

1. OVERVIEW

Subject Area	External Internship
Degree	Bachelor's Degree in International Management of Tourism and Leisure Companies
School/Faculty	Social Sciences
Year	4º
ECTS	12
Type	Compulsory
Language(s)	Spanish
Delivery Mode	On-campus
Semester	1 and 2

2. INTRODUCTION

The External Internship subject area is a compulsory subject area equalling 12 ECTS, where the student will put their acquired skills and knowledge into practice. The aim of the subject area is to place the student in a learning scenario within a real work environment that allows them to build and apply knowledge in an integrated way and involve them in the professional reality. The internship will be supervised throughout by a tutor and a work experience coordinator, who will monitor the student's performance throughout the established period of time.

3. SKILLS AND LEARNING OUTCOMES

Basic skills (CB, by their acronym in Spanish):

- CB1: Students have shown their knowledge and understanding of a study area that builds on general secondary school education, and are usually at the level where, with the support of more advanced textbooks, they may also demonstrate awareness of the latest developments in their field of study.
- CB2: Students can apply their knowledge to their work or vocation in a professional manner and possess the skills which are usually evident through the forming and defending of opinions and resolving problems within their study area.
- CB3: Students have the ability to gather and interpret relevant data (usually within their study area) to form opinions which include reflecting on relevant social, scientific or ethical matters.

- CB4: Students can communicate information, ideas, problems and solutions to both expert and non-expert audiences.
- CB5: Students have developed the learning skills necessary to undertake further study in a much more independent manner.

Cross-curricular skills (CT, by their acronym in Spanish)

- CT11 – Planning and time management: Ability to set objectives and choose the right means to fulfil them through efficient use of time and resources.
- CT13 - Problem solving: Ability to resolve an unclear or complex issue or situation which has no established solution and requires skill to reach a conclusion.
- CT16 - Decision making: Ability to choose between different options or methods to effectively solve varied situations or problems.
- CT17 - Teamwork: Ability to integrate one's self and collaborate actively with other people, departments and/or organisations in order to reach common goals.
- CT18 - Use of information and communication technology (ICT): Ability to effectively use information and communication technology such as tools for searching, processing and storing information, as well as for developing communication skills.
- CT03 - Ability to adapt to new circumstances: being able to evaluate and understand different points of view, taking different approaches to suit the situation.
- CT06 - Oral/written communication: ability to communicate and gather information, ideas, opinions and viewpoints to understand and be able to act, spoken through words or gestures or written through words and/or graphic elements.
- CT07 - Awareness of ethical values: Ability to think and act in line with universal principles based on the value of a person, contributing to their development and involving commitment to certain social values.
- CT09 - Interpersonal relationship skills: Ability to hold positive relationships with other people through assertive verbal and non-verbal communication. This means being able to express or communicate what you want, think or feel without discomforting, offending or harming the feelings of other people.

Specific skills (CE, by their acronym in Spanish):

- CE1 - Ability to understand and apply basic concepts and tools of strategic management for the operation of tourism and leisure companies: analysis, planning, organisation, communication, execution, management and control.
- CE5 - Ability to value and apply principles of social responsibility within a company, paying particular attention to environmental management, in order to comply with the law and reinforce the image/production process of a company in the tourism industry.
- CE8 - Ability to master English at a professional level and have advanced knowledge of a second and third language.
- CE10 - Ability to understand the dynamic and evolving nature of tourism and leisure.

Learning outcomes (RA, by their acronym in Spanish):

- RA1: To prepare a report describing the different tasks and responsibilities undertaken during the placement.
- RA2: To conduct oneself following professional codes of good practice.
- RA3: Integration of concepts and procedures related to the profession.

The following table shows how the skills developed in the subject area match up with the intended learning outcomes:

Skills	Learning outcomes
CB1, CB2, CB3, CB4, CB5, CT03, CT06, CT07, CT09, CT11, CT13, CT16, CT17, CT18, CE1, CE5, CE8, CE10	RA1: To prepare a descriptive report of the different tasks and responsibilities undertaken during the internship.
	RA2: To conduct oneself following professional codes of good practice.
	RA3: Integration of concepts and procedures related to the profession.

4. CONTENTS

The main learning objectives of internships are to place students in a learning environment within a real workplace, where they can build on and apply the acquired knowledge in an integrated manner, and to involve them in the reality of professional work

5. TEACHING/LEARNING METHODS

Tutor-guided internship in a company.

6. LEARNING ACTIVITIES

The types of learning activities, plus the amount of time spent on each activity, are as follows:

Learning activity	Number of hours
Tutor-guided internship in a company.	300 h
Total	300 h

For any questions regarding the processing and management of the documentation for work placement, please send an email to: practicas.canarias@universidadeuropea.es

7. ASSESSMENT

The assessment system to check that the student has acquired the established general and specific skills is as follows:

The **external tutor** makes a judgement on the student's work in the company or firm, accompanied by a

final assessment.

Upon completion of the internship, the student submits an internship report to his/her **academic tutor**, including a reflection on the learning achieved and how it is integrated and interrelated with the skills, knowledge and values acquired throughout the studies.

The academic tutor establishes the final assessment taking into account the monitoring carried out, the grade of the external tutor and the report submitted by the student.

At the end of the final assessment of the subject, the student will be accredited with the level of learning achieved in the form of a numerical grade, in accordance with current legislation.

The assessable tasks, the assessment criteria for each of them and their weighting with regard to the total subject area grade are set out in the following table.

Assessment system	Weighting
- External tutor's assessment.	30%
- Student report.	70%

The assessment rubrics are available in the annexes, both for the external tutor's assessment and for the internship tutor's assessment (student's report).

The annexes also contain the minimum content of the report.