

The curricular internship is a subject of the Undergraduate Degrees that have the objective of possessing in practice and complementing the knowledge acquired in their academic formation. You can find below information related to the curricular internship for Undergraduate Degrees:

CURRICULAR INTERNSHIP REGULATIONS

- Undergraduate Degree Students must pass **150 hours of mandatory internships** (6 credits) to obtain the diploma. As these internships are included in the syllabus, they must be directly related to knowledge acquired during the course (the Managing Director of the Area must give his/her approval to the Company selected). Students can take internships once the coordinators confirm the student have passed every compulsory subject.
- The maximum number of hours per week will be 20, with the most common agreement being 4 hours per day from Monday to Friday for 38 working days.
- Just during July the student can do 7 hours daily from Monday to Friday during 22 working days. Is not possible do the curricular internship on August.
- Once the student has detailed the schedule and made the agreement, it cannot be changed.
- Under no circumstances should a student begin to do an internship if he does not have a signed internship agreement.
- The Company must be assigned a tax code or be self-employed / freelance professionals.
- The company have to be located in Europe.
- The school has an internship coordinator, who is in contact with the tutor in the Company, the tutor undertakes to monitor the training of the student in the company and to evaluate it.

CURRICULAR INTERNSHIP FINAL REPORT

At the end of the internship the student must deliver a final report of 1500 word, also with some pictures, if the company let him/her. The report must be more than a simple personal letter about your experience, must prove ability to evaluate his/her experience in the context of the workplace and how the experience has affected to the student as professional. The report must include the following items:

- a) Personal data
- b) Short description of the internship Company and location.
- c) Specific and detailed tasks, description of the work done there and information about the departments of the institution where the student has been assigned.
- d) Assessment of the tasks carried out and the knowledge and skills acquired in connection with the studies.
- e) Relationship of the problems and the procedure for resolution.
- f) Identification of contributions related to your learning he/she has acquired during the internship.
- g) Personal assessment of the internships.
- h) Suggestions for improving the internship in this company for other future students. And a feedback about the Company.

This final project has to be delivered at the end of the internship. The student must also deliver the feedback that the tutor in the Company must fill out and the agreement signed. This documents will be archived by the academic coordinator.

CURRICULAR INTERNSHIP EVALUATION

The student will have to present an internship report and the internship evaluation in order to pass the 6 credits.

For the final project evaluation, the tutor has in consideration:

- Analytical and synthesis capacity on the work done and acquired knowledge.
- Ability to self-criticism about the work done and the knowledge acquired.
- Presentation, layout, spelling...

The attendance to the internship will be mandatory. For the final internship mark the internship tutor has in consideration the feedback of the Company tutor and the final report.