

TEACHING GUIDE INTERNSHIP PLACEMENT

GRADO EN ADMINISTRACIÓN Y DIRECCIÓN DE EMPRESAS (INGLÉS)

ACADEMIC YEAR 2026-27

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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 legal obligation of the first order, correlative to the right of students to carry out and develop them, in accordance with Article 24 of Royal Decree 1791/2010, of 30 December, under the conditions established by the University, and Article 141 a) of the Statutes of said University. as for their right to receive comprehensive training and quality teaching, both theoretical and practical.

By carrying out external internships, students of the Rey Juan Carlos University begin to exercise professional activities related to 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 for the exercise of professional activities and thus facilitate their incorporation into the labor market.

III.-Learning outcomes

CI01. Ability to analyse and synthesise: analysis, synthesis, evaluation and decision-making based on relevant information records on the company's position and potential growth.

CI02. Ability to organise and plan: organisation, planning and administration of companies or small and medium enterprises, understanding their competitive and institutional position and identifying strengths and weaknesses

CI04. Spoken and written foreign language skills: understanding and ability to communicate in economic-corporate scenarios in English.

CP01. Ability to work in an interdisciplinary team.

CP03. Ability to work in different and multi-cultural environments: acknowledge and respect different cultures.

CS04. Leadership.

CPR01. Practical application of knowledge.

- 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.



IV.-Contents

IV.A.-Syllabus

The external internship module of all undergraduate studies at the Rey Juan Carlos University, with the particularities that can be established for each degree, will have the following educational objectives, in accordance with the competencies that are to be developed in graduates:

1. To allow students to apply the knowledge acquired in their academic training to practical effect, preparing them for professional activities and facilitating their incorporation into the labour market.
2. To contribute to the comprehensive training of students, complementing their theoretical and practical teachings.
3. To facilitate knowledge of the work methodology appropriate to the professional reality in which students will have to operate as graduates, contrasting and applying the knowledge acquired.
4. Prepare students for teamwork.
5. To promote the development of students' decision-making capacity and critical spirit.

To carry out external internships, the student must have passed at least 45% of the credits necessary to obtain the degree they are studying and must have a valid enrolment during the academic year in which the internship is carried out.

The periods of completion of the internship will be included in the academic year in which the student is enrolled. In other words, a period of internship will be limited to a single academic year (1 September-31 August) . If an internship is scheduled to be carried out in a period that partially covers two academic years, the part corresponding to the second of them will only be authorised when the student has formalised their university enrolment in that course.

Curricular external internships must have a minimum duration of 500 hours as established in the corresponding curriculum.

In order to ensure the correct development of the student's academic activities, the duration of the internships, whether curricular or extracurricular, may not exceed 900 hours computed together. The permanence of a student in the same entity must not exceed 900 hours, even in different academic years. The duration limits of the external internships must be adjusted to the provisions of the Regulations of External Academic Internships of University Students of the URJC

IV.B.-Training activities

Type	Title
Other activities	Tutorship by the academic and professional tutor.
Other activities	Elaboration of the progress report and internship final report.
Practical sessions	Work placement in the company.



V.-Student workload	
Theoretical sessions	0
Resolution of exercises, problems, case studies, etc.	0
Practical sessions in experimental, technological and clinical laboratories, fieldwork, etc.	500
Tests and/or exams	50
Academic tutorials	7,2
Related activities: conferences, seminars, etc.	18,8
Preparation of theoretical sessions and self-study	72
Preparation of practical tasks, exercises, case studies, projects, etc.	72
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	Completion of the internship final report at the end of the work placement 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 1 to Week 25	Total duration of the internship period Internship in a company.
Other activities	Week 12 to Week 13	Follow-up report when at least 50% of the total duration of the internship has been completed



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 tutor through the External Internship platform with a grade that will be included in the student's academic record.

The evaluation process will be enabled when the student has reached 90% of the compulsory curricular hours in their degree.

The academic tutor, through the External Internship Platform, will grade according to the following criteria and weightings:

- Final report of the company tutor: 60% of the final grade.
- Final report of the academic tutor: 20% of the final grade.
- Intermediate Report and Final Report made by the student: 20% of the final grade.

The student, once they have been graded by their academic tutor and the grade has been included in the record, will have a period of 15 calendar days to request the review of the evaluation tests and the grade.

They may request the review by email addressed to their academic tutor. The tutor will summon the student at least 48 hours before the date set for the review. They will inform about the completion of the academic activities carried out during the internship period, the marks obtained in each of the tests and reports, 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.

VIII.-Teaching resources and materials**Basic bibliography**

The academic and company tutors will provide the student, if necessary, with the specific bibliography appropriate to the tasks to be carried out during the placement.

Consultation bibliography**IX.-Professors**