

Información del Plan Docente

Academic Year	2017/18
Faculty / School	
Degree	
ECTS	6.0
Year	---
Semester	Second semester
Subject Type	
Module	---

1.General information**1.1.Introduction****1.2.Recommendations to take this course****1.3.Context and importance of this course in the degree****1.4.Activities and key dates****2.Learning goals****2.1.Learning goals****2.2.Importance of learning goals****3.Aims of the course and competences****3.1.Aims of the course****3.2.Competences****4.Assessment (1st and 2nd call)****4.1.Assessment tasks (description of tasks, marking system and assessment criteria)****5.Methodology, learning tasks, syllabus and resources****5.1.Methodological overview**

The Master's promotes the active participation of the students in their training. For this reason, a traineeship period is included in a public administration body (local, provincial, autonomous or state level), in an institution of social initiative or in a non-governmental organization, under the direction and follow-up of a responsible tutor at the receiving center and the coordinator of the Master's. The internship includes and completes with the preparation of a final master's report.

5.2.Learning tasks

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The course includes the following learning tasks:

- A presentation of the general approach of the internship, with the concrete proposals of the institutions.
- Individualized sessions with the assigned tutors for the development of the internship along with the guidance, mediation and, when appropriate, the accompaniment to the institutions for the performance of the internships [see in the final annex the offer of internships, it will be updated in November].

5.3.Syllabus

<p>COURSE OF EXTERNAL PRACTICES (67519)</p> <p>http://titulaciones.unizar.es/asignaturas/67519/index15.html</p> <p>(6 ECTS / COMPULSORY) / 2ND SEMESTER)</p> <p>Responsible for the course: Ana Isabel Gil Lacruz (anagil@unizar.es)</p> <p>OFFICIAL MASTER'S OF SOCIOLOGY OF THE PUBLIC AND SOCIAL POLICIES UNIVERSITY OF ZARAGOZA</p> <p>PROVISIONAL SCHEDULE OF THE 2017-2018 COURSE</p>		
	Date	CONTENTS
1	October 2017 (9.10.2017)	General presentation of the master's: (16:30 H) Presentation of the objectives, possible contents, development and evaluation of the subject of External Practices (67519)
2	October 2017- December 2017	Personal interviews of the person in charge of the course (Ana Isabel Gil Lacruz) with the students of the master's in order to explain the available destinations
3	October 2017- December 2017	Interviews of the students with their possible academic tutors. It is better if the tutor of the master's have research links to the place(s) of preferred destination(s)
4	October 2017 - January	Parallel to the two previous steps, the online

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	2018	<p>registration at UNIVERSA (Service of Orientation and Employment of the UZ) must be carried out in: http://www.unizar.es/universa/inscripcion-online</p> <p>UNIVERSA provides legal and administrative coverage for the development of external practices and a final certification of the same. For any further queries, contact details of UNIVERSA are:</p> <p>UNIVERSA ZARAGOZA</p> <p>C/ Menéndez Pelayo s/n (Esquina San Antonio María Claret) 50009 - Zaragoza Telf: 976 761997 / Fax: 976 761780 E-mail: universa@unizar.es</p> <p>UNIVERSA additional hours at the Faculty of Economics and Business (Decanato, 1st floor):</p> <p>Marta Rincón, martarp@unizar.es</p> <p>-Tuesday and Thursday, from 11:00 to 14 H</p>
5	October 2017 - January 2018	<p>Institutional contacts of the person in charge of the course with the public and private organizations requested by the students (an institutional agreement of previous collaboration in force is required).</p> <p>At times, the student (s) and / or academic tutor (s) will also participate in the said meeting (s).</p>

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6	February 2018 - June 2018	<p>Effective development of the practices (120 hours) in the chosen places, following fulfillment of the following conditions:</p> <p>1) Drafting a previous script (according to the previous template and agreed with the academic tutor and the receiving organization) specifying the general objectives of the internship period, its planned schedule, the material conditions in which they will be developed and the expected results of the experience</p> <p>2) Communication to the person in charge of the subject of External Practices of the fulfillment of the previous requirements and the expected beginning of the same ones</p> <p>Both requirements must be fulfilled one week before the date of incorporation envisaged in the external organization receiving the student.</p> <p>After compliance with 1) and 2), UNIVERSA contacts the student to formalize the various documents required by this service that provide legal coverage at the beginning and development of the practices.</p>
7	June 2018 Second fortnight (deadline)	Elaboration of the internship report by the student according to the

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		<p>guidelines of the Teaching Guide [http://titulaciones.unizar.es/assinaturas/67519/index15.html]</p> <p>Delivery of the work, simultaneously, to the academic tutor, the tutor of the destination, and the person in charge of the course.</p>
8	30 June 2018: records communication deadline (first convocatory)	<p>On the date indicated, the person responsible for the course will have to record the final grade in the official records (1st call).</p> <p>For this purpose, the academic tutor will give a mark (from 0 to 10) according to the overall assessment that deserves his continued supervision of the student, the qualification that the tutor of the organization has communicated to him, and the quality of the report.</p> <p>The academic tutor contacts the person in charge of the course and communicates the final grade.</p>
9	15 July 2018: (deadline to send external practices certifications from UNIVERSA)	<p>UNIVERSA sends to the student the official certification of development of curricular practices in the receiving organization (150 hours).</p> <p>In order to obtain this certificate, UNIVERSA demands the submission of a final internship report (according to UNIVERSA ad hoc template, which will be provided to the student).</p>

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10	<p>15 September 2018:</p> <p>Records deadline communication (2^a convocatory)</p>	<p>On the date indicated, the person responsible for the course will have to write the final grade in the official records (2nd call).</p> <p>For this purpose, the academic tutor will give a mark (from 0 to 10) according to his overall assessment of his continued supervision of the student, the qualification that the tutor of the organization has communicated to him, and the quality of the report previously referred.</p> <p>The academic tutor contacts the person in charge of the course and communicates the final grade.</p>
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5.4.Course planning and calendar

At the beginning of the second semester, the coordinating and evaluation session of the master's will determine the dates of each of the internships offered in collaboration with the institutions and organizations.

5.5.Bibliography and recommended resources

There are no bibliographic records for this course.