



Universidad
de Alcalá

PRÁCTICAS EXTERNAS

Grado en Estudios Ingleses

Universidad de Alcalá

Curso Académico 2019/2020

Curso 4º

GUÍA DOCENTE

Nombre de la asignatura:	Prácticas Externas
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Departamento y Área de Conocimiento:	Filología Moderna, Filología Inglesa
Carácter:	Optativo
Créditos ECTS:	16
Curso y cuatrimestre:	4º curso
Profesorado:	<ul style="list-style-type: none"> - Fernando Castanedo Arriandiaga (Coordinador de Prácticas Externas) - Tutores de Prácticas Externas (Profesores con docencia en el Grado en Estudios Ingleses)
Horario de Tutoría:	A disposición de los alumnos previa cita en: fernando.castanedo@uah.es
Idioma en el que se imparte:	Inglés y Español

1. PRESENTACIÓN

Internships seek to provide students with an initial work experience in the different professional fields for which they have received academic training. Through this first contact with the job market they are expected to benefit from the opportunity of developing career skills. Our Department has a wide scope of Companies and Institutions as internship partners, ranging from experts in linguistic and cultural mediation, to linguistic and literary planning and consulting, management and consulting in media outlets, international relations, tourism and cultural management, publishing companies, translation firms, and public and private schools. Hopefully, this experience will help students make better decisions with regard to their professional future, provide them with some work experience, and open opportunities for them in the job market. Students should check the published norm in the Department web to see precise procedures in the allocation of the different internships.

Requirements and Recommendations

Students are expected to have a high level of English (C1.2 European Framework for Languages). Additionally, they should be able to comply with all the recommendations made by Companies or Institutions in their internship offerings.

2. COMPETENCIAS

Generic competences:

1. Demonstrate the ability to apply the techniques and methods of linguistic and literary analysis to different fields of the profession, such as teaching languages, literatures and cultures, translation, research, and editing texts.
2. Show an understanding of scientific production in the fields of modern languages and the ability of applying the concepts to professional practice.
3. Demonstrate the ability to participate actively in debates concerning different types of texts and topics related to the field.
4. Show knowledge about other languages, cultures and lifestyles as well as the ability to contribute to an awareness of linguistic and cultural diversity, cross-cultural and multicultural understanding.
5. Be able to work in a team, sharing tasks, coordinating joint efforts and being able to contribute ideas effectively in the work environment.
6. Be able to participate in the professional atmosphere appropriately, implying an adequate approach to decision making and problem solving in the workplace.
7. Be able to use the resources, tools and software required for linguistic analysis, teaching of languages, research, translation and the editing of diverse types of texts.
8. Be able to find and use effectively the information found in data bases, software, and internet.
9. Become acquainted with the reality of the workplace and gain access to professional networking.
10. Acquire experience and professional skills, improving self-confidence and employability.
11. Be able to apply the discipline-specific knowledge acquired throughout course work to the day to day practice of a company.
12. Be able to transfer knowledge of languages, literatures and cultures to the workplace.
13. Exhibit a high level of competence both in oral and written comprehension and expression of texts and conversations related to the professional development in the field.
14. Demonstrate the capacity to write professional reports of different natures and present orally proposals or findings.
15. Participate in the professional debates related with the field, demonstrating a knowledge and capacity to construct a solid and well-grounded argument.
16. Get to know your work environment, the company in which you work, the way it works.
17. Assess your own strengths and weaknesses as a worker, and, based on that assessment, make plans to improve.

Subject specific competences:

See the specific profile of each type of internship.

3. CONTENIDOS

See the Annex for the different internship offerings.

4. METODOLOGÍAS DE ENSEÑANZA-APRENDIZAJE.- ACTIVIDADES FORMATIVAS

Students will be convened by their tutors to receive orientation about the possible internships. If necessary, a session can be agreed on for the writing of CVs.

Each internship will have particular characteristics. Nevertheless, the methodology will be based on a practical, hands-on approach to professional development. Students need to be

willing to accommodate the work requirements of the accepting agency and will perform tasks assigned to them by their Internship coordinator, according to the profile previously agreed upon. These tasks will provide students with insights into the specific work environment and help students acquire career skills.

Students will request the internship which interests them, although the chosen internship will be subject to availability and cannot be guaranteed. They should comply with the requirements stipulated in the specific offering. They should also be able to demonstrate their adequate level of English (C1.2). If necessary, the tutor will arrange a mock interview for students as practice. Students will be allocated to the requested placement according to availability. The criteria for allocations will be based on their academic certification. If students are not assigned their first option, they will be eligible for another, if available.

Most internships will take place during the spring semester, but some are available in the fall and in the summer. It is up to the student to ensure the compatibility of schedules with any remaining course work. If a student wishes to take the internship in the Fall, it is recommended to only sign up for only two electives (if compatible with schedule) and take the other two in Spring. Students are advised to consult with coordinator before registering.

Since much of the interaction with the tutor / coordinator will take place via e-mail, students are advised to answer promptly and efficiently.

4.1. Distribución de créditos (especificar en horas)

Number of contact hours:	These will depend on the accepting Firm or Institution and the characteristics of the tasks. Overall, internships will be around 350 hours, but some cases may require more depending on the particulars of the specific internship (especially if a wage has been agreed).
Number of hours of independent work:	These hours will also depend on the specific internship, but students will need a minimum of 30 hours to prepare and write their final reports, the usual number of hours being 50.
Total hours	400

5. EVALUACIÓN: Procedimientos, criterios de evaluación y de calificación

Assessment procedure:

Student assessment will be based on the following:

- The **Company or Institution Report**, completed by the company or institutional tutor.
- The **Student Internship Report**, written by the student.
- The **internship coordinator and academic tutor's assessments**, based on student attitude, interaction with academic tutor / internship coordinator, and the compliance with all the formal requirements throughout the course.

Assessment criteria:

Final report of the institutional tutor will assess the following, when relevant, in addition to the specific skills of the internship:

- Team work

- Contact with clients/personnel/students/ parents/ colleagues
- Decision making process
- Initiative and creativity
- Motivation and interest for the job; willingness to cooperate
- Capacity to organize one's work
- Ability to relate to superiors
- Adaptability to situations and changes
- Use of tools, resources and software applied to the position
- Attendance and punctuality
- Oral and written communication skills
- Knowledge of techniques and methods and the ability to apply them.
- Self-confidence and leadership
- Specific skills to each type of internship (level of English, aptitudes for the specific position, etc).

The academic tutor will assess the following:

- Interaction with the student throughout the course.
- The results of the assessment by the institutional tutor.
- The student's final report with the following criteria:
 - Level of English in final report.
 - Completeness of final report.
 - Presentation of final report.
 - Degree of compliance with all requirements.
 - Capacity to analyze and reflect on experience.

The acquisition of both the generic and specific competences as expressed in the institutional report, the student's final report, interviews and tutorials.

Grading criteria:

<p>Excellent (Sobresaliente): Student has clearly demonstrated the capacity to work well in a team and relate to superiors; is capable of taking positive initiatives, making decisions and organizing his/her work effectively; shows a high motivation for the work and willingness to cooperate in all endeavors, regardless of the hours, with adaptability and using the appropriate resources for the task, proving an excellent level of oral and written competence in English and Spanish and the ability to analyze and reflect in depth on the experience and learn from it. The student has presented quality reports to both tutors on time and has taken initiatives for the sessions. Students knows company inside out and can reflect critically on own performance, and draw up plans to improve.</p>
<p>Very Good (Notable): Student has demonstrated the capacity to work well in a team and relate to superiors; is capable of suggesting initiatives and organizing his/her work well; is motivated and willing to cooperate, attends regularly and is punctual; adapts to circumstances and uses the appropriate resources for the tasks, proving a high level of oral and written competence in English and Spanish and the ability to reflect on the experience and learn from it. The student has presented all reports with both tutors on time and attended all sessions. Students knows company well and can reflect critically on own performance.</p>
<p>Satisfactory (Aprobado): Student has managed to work in a team and relate to superiors, albeit with some difficulties; is capable of organizing his/her work; has complied with tasks, attended regularly and shown punctuality, with occasional faults. In general adapts to circumstances and uses the adequate resources for the tasks at hand. Shows an acceptable level of oral and written competence in English and Spanish, and the ability to learn from the experience. The student has presented most reports to both tutors and attended some sessions. Students reflects on own performance.</p>
<p>Fail (Suspenso): The student has not complied with the assigned tasks and not completed the internship satisfactorily.</p>

6. ANNEX: Specific internship offerings

These may change over the year, without previous announcement, since some companies may modify their conditions, and others may join the program during the academic year. Most of the internships will take place during the Spring semester, but the Fall and Summer may also be considered as options. Likewise, some may take place abroad, preferably in English speaking countries. Possible internship offerings (subject to change):

- English Language Publishing Companies
- Consulting Firms
- Primary and Secondary Schools (Public and Private)
- Private Language Centers
- Archives (Archivo General de la Administración)
- Dean for International Relations' Office at the Universidad de Alcalá
- Franklin Institute
- CNIIE (Centro Nacional de Innovación e Investigación Educativa)