



## IDENTIFYING DATA

### Internships

Subject	Internships			
Code	V06G270V01801			
Study programme	Grado en Comercio			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Mandatory	4th	2nd
Teaching language	Spanish			
Department				
Coordinator	González Dacosta, Jacinto			
Lecturers	González Dacosta, Jacinto			
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Web	<a href="http://moovi.uvigo.gal/">http://moovi.uvigo.gal/</a>			
General description	(*)Esta materia ten como obxectivo aplicar os coñecementos adquiridos en a titulación mediante o desempeño de as tarefas asignadas por a empresa durante o período tempo establecido.			

## Skills

Code	
A5	Students will acquire the learning skills that are required to pursue further studies with a high degree of independence.
B2	CG2. To apply the knowledge acquired in professional practice in the future, developing the conceptual and operative abilities of future business managers in the context of a dynamic global economy undergoing a continuous process of change and innovation.
B3	CG3. To compile, process and interpret social, economic and legal data that will allow one to give an informed opinion on relevant issues in the commercial field.
B4	CG4. To be able to communicate effectively, clearly, concisely and accurately both within the organization and with external agents in national and international contexts.
B5	CG5. To acquire skills for leadership, independent learning, teamwork, motivation and flexibility, as well as for responsible and ethical behavior in order to deal appropriately with all the agents working in the organization and in the professional sphere.
C4	CE4. To know the aims, functions and instrumental techniques of organizations and different subsystems, as well as the relationships existing between them from the perspective of a systems approach.
C14	CE14. To understand and be able to analyze the socioeconomic role of entrepreneurs and professional managers, and to be able to draw up a business plan.
C19	CE19. To be able to identify relevant information, in particular costs and income, with the aim of supporting the decision-making process, stocktaking assessments, planning, control and continuous improvement.
C20	CE20. To be able to design and organize an accounting system, as well as the norms of recognition and assessment with the aim of obtaining useful information for internal and external users.
C21	CE21. To identify and solve model problems applied to economic situations through application of appropriate mathematical techniques, as well as to interpret the solutions provided by the model.
C23	CE23. To be familiar with and be able to use available information resources for internationalization, draw up plans of internationalization and carry out the usual operations and formalities of external trade: transportation, customs and health safety procedures, payment methods, etc.
C24	CE24. To use the computer tools and the statistics, accounting, financial and marketing concepts and techniques for the production and interpretation of reports and for comprehensive planning and management: functions of the supply chain and delivery to the customer, commercial risk management, financial and accounting management, among others, through use of tools like web technologies, database management, electronic transmission of data, electronic commerce, CRM and integrated systems.
C25	CE25. To be able to choose and apply techniques of social research for the study of society with the aim of guiding the commercial strategies of organizations, as well as being able to assess commercial policies.
C26	CE26. To be able to use the personal skills, attitudes and knowledge acquired in the academic context through simulation of real situations of professional practice and through contact with the business world by means of the experience acquired with internships.
D1	CT1. Oral and written communication skills both in the official languages of the respective Autonomous Communities and in the chosen foreign language (English, French or German).

D2	CT2. Internet communication skills and use of multimedia tools.
D3	CT3. Ability to learn and work independently, and work planning and organization skills.
D5	CT5. Ability to apply the theoretical and practical knowledge acquired in the academic context, in particular to apply multidisciplinary knowledge and thinking.
D6	CT6. Ability to make decisions and solve problems.
D7	CT7. Ability to listen actively and skills for non-verbal communication, persuasion, negotiation and presentation.
D8	CT8. Leadership and teamwork skills.
D9	CT9. Tolerance. Ability to appreciate different points of view.
D10	CT10. Understanding of social, organizational and technical systems.
D11	CT11. Ability to adapt to new situations.
D12	CT12. Creativity.
D13	CT13. Ability to take on responsibilities and get fully involved at work.
D14	CT14. Firmness, determination, perseverance and ability to work under pressure.
D16	CT16. Entrepreneurship.
D18	CT18. Ability to reflect on one's own performance.

### Learning outcomes

Expected results from this subject	Training and Learning Results			
(*)	A1	B1	C23	D1
	A2	B3	C24	D2
	A3			D4
	A4			D5
	A5			
(*)	A3	B1	C1	D3
	A5	B2	C2	D6
		B5	C4	
		B5	C14	
			C19	
			C20	
			C21	
			C23	
			C24	
			C25	
			C26	
(*)	A5	B2		D5
		B3		D7
				D9
(*)	A4	B3	C32	D1
		B4	C33	D2
		B5	C34	D3
			C38	D5
				D5
				D6
				D7
				D7
				D8
				D13
				D14
(*)		B1	C7	D9
		B5	C12	
		B6		
		B14		
(*)		B1	C7	D9
		B5	C12	D10
		B5	C26	D11
		B6		D12
		B14		D13
				D16
				D18
(*)	A1	B1	C1	D2
	A2	B2	C2	D6
	A4	B6	C4	D8
		B7	C6	D9
		B8	C11	D16
		B10	C15	D17
		B12	C17	D21
			C24	

## Contents

### Topic

The content of this subject will be reflected in the Accounting, Fiscal, Marketing, Office and Social Security. work plan established by the company, always taking into account its adaptation to the content and skills acquired during the degree.

## Planning

	Class hours	Hours outside the classroom	Total hours
Practicum, External practices and clinical practices	0	145	145
Report of practices, practicum and external practices	0	5	5

\*The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.

## Methodologies

	Description
Practicum, External practices and clinical practices	The student will make practices of company related with the theoretical and practical contents developed in the degree.

## Personalized assistance

Methodologies	Description
Practicum, External practices and clinical practices	656 / 5000 Resultados de traducción The tutor in the company will guide the student's work and guide the learning process. The academic tutor, whenever he deems it necessary, will have individualized meetings with the students to keep track of the practices they are doing. In any tutoring (face-to-face, online or mixed), the tutoring sessions may be carried out by telematic means (email, videoconference, MOOVI forums, Virtual Office Remote Campus, ...) under the modality of prior appointment. As far as possible, these requests for non-face-to-face tutoring will be attended to within a maximum period of 3 business days.
Tests	Description
Report of practices, practicum and external practices	The tutor in the company will guide the student's work and guide the learning process. The academic tutor, whenever he deems it necessary, will have individualized meetings with the students to keep track of the practices they are doing. In any tutoring (face-to-face, online or mixed), the tutoring sessions may be carried out by telematic means (email, videoconference, MOOVI forums, Virtual Office Remote Campus, ...) under the modality of prior appointment. As far as possible, these requests for non-face-to-face tutoring will be attended to within a maximum period of 3 business days.

## Assessment

	Description	Qualification	Training and Learning Results
Practicum, External practices and clinical practices	(*)Avaliación de o titor de a empresa de o traballo desenvolvido por o estudante	60	A5 B2 B3 B4 B5 C4 C14 C19 C20 C21 C23 C24 C25 C26 D1 D2 D3 D5 D6 D7 D8 D9 D10 D11 D12 D13 D14 D16 D18

Report of practices, practicum and(*)Avaliación do titor da Escola do informe external practices desenvolvido polo estudante	40	A5	B2 B3 B4 B5	C4 C14 C19 C20 C21 C23 C24 C25 C26	D1 D2 D3 D5 D6 D7 D8 D9 D10 D11 D12 D13 D14 D16 D18
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#### Other comments on the Evaluation

The student who provides work experience related to the studies of the Degree in Commerce may validate the internship in a company, provided that he/she presents the required documentation and having in any case to carry out the memory of his/her work experience. Those who have carried out extracurricular internships that are adapted to the studies taught in the Degree in Commerce and provide the documentation required for this purpose may also validate their internships, and must also submit a report on the internships carried out and for which validation has been requested.

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#### Sources of information

##### Basic Bibliography

##### Complementary Bibliography

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#### Recommendations

#### Other comments

It recommends to the students that read the rule of external academic practices curricular of the University Vigo, as well as the own rule of external academic practices of the Degree in Trade of the School of Business of Vigo.

The students will have to take into account the terms and the documents to cover in each moment for the formalisation and evaluation of the practices