Universidad Rey Juan Carlos

TEACHING GUIDE

INTERNSHIP PLACEMENT

GRADO EN TURISMO (INGLÉS)

ACADEMIC YEAR 2026-27

Q2803011B UNIVERSIDAD REY JUAN CARLOS
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I.-Subject Identification	
Type	OBLIGATORIA
Teaching period	4 course, annual
Nº of credits	24
Language in wich the subject is taught	English

II.-Presentation

The regulation of external academic internships at the Rey Juan Carlos University constitutes a first-order legal obligation, correlative to the right of students to their realization and development, in accordance with article 24 of Royal Decree 1791/2010, of December 30, in the conditions that said University establishes, and article 141 a) of the Statutes of said University, regarding their right to receive comprehensive training and quality teaching, both theoretical and practical.
By carrying out external internships, students at the Rey Juan Carlos University begin the exercise of professional activities related, mainly with their training, thus preparing themselves for their incorporation into the labor market, as a primary purpose. The objective of the subject is to provide the necessary academic training to prepare the student in the exercise of professional activities and thus facilitate their incorporation into the labor market.

III.-Learning outcomes

CG01. Ability to adapt to new situations.
CG02. Ability to study independently.
CG06. Commitment to values.
CG12. Public relations skills
CG13. Initiative and pro-active attitude
CG15. High standards of quality.
CG21. Ability to work in a team
CE03. Analysis and use of information and communications technology in the different areas of the tourism industry.
CE13. Knowledge of accommodation operating procedures.
CE18. Knowledge to be acquired in the area of intermediary company operating procedures.

- Key for degrees not adapted to RD 822/21: **CB** - basic competences, **CG** - generic competences, **CE** - specific competences, **CT** - transversal competences.
- Key for degrees adapted to RD 822/21: **CON** - knowledge, **COM** - competences, **HAB** - skills.

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IV.-Contents

IV.A.-Syllabus

The external internship module of all degree studies at the Rey Juan Carlos University, with the particularities that may be established for each degree, will have the following educational objectives, in accordance with the skills that graduates want to develop:

• Allow the student the practical application of the knowledge acquired in their academic training, preparing them for the exercise of professional activities and facilitating their incorporation into the labor market.

• Contribute to the comprehensive training of students, complementing their theoretical and practical teachings.

• Facilitate knowledge of the work methodology appropriate to the professional reality in which students will have to work. operate as graduates, contrasting and applying the knowledge acquired.

• Prepare students for teamwork.

• Promote the development of students' decision-making capacity and critical spirit.

To carry out external internships, the student must have passed at least 50% of the credits necessary to obtain the degree they are studying and must have valid registration during the academic year in which the internship is carried out.

The internship periods will be included in the academic year in which the student is enrolled. That is, an internship period will be limited to a single academic year (September 1-August 31). If an internship is planned to be carried out in a period that partially covers two academic years, only the part corresponding to the second of them will be authorized when the students have formalized their university enrollment in said course.

Curricular external internships must have the minimum duration established by the study plan.

In order to ensure the correct development of the student's academic activities, the duration of the internship may not exceed, in addition, 50% of the duration of the academic year, so students will be able to carry out a total (including curricular internships and extracurricular internships), a maximum of 900 hours of internships per academic year. This number of hours is also the maximum allowed to be carried out in the same entity.

All Tourism students must carry out 600 hours of internship from the 2022-2023 academic year, regardless of their year of entry into the Degree.

IV.B.-Training activities

Type	Title
Other activities	Elaboración del informe de seguimiento
Other activities	Elaboración de la memoria de prácticas
Prácticas / Resolución de ejercicios	Realización de prácticas en empresas
Other activities	Asistencia a Tutorías con el tutor académico

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V.-Student workload	
Theoretical sessions	0
Resolution of exercises, problems, case studies, etc.	0
Practical sessions in experimental, technological and clinical laboratories, fieldwork, etc.	600
Tests and/or exams	50
Academic tutorials	5
Related activities: conferences, seminars, etc.	5
Preparation of theoretical sessions and self-study	40
Preparation of practical tasks, exercises, case studies, projects, etc.	20
Preparation for tests and/or exams	0
Total student workload	720

VI.-Methodology and academic programme

Type	Period	Content
Other activities	Week 25 to Week 25	Preparation of the External Practices report. At the end of the internship duration period.
Other activities	Week 1 to Week 25	Carrying out external internships in the company. Total duration of the internship period.
Academic tutorials	Week 1 to Week 25	Attendance at tutorials with the tutor. Upon request or by agreement between the tutor and the student.
Other activities	Week 12 to Week 13	Preparation of the monitoring report, intermediate period. 50% of the total duration of the internship.

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VII.-Assessment methods

The general assessment method is continuous as established in the *Regulation for the Assessment of Learning Outcomes* of Rey Juan Carlos University.
All the assessment systems established in the degree report must be employed, except for those that have a minimum weight of 0%, which can be used by professors in the academic years they consider relevant. Each assessment system may be applied through one or more assessment activities, consistent with the system. No assessment activity can exceed individually 60% of the overall grade for the subject.
The sum of non re-evaluable activities cannot exceed 40% of the overall grade for the subject and, in general, should not have an established minimum grade (except for practical activities in which, strictly speaking, the conditions of the ordinary call cannot be reproduced in the extraordinary call).
Those students who do not manage to pass the subject in the ordinary call, or do not attend this first call, may attend the extraordinary call only for failed re-evaluable assessment activities.
The distribution and characteristics of the assessment activities are described below.

VII.A.-Description and weight of the assessment activities

External internships will be evaluated by the academic internship supervisor through the External Internships platform, and the grade will be recorded in the student's academic transcript.
The evaluation process will be enabled once the student has completed 90% of the mandatory curricular hours required for their degree program.
The academic supervisor, through the External Internships platform, will assign the grade based on the following criteria and weightings:
• **Final report from the company supervisor:** 60% of the final grade.
• **Final report from the academic supervisor:** 20% of the final grade.
• **Interim report and final report prepared by the student:** 20% of the final grade.
Once the student has been graded by their academic supervisor and the grade has been recorded, they will have a period of **15 calendar days** to request a review of the evaluation and the grade.
This request may be submitted via email to the academic supervisor.
The supervisor will notify the student at least **48 hours in advance** of the scheduled review date. During the review, the supervisor will inform the student about the academic activities carried out during the internship period, the grades obtained in each of the reports and evaluations, and the calculation of the final grade.

VII.B. Assessment of students with academic exemption from class attendance

Having Academic Exemption from Class Attendance (DAAC) does not imply that students are automatically exempt from participating in the continuous assessment activities or in the training activities of compulsory attendance as established in the teaching guide. Once the exemption has been granted, students must contact the subject's teaching staff, who will propose the adaptations he/she may consider relevant, as long as they guarantee the acquisition and adequate assessment of the learning goals established. Students must maintain adequate communication with the teaching staff so that they may provide information on the dates for training and assessment activities, if these are not established in the programme and available for students at the time of achieving the exemption.
Subject with possibility of academic exemption: Yes.

VII.C. Review of assessment activities

In accordance with the Regulation for the Assessment of Learning Outcomes of Rey Juan Carlos University.

VII.D.-Students with a disability or special educational needs

In order to guarantee equal opportunities, non-discrimination, universal accessibility and academic success, students with disabilities or especial education needs may request curricular adaptations to follow their studies. These adaptations will be provided by the Unit of Attention to People with Disabilities of Rey Juan Carlos University, in accordance with the regulation which regulates the service for the Attention of People with Disabilities at the University. This Unit will issue a report for curricular adaptations, so that students with disabilities or special education needs must contact the service (at e-mail discapacidad.programa@urjc.es) in order to provide relevant information for different educational alternatives.

VII.E.-Academic behaviour, academic integrity and honesty

Rey Juan Carlos University is fully committed to the highest standards of academic integrity and honesty, so studying at the URJC means assuming and subscribing to the values of integrity and academic honesty set out in the University's Ethical Code. To support this process, the University has Rey Juan Carlos University's Academic Conduct Regulation as well as different tools (anti-plagiarism, supervision...) that offer a collective guarantee for the full development of these essential values.

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VIII.-Teaching resources and materials

Basic bibliography

The academic and professional tutors will provide the student with the specific bibliography appropriate to the tasks carried out in their internships, as well as that necessary for the preparation of the External Internship Report that the student will have to present at the end of their internship.

Consultation bibliography

IX.-Professors

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