

1. BASIC DETAILS

Subject	Professional Internships
Qualification	Bachelor's Degree in International Relations
School/Faculty	Social Sciences and Communication
Year	Fourth
ECTS	9 ECTS
Type	External Internships
Language(s)	Spanish
Modality	Campus-based
Semester	S7 and S8
Academic year	2024/2025
Coordinating professor	Adán Arsuaga Méndez

2. PRESENTATION

Academic internships play an important role in the training of the Higher Education student. In addition to their role as a training element in the curriculum, they provide the student with the opportunity to apply the knowledge and skills acquired in a real learning environment, make contact with their future profession and have the first opportunity to enter the labor market.

During their internships, both students and their tutors are an essential source of information to assess whether the program's educational content meets the competencies demanded by the labor market, in addition to providing data on the evolution of professional profiles.

The Professional Internship Module is a mandatory module worth 9 ECTS, during which students will further develop the skills and knowledge acquired over the theoretical period. Internships can be carried out in public or private institutions, and in decision-making areas focused on the field of international relations. Throughout the process, the internship will be supervised by a tutor and a practice coordinator who will monitor the student's performance over the established period.

3. COMPETENCIES AND LEARNING OUTCOMES

Basic competencies:

- BC1: Students have demonstrated knowledge and understanding in the field of study based on general secondary education and, although they are aided by advanced textbooks, this also includes certain aspects that require cutting-edge knowledge in their field of study.
- BC2: Students know how to apply their knowledge to their work or career in a professional manner and they have skills that are typically demonstrated by developing and defending arguments and solving problems within their field of study.

Cross-cutting competencies:

- CC1: Independent learning. Ability to choose the strategies, tools and moments they consider most effective for learning and independently putting into practice what has been learned.
- CC6: Oral/written communication. Ability to convey and receive data, ideas, opinions and attitudes to attain comprehension and perform actions, oral communication being that which is achieved through words and gestures and written communication that which is achieved through writing and/or graphic support.
- CC9: Skills in interpersonal relationships. Ability to relate positively with other people through verbal and non-verbal means, through assertive communication, understanding this as the ability to express or transmit what is wanted, what is thought or felt without disturbing, attacking or hurting the feelings of the other person.

Specific competencies:

- SC1: Knowledge and understanding of the historical evolution of international society.
- SC3: Knowledge of how to make use of research techniques to identify problems.
- SC7: Knowledge of how to relate and discuss the problematic origins of international instabilities: conflicts, inequalities, exclusion, environment, pressure groups and public opinion, among others.
- SC9: Ability to recognize global, universal and cosmopolitan perspectives in the study of the actors, institutions, structures and transactions that constitute international relations.
- SC10: Understanding of the basic concepts of international law.
- SC13: Ability to define and implement development targets in international cooperation agencies and organizations.

Learning outcomes:

- LO1: Students will be able to understand the size and influence of international relations in today's society, linking it to the profession they have chosen.
- LO2: Students will be able to understand the general system and the particularities existing in the international community, reflected in the diversity of realities that occur globally.
- LO3: Knowledge of the interdisciplinary nature of international relations.

The table below shows the relationship between the competencies developed in the subject and the learning outcomes pursued:

Competencies	Learning outcomes
CC1, CC6, CC9, SC1, SC3, SC7, SC9, SC10, SC13	LO1: Students will be able to understand the size and influence of international relations in today's society, linking it to the profession they have chosen.
CC1, CC6, CC9, SC1, SC3, SC7, SC9, SC13	LO2: Students will be able to understand the general system and the particularities existing in the international community, reflected in the diversity of realities that occur globally. LO3: Knowledge of the interdisciplinary nature of international relations.

4. CONTENTS

- Resolution of the records proposed by the tutor.
- Preparation of legal reports at the proposal of the tutor.
- Performance of the required procedures when carrying out the work entrusted.

5. TEACHING-LEARNING METHODOLOGIES

The types of teaching-learning methodologies to be applied are as follows:

- Cooperative learning
- Problem-based learning
- Field experiences, conferences, visits to companies and institutions

6. EDUCATIONAL ACTIVITIES

Each of the educational activities to be carried out together with the number of hours students will dedicate to it is described below:

Campus-based modality:

Educational activity	Number of hours
Internships	200
Tutorials	25
TOTAL	225

7. ASSESSMENT

The assessment systems, as well as their weight in the total grade of the subject, are listed below:

Campus-based modality:

Assessment system	Weighting
Internship and/or tutorial reports	50%
Development of the student's activity in the company/internship institution	50%

When you access the subject in the Virtual Campus, you will be able to consult in detail the assessed assignments that you must perform, as well as the submission dates and the assessment procedures for each of them.

🔍 Observations

External curricular internships are taken indistinctly in one semester or another in order to satisfactorily meet the vacancies offered by the collaborating entities throughout the academic year. The student chooses the semester in which he/she will take them; likewise, it makes the curricular internships compatible with the international mobility programs, in the cases in which the students opt for this program.

Evaluation systems:

- Internships are face-to-face. For students who choose the distance mode, the internship will follow the same procedure of incorporation to external internships (depending on the needs of the companies and the student's availability), and the same monitoring methodology: they will have an academic tutor teacher (in addition to the company tutor), who will ensure the acquisition of competencies.
- The evaluation system to verify that the student has acquired the established general and specific competences is as follows:
 - ✓ The external tutor issues a judgment on the student's work in the company or firm accompanied by a final evaluation.
 - ✓ Upon completion of the internship, the student submits to his/her academic tutor an internship report including a reflection on the learning process and how it is integrated and interrelated with the skills, knowledge and values acquired throughout the studies.
 - ✓ The academic tutor establishes the final evaluation taking into account the monitoring carried out, the grade of the external tutor and the report submitted by the student.
 - ✓ The evaluation concludes with a recognition of the level of learning achieved by the student and is expressed in numerical grades, in accordance with current legislation.
 - ✓ Punctuality: The punctuality of the student in the delivery of their evaluation activities will be valued regardless of the teaching-learning modality.

7.1. First exam sitting

In order to pass the subject at the first exam sitting, you must:

- Make a formal proposal to the internship director/department on the preferred internship and attend the individual and group tutorials established by the internship tutor.
- Draft a Curriculum Vitae.
- Complete the “Boosting Employability” training videos available on the virtual campus.
- Complete the mandatory internships of 225 hours duration in centers agreed by the University. This activity gives the student the possibility to apply and experience the knowledge acquired and confirm the viability of their actions and procedures in a real environment. All this will be supervised by a tutor and an internship coordinator who will monitor the student's performance during the practical activity.
- Draft a report of the professional internship. This will consist of a report on the programming of the activities and responsibilities assumed in this period in the company that you will submit to the internship tutor at the end of this cycle.
- Obtain a good assessment from the company's tutor in the place where the internship is performed.

7.2. Second exam sitting

In the event that the student does not pass this module at the first exam sitting, they will have to re-perform the internship in a second exam sitting. If the student does not successfully pass this second opportunity, they must enroll the following academic year.

8. SCHEDULE

This section indicates the schedule with submission dates for the subject's assessed assignments:

Assessed assignments	Date
Professional performance in the workplace	Yearly

Drawing up of the internship report	Yearly
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This schedule may be modified for logistical reasons related to the assignments. Any modification will be notified to the student in a timely manner.

9. BIBLIOGRAPHY

- Regulations for official university studies:
<https://www.boe.es/buscar/doc.php?id=BOE-A-2010-10542>
- Regulation for External Academic Practices for students of the Universidad Europea de Madrid.

10. EDUCATIONAL GUIDANCE AND DIVERSITY UNIT

From the Educational Guidance and Diversity Unit we offer support to our students throughout their university life to help them reach their academic achievements. Other main actions are the students inclusions with specific educational needs, universal accessibility on the different campuses of the university and equal opportunities.

From this unit we offer to our students:

1. Accompaniment and follow-up by means of counselling and personalized plans for students who need to improve their academic performance.
2. In terms of attention to diversity, non-significant curricular adjustments are made in terms of methodology and assessment for those students with specific educational needs, pursuing an equal opportunities for all students.
3. We offer students different extracurricular resources to develop different competences that will encourage their personal and professional development.
4. Vocational guidance through the provision of tools and counselling to students with vocational doubts or who believe they have made a mistake in their choice of degree.

Students in need of educational support can write to us at:

orientacioneducativa@universidadeuropea.es

11. SATISFACTION SURVEYS

Your opinion matters!

The Universidad Europea encourages you to participate in our satisfaction surveys designed to identify strengths and areas for improvement regarding teaching staff, degree programs and the teaching-learning process.

Surveys will be available in the survey space on your virtual campus or via your email.

Your opinion is needed to improve the quality of the degree.

Thank you very much for your participation.