa.ribelles@udl.cat	3	

## Subject's extra information

Las prácticas externas del Máster se desarrollan en gestorías administrativas cuyos titulares son miembros del Colegio Oficial de Gestores Administrativos de Catalunya. El Instituto Superior de Gestión Administrativa de Catalunya es el responsable de organizar la red de plazas de prácticas y de asegurar una oferta como mínimo en cada una de las comarcas del ámbito territorial donde existan gestorías administrativas funcionando.

## Learning objectives

Through the practices, students are expected to learn to:

Develop the skills and abilities necessary for the exercise of the profession of administrative manager.

Facing professional deontological problems.

Familiarize yourself with the functioning and problems of institutions related to the exercise of the profession.

## Competences

### Basic skills

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

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

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

CB9. That students know how to communicate their conclusions and the knowledge and ultimate reasons that support them to specialized and non-specialized audiences in a clear and unambiguous way

CB10. That the students have the learning skills that allow them to continue studying in a way that will have to be largely self-directed or autonomous.

### Generic skills

CG1. The person with a master's degree is able to take responsibility for their training process, their own professional development and their specialization in the field of administrative advice and management.

CG2. The person with the master's degree is able to carry out processes of analysis, synthesis and application of knowledge in practice. He is able to make decisions and adapt to non-ideal situations.

CG3. The person with the master's degree is able to carry out a critical exercise and self-criticism. He is able to show consistent attitudes with the ethical and deontological conceptions of the corresponding professional field

CG4. The master's degree holder is able to adopt creative and entrepreneurial attitudes and processes. It is also capable of formulating, designing and managing projects, and of seeking and integrating new knowledge.

CG5. The graduate is able to assess the social and environmental impact of actions in his area.

## Transversal skills

CT1. Graduates of the master's degree are able to collaborate and cooperate in interdisciplinary and multicultural teams, and to contribute to a common project.

CT2. Ability to anticipate and evaluate the legal and economic consequences of the designed strategies.

CT3. Ability to communicate clearly and effectively to third parties the concepts and processes linked to professional management.

## Specific skills

EC1. Ability to inform, advise and professionally advise third parties in administrative relations capable of representation with public administrations

EC2. Ability to use information and communication technologies specific to the collegiate professional exercise of administrative management.

CE3. Ability to design and plan processes and strategies taking into account the specialties and requirements of the different areas of professional practice

CE4. Apply the different techniques of conventional resolution of conflicts in matters specific to the professional exercise of administrative management, as an alternative way to the jurisdictional one.

CE5. Ability to propose various alternatives to a legal or economic problem, know how to prioritize them and take decisions to reach a solution suitable to the client's needs.

CE6. Identify and know how to carry out the administrative, notarial and registration procedures that correspond to the areas specific to the profession of administrative manager

## Subject contents

The content of the external practices that the student must carry out will be the own tasks that are carried out in an Administrative Management

Workshops: Training activity preferably geared to the students' competence to use the information and communication technologies proper to the collegiate professional exercise of administrative management; prioritises the realization by the student of the practical activities ordered in the effective transmission of information. 1 ECTS (25 hours).

Internships: Training activity preferably directed to the competence of students to professionally process legal or economic relations of third parties subject to representation in front of public administrations by collegiate administrative managers; prioritises the implementation by the student of practical activities that involve the application of theoretical knowledge (laboratories, field work, supervised practices, regulated practices, assistance practices, Practice, etc.). 5 ECTS (125 hours).

The total face-to-face hours of external practices is 120 hours.

The students will have to participate, at least, in one of the activities (workshops, training courses...) that the Colegio de Gestores Administrativos organizes during the academic year. Participation in more activities will be positively assessed in the student evaluation. The rest of the hours will be distance learning and independent student work: readings, solving practical cases, exercises, study, research and analysis of jurisprudence, etc.

## Methodology

Methodological axes of the subject The specific tasks that the student must perform are the following:

Enroll in the subject of External Practices.

Hold a first interview with the coordinator of external practices of the College of Administrative Managers to express your interests and preferences in carrying out the external practices.

Hold an interview with the collaborating entity (chosen administrative management and finish defining specific aspects of the internship position).

Sign the necessary documentation (Training Project) before starting the stay at the collaborating entity.

Carry out internships in the assigned collaborating entity, respecting the hourly rules, responsibilities and task development that have been established.

Comply with the tutoring schedule with your academic tutor.

Write the "Memory of external practices".

Complete the Student Self-Evaluation Report

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## Development plan

The development of the external practices will be adapted as much as possible to the availability and needs of the students, as well as the management. Internships can be developed throughout the entire academic year, both in the first semester and in the second.

## Evaluation

Sistemas de evaluación	Ponderación
Memoria de Prácticas	50%
Valoración tutor externo	30%
Valoración tutor académico	20%