

1. BASIC INFORMATION

Subject	Professional Internship 1
Degree	Bachelor's in the Fundamentals of Architecture
School	Architecture Engineering and Desing
Cours year	Fifth
ECTS	6ECTS
Credit type	Compulsory
Language-s	Spanish
Delivery mode	Classroom
Semester	First
Academic year	2024/2025
Coordinator professor	Álvaro Galmés Cerezo

2. PRESENTATION

PURPOSE of the course: Approximation of the student to the professional environment, both developing roles typical of the profession within an office, professional studio or company in the field of architecture and making the necessary arrangements to obtain the requirements and other documentation that allow students to do the internship.

3. COMPETENCIES AND LEARNING OUTCOME

Core competencies: 1, 2, 3, 4, 5

- CB1 Students have demonstrated knowledge and understanding in a field of study that is based on general secondary education, at a level which, although supported by advanced textbooks, imply some knowledge of the latest advances in their field of study.
- CB2 Students can apply their knowledge to their work or vocation in a professional way and possess the skills that are displayed through the elaboration and defence of arguments and the resolution of problems in their field of study.
- CB3 Students must have the ability to gather and interpret relevant data (usually within their field of study) to make judgements that include reflection on relevant social, scientific or ethical issues.

- CB4 Students can communicate information, ideas, problems and solutions to both the specialist and non-specialist.
- CB5 Students have developed the necessary learning skills to undertake further studies with a high level of autonomy.

General competencies: 6, 7

- CG6: Knowledge of the industries, organisations, regulations and procedures involved in translating design concepts into buildings and integrating plans into an overall planning.
- CG7: Understanding of the relationship between people and buildings, and between these and their environment, and of the need to relate buildings and spaces to human needs and scale.

Cross-curricular competencies: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

- CT01 Responsibility: aptitude or capacity to face responsibility that the profession of architect has in society, particularly when elaborating projects that take into consideration social and environmental factors.
- CT02 Self-confidence.
- CT03 Awareness of ethical values: ethical commitment, which includes the understanding and knowledge of the rights and duties of individuals and professional people, fostering respect for human rights, the protection of the most vulnerable members of society and respect for the environment.
- CT04 Communication skills in the native language (both oral and written) and in the English language, in accordance with the principles of the Universidad Europea de Madrid, any concept or specification for the development of the regulated profession of architect. This includes learning the specific vocabulary of the degree as well as the ability to manage information.
- CT05 Interpersonal skills.
- CT06 Flexibility.
- CT07 Teamwork: ability to work in teams of architects, or in multidisciplinary teams (with shared responsibility in many cases), managing and planning work groups that are necessary in the scheme of competences and tasks that are defined for projects of a certain scale, in which several disciplines come together. This ability includes skills for interpersonal relations and team leadership.
- CT08 Initiative and the spirit of an entrepreneur, both in the area of architecture as well as in business.
- CT09 Planning and time management: ability to plan the work in order to comply with delivery times and to respect the limits imposed by budgets and building codes.

- CT10 Innovation and creativity: creativity, imagination and aesthetic sensitivity applied to the design in order to satisfy both the aesthetic and technical demands. This competence includes critical reasoning and historical culture.

Specific competencies: 29, 30 y 55

- CE29 Knowledge of administrative procedures and professional management and proceedings.
- CE30 Knowledge of professional office organisation.
- CE55 Knowledge of the relationship between cultural patterns and the social responsibilities of the architect.

Learning outcomes:

- RA1: Has the skills to organise a small business or participate as a member of a multidisciplinary team in large businesses.
- RA2: Can drafts documents that form a part of projects created in a multidisciplinary manner.
- RA3: Understands the roles and responsibilities of the agents that intervene in construction and their professional and business organisations, administrative and management procedures and processing.
- RA4: Has an understanding of the organisation of professional work, offices, professional associations, regulations and legislation related to the roles undertaken by building engineers and the framework of responsibility associated with the activity.

The table below shows the relation between the competencies developed during the course and the envisaged learning outcomes:

Competencies	Learning outcomes
CT1, 2, 3, 4, 5, 6, 7, 8, 9 CB1, 2, 3, 4, 5 CG 6, 7 CE2	RA1: Has the skills to organise a small business or participate as a member of a multidisciplinary team in large businesses.
CT1, 3, 4 CB1, 2, 3, 4, 5 CE29	RA2: Can drafts documents that form a part of projects created in a multidisciplinary manner.
CT 5, 6, 7, 8, 9, 10 CE30, CE55 CG6, 7 CB1, 2, 3, 4, 5	RA 3: Understands the roles and responsibilities of the agents that intervene in construction and their professional and business organisations, administrative and management procedures and processing.
CT 5, 6, 7, 8, 9, 10 CE29, CE30, CE55 CG6, 7 CB1, 2, 3, 4, 5	RA4 Has an understanding of the organisation of professional work, offices, professional associations, regulations and legislation related to the roles undertaken by building engineers and the framework of responsibility associated with the activity

4. CONTENTS

Those of the company where the internship takes place.

5. METHODOLOGY

That of the company where the internship takes place.

6. ACTIVITIES

Those of the company where the internship takes place.

7. ASSESSMENT

The following table shows the activities to be assessed, their respective assessment criteria, and the weight each activity carries towards the final course grade.

- Activities (all): Delivery and/or presentation of work (100% weight in the assessment).

Learning activity		% hours
Activity 1	<ul style="list-style-type: none"> • Understands the procedures and requisites of the subject and completion of the internship. • Application of the rules and procedures of the subject to arrange the internship. • Arrangement of the agreement and any riders • Preparation of the intermediate and final report. 	50%
Activity 2	<ul style="list-style-type: none"> • Development of internship at a company of the sector. Comply with the assessment questionnaire	50%
TOTAL		100%

When you access the course on the Campus Virtual, you will find a description of the activities you have to complete, as well as the deadline and assessment procedure for each one.

7.1. First exam period

To pass the course in the first exam period, you must obtain a grade higher than or equal to 5.0 out of 10.0 in the final grade (weighted average).

- Take an active part during the information sessions and personal tutorials of the course.
- Comply with the number of hours required of the course.
- The course grade will be the weighted average of all the course activities. 25% midterm report, 25% the final report and 50% the company questionnaire.

7.2. Second exam period

To pass the course in the second exam period, you must obtain a grade higher than or equal to 5.0 out of 10.0 in the final grade (weighted average).

- Take active partly during the information sessions and personal tutorials of the course.
- Comply with the number of hours required of the course.
- The course grade will be the weighted average of all the course activities. 25% midterm report, 25% the final report and 50% the company questionnaire.

8. SCHEDULE

The Schedule will be defined by each student with the company where the activity is carried out and under the supervision of the coordinating professor.

9. BIBLIOGRAPHY

The following is the recommended bibliography:

- Course guide to internships (compulsory reading for internships).

10. DIVERSITY UNIT

Students with specific learning needs:

Curricular adaptation and adjustments for students with specific learning needs, in order to guarantee equal opportunities, will be overseen by the Diversity Management Unit (UAD: Unidad de Atención a la Diversidad).

It is compulsory for this unit to issue a curricular adaptation/adjustment report, and students with specific learning needs should therefore contact the unit at unidad.diversidad@universidadeuropea.es at the beginning of each semester.

11. How to communicate with your professor

Whenever you have a question about the content or activities, do not forget to post it to your course forum so that your classmates can read it.

You might not be the only one with the same question!

If you have a question that you only want to ask your professor, you can send him/her a private message from the *Campus Virtual*. And if you need to discuss something in more detail, you can arrange a tutorial session with your professor.

It is a good idea to check the course forum on a regular basis and read the messages posted by your classmates and professors, as this can be another way to learn.