



Universidad  
de Alcalá

# PRÁCTICAS EXTERNAS

**Grado en Estudios Ingleses**

**Universidad de Alcalá**

**Curso Académico 2022/2023**

**Curso 4º**

## GUÍA DOCENTE

Nombre de la asignatura:	<b>Prácticas Externas</b>
Código:	<b>251038</b>
Titulación en la que se imparte:	<b>Estudios Ingleses</b>
Departamento y Área de Conocimiento:	<b>Filología Moderna, Filología Inglesa</b>
Carácter:	<b>Optativo</b>
Créditos ECTS:	<b>16</b>
Curso y cuatrimestre:	<b>4º curso</b>
Profesorado:	<b>- Luisa Juárez Hervás (Coordinadora de Prácticas Externas y Tutora Académica)</b>
Horario de Tutoría:	<b>A disposición de los alumnos previa cita en: <a href="mailto:luisa.juarez@uah.es">luisa.juarez@uah.es</a></b>
Idioma en el que se imparte:	<b>Inglés y castellano</b>

### 1. PRESENTACIÓN / COURSE DESCRIPTION

The aim of an elective internship is to provide Students with a work experience in the different professional fields for which they have received academic training. Through this activity, students are expected to benefit from first-hand insight into the job market and to develop career skills in companies and institutions that require and foster expertise in linguistic and cultural mediation, linguistic and literary planning and consulting, management and consulting in media outlets, international relations, tourism and cultural management, publishing companies, translation firms, and teaching in public and private schools. In sum, internships within the Degree in English Studies are optional and are designed to afford the opportunity for Students to carry out jobs requiring a sound knowledge of foreign languages and cultures in both the private and public sectors.

Furthermore, internships will help Students make better decisions about their professional future, provide them with some work experience, and open opportunities for them in the job market.

Students should check the published norms (see Department's website) for precise procedures in the allocation of the different internships.

#### **Requirements and Recommendations**

Students are expected to have a high level of Spanish and English (C1.2 European Framework for Languages), and, depending on the language choice, French or German (B2 European Framework of Languages). Students should also comply with all the recommendations made by Companies or Institutions as specified in each internship offering.

## 2. COMPETENCIAS / COMPETENCES

### Generic competences:

1. To demonstrate the ability to apply the techniques and methods of linguistic, cultural, and literary analysis to different fields of the profession, such as teaching languages, literatures and cultures, translation, research, and editing texts.
2. To show an understanding of scientific production in the fields of modern languages and the ability of applying the concepts to professional practice.
3. To demonstrate the ability to participate actively in debates concerning different types of texts and topics related to the field.
4. To 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. To be able to work in a team, sharing tasks, coordinating joint efforts and being able to contribute ideas effectively in the work environment.
6. To be able to participate in the professional atmosphere appropriately, implying an adequate approach to decision making and problem solving in the workplace.
7. To 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. To be able to find and use effectively the information found in data bases, software, and internet.
9. To acquire experience and professional skills, improving self-confidence and employability.
10. To be able to apply the discipline-specific knowledge acquired throughout course work to the day to day practice of a company.
11. To be able to transfer knowledge of languages, literatures, and cultures to the workplace.
12. To 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.
13. To demonstrate the capacity to write professional reports of different natures and present orally proposals or findings.
14. To participate in the professional debates related with the field, demonstrating a knowledge and capacity to construct a solid and well-grounded argument.
15. To get to know your work environment, the company in which you work, the way it works.
16. To assess your own strengths and weaknesses as a worker, and, based on that assessment, make plans to improve.
17. To provide documents and deal with administrative requirements within the established deadlines in an efficient way.

### Competencias específicas / Specific competences:

See the specific profile of each type of internship.

## 3. CONTENIDOS / COURSE CONTENTS

See the Annex for the different internship offerings and their specific contents.

## 4. METODOLOGÍAS DE ENSEÑANZA-APRENDIZAJE. - ACTIVIDADES FORMATIVAS / METHODOLOGY AND CLASS ACTIVITIES

Students will attend a preparatory session with their tutor and advisors from the Department of Student Orientation. This session will help Students in the writing of the CV and the preparation of the interviews.

Each internship will have its specific 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, statement of motivation, level of English/French or German and Spanish, and adequacy depending on the specific characteristics of the internship opening. 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, and always use the institutional e-mail account.

### 4.1. Distribución de créditos / Student workload

Number of contact hours:	These will depend on the accepting Company 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 /ASSESSMENT: Procedimientos, criterios de evaluación y de calificación

### Assessment procedure:

In accordance with the University regulation on evaluation<sup>i</sup>, those students who have not passed the internship program in June will have the right to be assessed again in resit period (convocatoria extraordinaria).

### Assessment criteria:

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 effective compliance with all the formal requirements throughout the term (preparatory sessions, communication via e-mails, video tutorials, or in person, and other specified requirements).

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

- Teamwork
- 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/Spanish or French/German if specified, 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 work experience.
  - Capacity to relate academic training to professional / career skills.

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><b>Excellent (Sobresaliente):</b></p> <p>The 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. The Student knows company inside out and can reflect critically on own performance and draw up plans to improve.</p>
<p><b>Very Good (Notable):</b></p> <p>The 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. The Student knows company well and can reflect critically on own performance.</p>
<p><b>Satisfactory (Aprobado):</b></p> <p>The Student has managed to work in a team and relate to superiors, albeit with some difficulties; can organize 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. The Students reflects on own performance.</p>
<p><b>Fail (Suspenso):</b></p> <p>The student has not complied with the assigned tasks and not completed the internship satisfactorily.</p>

### Suggested percentages

Assessment	Percentage	Assessment criterio
Assessment by the institutional Tutor	40%	Acquisition of both the generic and specific competences as expressed in the institutional report.

Assessment by the academic Tutor	60%	<p>Language level in four skills at C1 level: Level of English and Spanish, and French or German if applicable.</p> <p>Completeness of final report. Presentation of final report. Capacity to structure, analyse and reflect on experience.</p> <p>Capacity to relate academic training to career skills. Acquisition of both the generic and specific competences as expressed in the institutional report, the student's final report, interviews and tutorials.</p> <p>Degree of compliance with all formal requirements. (preparatory sessions, presentation of internship documentation, CV writing attendance and punctuality, communication, positive degree of participation in interviews and tutorials, readiness to fulfill requirements within deadlines)</p>
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## 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)
- Publishing houses

Work linked to international relations at the University

For more information go to the web site link Prácticas Alumnxs:  
[https://portal.uah.es/portal/page/portal/servicio\\_orientacion](https://portal.uah.es/portal/page/portal/servicio_orientacion)

## 7. BIBLIOGRAFÍA / REFERENCES

Frederick, H. and King, M. A. *The Successful Internship: Personal, Professional, and Civic Development in Experiential Learning*. Cengage Learning, 2009.

## 8. ADDITIONAL PROVISION

The University of Alcalá guarantees that, if due to health requirements, the public authorities prevent teaching activity from taking place on the University's premises, the teaching plans' objectives will be met through an online teaching and evaluation methodology. The UAH commits to return to face-to-face teaching as soon as said impediments cease.

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<sup>i</sup> Art. 29 del Reglamento de Prácticas Externas para los Estudios de Grado de la UAH en el que se recoge: *El régimen de convocatorias será el previsto con carácter general en la normativa de evaluación, si bien la convocatoria extraordinaria estará condicionada al calendario académico y a las particularidades de las prácticas de cada plan de estudios.*