



## **EXTERNAL INTERNSHIPS (BACHELOR'S AND MASTER'S DEGREE)**

Protocol of the external internship coordination,  
evaluation and follow-up system

(PC-010 Internships)

**NOVEMBER 2017**

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## FIGURES INVOLVED

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In order for the Internships to be effectively completed and for the objectives set to be achieved, several people are involved in the internship process:

FIGURES INVOLVED	FUNCTIONS
DEGREE DIRECTOR/COORDINATOR	Coordinates the necessary arrangements with the collaborating entities and assigns entities to the students. Receives the internship schedule for each student. Communicates any incidents that occur in the students' internship schedule to the tutors.
ACADEMIC TUTOR	Is in charge of a group of students taking internships and must regularly supervise their work. Helps them with technical matters and is available to solve all kinds of queries.
TUTOR FROM THE INTERNSHIP ENTITY	A qualified professional from the collaborating entity directly follows both the activities and the attitude of the students in the workplace. Their job is to guide and help the students taking internships at all times.
STUDENT ON AN INTERNSHIP	The main figure of the internship process. They must acquire experience from all the professionals with whom they have contact and act with scrupulous professionalism.

## INTERNSHIP DURATION AND SCHEDULE

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Throughout the process, students are advised by key persons: the Academic Tutor, the Tutor from the internship entity and the Degree Director or Internship Coordinator assigned to them.

According to the teaching load of the internship and the collaborating entity working hours, the tutor from the internship centre will agree with the student their schedule and the hours that they will have to attend the centre each week.

The Degree Director or Internship Coordinator assigned to them must be aware of the student's internship term conditions at the assigned entity or centre from the beginning. Students will not be able to change their assigned internship schedule or calendar.

## COMPLETION OF INTERNSHIP TUTORIALS

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Tutoring is one of the fundamental aspects of the Internships. It is performed by the Academic Tutor and carried out on two levels: group and individual.

Individual tutoring, with each student separately, is aimed at resolving one-off, specific situations. Students can request this tutoring from the tutor within the schedule indicated by the tutor for this activity.

Group tutoring, with all the students at the same time, is carried out at least once throughout the academic year depending on the type of internship (see Type of Internship section). Students must maintain frequent and fluent communication with their tutor throughout the period in which they are competing their internship.

## INTERNSHIP ASSESSMENT

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### Personal assessment of internships

The student must self-assess the knowledge, skills and attitudes that they have acquired during the time in which they have completed their Internship. To this end, they are required to include an objective assessment of their internship period, which they will include in their Internship Report.

Likewise, they must critically assess the development of the internship and the follow-up or tutoring provided by both the university and the collaborating entity. It may be directed to aspects relating to resources, the usefulness of the tutorial system, the guidance received by the figures involved in the internship, etc.

### Overall assessment

The final mark for the internship will be determined by the academic tutor, taking into account two fundamental elements: the grade obtained in the internship report and the assessment made by the tutor of the company or work centre.

If one of these two elements has been assessed with a rating lower than 5, the overall assessment of the internship will not be able to have a mark greater than 4.99. In other words, in order to pass the internships, a pass grade must be obtained on both the Internship Report and the tutor's assessment of the internship centre.

The following will be taken into account for calculating the final mark of the subject: 65% from mentor assessment and 35% from internship report.

## COMMITMENTS, FOLLOW-UP AND RECORDS

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In general, three training activities are carried out through the PECs (External Curricular Internships): placement with the collaborating entity, internship report and tutoring.

The tutor (a UCJC professor) is responsible for a group of students taking internships and must respond to a series of commitments, records and follow-ups at each level according to the tables described in the “Types of external internships and functions to be undertaken by the UCJC tutor” section of this protocol. It should be noted that these tables apply to degree programmes. For Master’s degree internships, Level 1 will be applied.

From the key elements to be considered, the records and visits to the centres/companies are of particular importance:

- The visits involve the tutor physically going to the entity. The students complete external internships outside the physical boundaries of the university centre, and so, it is ultimately up to the university to validate and endorse the training received. The objectives of each visit are specified in the internship development manuals (student’s guide) and relate to the competencies that the student must demonstrate in the centre/company.
- The records are made according to the number of sessions specified by level. They serve as a reference for monitoring students. They are registered on the UCJC PRANET’s internship management platform.

## TYPES OF EXTERNAL INTERNSHIPS AND FUNCTIONS TO BE UNDERTAKEN BY THE UCJC TUTOR

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Regardless of the number of students assigned to each tutor, taking groups of 15, 30 or 45 students as a reference, and in line with the Academic Vice-Rector's guidelines, the activities that should be carried out by the academic tutor, depending on the level identified by the management department of the degree for the External Internship subject, are indicated below.

External Internships. Functions of the UCJC tutor: **GROUP TUTORIALS** for Bachelor's degrees  
(For Master's degrees, Level 1 will apply)

LEVEL 1		LEVEL 2		LEVELS 3 AND 4	
Subject Credits	Group Tutorials	Subject Credits	Group Tutorials	Subject Credits	Group Tutorials
6 ECTS	1	6 ECTS	1	6 ECTS	2
7 ECTS	1	7 ECTS	1	7 ECTS	2
8 ECTS	1	8 ECTS	1	8 ECTS	2
11 ECTS	1	11 ECTS	1	11 ECTS	2
12 ECTS	1	12 ECTS	2	12 ECTS	3
15 ECTS	1	15 ECTS	2	15 ECTS	3
18 ECTS	1	18 ECTS	2	18 ECTS	3
30 ECTS	1	30 ECTS	2	30 ECTS	3

External Internships. Functions of the UCJC tutor: **INDIVIDUAL TUTORIALS** for Bachelor's degrees  
(For Master's degrees, Level 1 will apply)

LEVEL 1		LEVEL 2		LEVELS 3 AND 4	
Subject Credits	Individual Tutorials	Subject Credits	Individual Tutorials	Subject Credits	Individual Tutorials
6 ECTS	1 (not in-person)	6 ECTS	1	6 ECTS	2
7 ECTS	1 (not in-person)	7 ECTS	1	7 ECTS	2
8 ECTS	1 (not in-person)	8 ECTS	1	8 ECTS	2
11 ECTS	1 (not in-person)	11 ECTS	1	11 ECTS	2
12 ECTS	2 (not in-person)	12 ECTS	2	12 ECTS	3
15 ECTS	2 (not in-person)	15 ECTS	2	15 ECTS	3
18 ECTS	3 (not in-person)	18 ECTS	3	18 ECTS	4
30 ECTS	3 (not in-person)	30 ECTS	3	30 ECTS	4

*The estimated calculation corresponds to the time dedicated to each student*

External Internships. Functions of the UCJC tutor: VISITS TO CENTRE for Bachelor's degrees (For Master's degrees, Level 1 will apply)

LEVEL 1		LEVEL 2		LEVELS 3 AND 4	
Subject Credits	Visits to centre	Subject Credits	Visits to centre	Subject Credits	Visits to centre
6 ECTS	Not required	6 ECTS	1	6 ECTS	2
7 ECTS	Not required	7 ECTS	1	7 ECTS	2
8 ECTS	Not required	8 ECTS	1	8 ECTS	2
11 ECTS	Not required	11 ECTS	1	11 ECTS	2
12 ECTS	Not required	12 ECTS	1	12 ECTS	2
15 ECTS	Not required	15 ECTS	1	15 ECTS	2
18 ECTS	Not required	18 ECTS	2	18 ECTS	3
30 ECTS	Not required	30 ECTS	2	30 ECTS	3

*The estimated calculation corresponds to the time dedicated to each student*

External Internships. Functions of the UCJC tutor: DRAFTS for Bachelor's degrees (For Master's degrees, Level 1 will apply)

LEVEL 1		LEVEL 2		LEVELS 3 AND 4	
Subject Credits	Drafts	Subject Credits	Drafts	Subject Credits	Drafts
6 ECTS	1	6 ECTS	2	6 ECTS	3
7 ECTS	1	7 ECTS	2	7 ECTS	3
8 ECTS	1	8 ECTS	2	8 ECTS	3
11 ECTS	1	11 ECTS	2	11 ECTS	3
12 ECTS	1	12 ECTS	2	12 ECTS	3
15 ECTS	1	15 ECTS	2	15 ECTS	3
18 ECTS	1	18 ECTS	2	18 ECTS	3
	1	30 ECTS	2	30 ECTS	3

*The estimated calculation corresponds to the time dedicated to each student*

For the purposes of the foregoing, below is a brief description of each of the actions to be carried out:

- Group tutorials: At least one group tutoring session must be carried out at all levels before the students start at the internship centre.

That first tutoring session will serve as the first point of contact with the students. Aspects to consider:

- Procedure to follow for the subject: internship work stages and activities to be undertaken in each phase.
- Presentation of the criteria for preparing and assessing the internship report
- Calendar of activities and hand-ins

- Individual Tutorials: These tutorials have the following aims:

- Resolve specific and concrete consultations
- Supervise and monitor activity planning
- Monitor the preparation of the Internship Report

In order to achieve the objective described above, individualised tutoring can be carried out (depending on the corresponding level of internship):

- In person
- Via telephone contact
- By using the asynchronous tools

- Visit: For this activity, the tutor will physically visit the internship centre, where they will act as an ambassador of the Camilo José Cela University. The aim of this activity is to transmit the image and professionalism of the University, where the tutor shows interest and dedication.
- Draft: Through each revision (draft of external internship report), the academic tutor will verify that the internship report complies with the established regulations, that it follows the required structure (Faculty/degree support guide) and that it will make timely comments in order to facilitate the preparation of the document.

With regards to Professional Competencies, the UCJC tutor must ensure that the technical competences (knowledge) are transmitted through their visits and follow-ups, i.e., their domain as experts in the content and tasks relating to the work activity undertaken.

In addition, they should train students in:

- Methodological competences (Know-how): Apply knowledge to specific



employment situations, using the appropriate procedures; solve problems autonomously and transfer the acquired experiences to novel situations, use of materials, organisation of time, management and control of activities, attention and motivation strategies, adaptability, etc.

- Participatory competences (Tact): Attitude and inclination towards understanding, communicating and cooperating with others, demonstrating a group-oriented behaviour: participation in activities (classes, seminars, tutorials), integration into the working team.
- Personal competences (Know-how): act in accordance with their own convictions, take responsibility, make decisions, initiative, creativity, etc.

## **ANNEXES**

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Summary Table of External Curricular Internship Levels in Bachelor's Studies

**SUMMARY OF REVISIONS**

Edition	Date	Nature of the Revision/Modifications
01	September 2016	First edition
02	March 2017	A protocol for Bachelor's and Master's degrees is unified.
03	November 2017	A level 1 (minimum) is established for Master's degrees.

	Position	Date
Preparation	Revision	Academic Vice-Rector
Revision	Academic Vice-Rector	November 2017
Approval	Academic Vice-Rector	November 2017
Staff involved/distribution	UCJC Faculties and School	