

TEACHING GUIDE INTERNSHIP PLACEMENT

GRADO EN ECONOMÍA (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

CT01. Ability to analyse and synthesise
 CT02. Ability to organise and plan
 CT03. Oral and written communication in native language
 CT04. Oral and written communication in a foreign language
 CT05. Knowledge of information systems relating to the field of study
 CT06. Ability to analyse and search for information from different sources
 CT07. Ability to solve problems
 CT08. Ability to make decisions
 CT09. Ability to work in a team
 CT10. Interdisciplinary teamwork
 CT11. Work in an international context
 CT12. Public relations skills
 CT13. Commitment to values in the workplace
 CT14. Ability to work under pressure
 CT15. Ability to learn independently
 CT16. Ability to adapt to new situations
 CT17. Creativity
 CT18. Leadership
 CT19. Initiative and proactive attitude
 CT20. Environmental and social awareness
 CB04 . That students are able to transmit information, ideas, problems and solutions to both specialized and non-specialized audience.
 CB05 . That students have developed the learning skills needed to undertake further studies with a considerable degree of autonomy.

- 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

External Internship Module

The external internship module for all Bachelor's degree programs at Universidad Rey Juan Carlos, with the specific details that may apply to each degree, shall pursue the following educational objectives, in line with the competencies to be developed in graduates:

- a) To enable students to apply in practice the knowledge acquired during their academic training, preparing them for professional activities and facilitating their entry into the labor market.
- b) To contribute to the comprehensive education of students, complementing their theoretical and practical instruction.
- c) To provide insight into professional work methodologies relevant to the reality in which students will operate as graduates, by comparing and applying the knowledge they have acquired.
- d) To prepare students for teamwork.
- e) To foster the development of decision-making skills and critical thinking in students.

In order to undertake external internships, students must have completed at least 45% of the credits required to obtain the degree they are pursuing and must be officially enrolled during the academic year in which the internship takes place.

Internship periods must fall within the academic year in which the student is enrolled. That is, each internship period must be confined to a single academic year (from September 1 to August 31). If an internship is scheduled across two academic years, only the portion corresponding to the second year will be authorized, provided the student has completed their university enrollment for that academic year.

Curricular external internships must have a **minimum duration of 500 hours**, as established in the relevant study plan.

To ensure the proper development of the student's academic activities, the duration of internships must not exceed 50% of the academic year. Therefore, students may carry out a total of **up to 900 internship hours per academic year**, including both curricular and extracurricular internships. This number of hours is also the **maximum allowed at a single host entity**.

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IV.B.-Training activities

Type	Title
Other activities	Tutoría por parte del tutor académico y/o profesional
Elaboración de memorias	Realización de la memoria de prácticas externas
Practical sessions	Realización de prácticas en la empresa.



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
Academic tutorials	Week 1 to Week 25	Asistencia a tutorías con el tutor. A requerimiento o por acuerdo entre el tutor y el estudiante.
Week 12 to Week 13	Elaboración del informe seguimiento, periodo intermedio; 50% duración total de las prácticas.	Week 25 to Week 25
Elaboración memoria de IP. Realización del a memoria de prácticas externas. Final periodo duración de las prácticas.	Week 1 to Week 25	Prácticas. Duración total del período de prácticas. Realización de prácticas en empresa.



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

Continuous Ordinary Assessment:

The distribution and characteristics of the assessment tasks are described below. Only in exceptional and duly justified cases may the instructor introduce adaptations to the Guide. Such changes will require, after consultation with the Course Coordinator, prior and explicit authorization from the Degree Coordinator, who will notify the Vice-Rectorate responsible for Academic Planning of the modification made. In any case, proposed changes must comply with the provisions of the verified course syllabus. To be effective, such changes must be properly communicated to students at the beginning of the course via the Virtual Classroom.

The total weight of non-reassessable activities may not exceed 50% of the course grade and, in general, they shall not require a minimum grade (except for laboratory or clinical practice sessions, when duly justified). Moreover, assessment components exceeding 60% of the course's total weighting should be avoided.

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**