Universidad Rey Juan Carlos

TEACHING GUIDE

INTERNSHIP

MÁSTER U. EN INTERNATIONAL TOURISM MANAGEMENT (INGLÉS) (Plan antiguo)

ACADEMIC YEAR 2026-27

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I.-Subject Identification	
Type	OBLIGATORIA
Teaching period	1 course, annual
Nº of credits	6
Language in wich the subject is taught	English

II.-Presentation

These are **training activities carried out by students of the master's degree in companies, institutions or public or private organizations in the tourism sector.** They aim to apply and complement the knowledge acquired in the academic training, in order to promote the acquisition of commitments for the exercise of professional activities that facilitate the employability and entrepreneurship of the student (Art. 1. Regulation Academic Practices)

The external academic internships of URJC students can be:

- **Curricular:** academic activities that are part of the master's degree plan, of a compulsory nature.
- **Extracurricular:** academic activities not included in the master's degree plan, but carried out during the training period, of a voluntary nature (Art. 3. Academic Internship Regulations).

The **first internships** that a student enrolled in the master's degree must be **curricular.**

Therefore, **the internship course** is compulsory, must be taken in the **first or second semester and represents 6 ECTS credits** (150 hours of internship).

During the internship period, each student has the guidance of **a (professional) tutor from the collaborating entity and an academic tutor from the URJC:**

- The professional tutor will directly exercise the monitoring of the tasks entrusted to the student.
- The academic tutor will review and authorize the Intermediate and Final Reports prepared by the student.

The Master also has the **support of the External Internship Unit (UPE)** of the Universidad Rey Juan Carlos, with numerous **agreements** with companies and public and private entities for the development of internships **in the field of Tourism.**

The list of organizations that have signed agreements with the UPE can be consulted **on the external internship platform.**

III.-Learning outcomes

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CB7 Know how to apply the acquired knowledge and problem-solving abilities in new or unfamiliar environments, within broader or multidisciplinary contexts related to the area of study.
CG02 Ability to work, as part of a team and autonomously, in a multicultural and multidisciplinary context.
CG04 Ability to apply acquired knowledge and problem-solving abilities to new, broader and multidisciplinary environments.
CG06 Ability to develop communication skills in different decision-making spheres and in different languages.
CG08 Ethical commitment and social responsibility in the field of tourism.
CG09 Ability to use ICTs as a communication tool, access sources of information, data files and documents.
CG10 Be able to define priorities in order to achieve objectives, organising deadlines and necessary resources and controlling the processes established.
CT01 Ability to adapt to new situations.
CT04 Information management skills.
CT05 Planning and organisation skills.
CT12 Interpersonal skills.
CT13 Initiative and entrepreneurship.
CT14 Leadership.
CT15 Motivation for quality.
CT18 Problem solving skills.
CT20 Decision making abilities.
CT21 Team work.
CT23 Ability to work in interdisciplinary teams.
CE28 Integrate and apply the acquired knowledge to make the best decisions in an international business environment.
CE30 Practical knowledge of the operations and processes developed in tourism organisations achieved through professional practice.
CE31 Knowledge of the work techniques necessary to analyse and place the activity of the tourism professional within a strategic and competitive context, that is, ability to apply the relevant management tools to the business environment.

- 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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Fecha firma: 23/11/2026 03:00 | Hash: d098b74816f2cc22410d9c18cb4c8b0b.

IV.-Contents

IV.A.-Syllabus

External Internships Offer

In the case of University Master's degrees, the person responsible for External Internships will be the Directorate of the corresponding degree, and will be in charge of the organization, coordination and management of the activities defined in these Regulations, as well as the academic supervision of students.

In the case of University Master's Degrees, their directors will be responsible for the recruitment of companies, institutions, organizations and professional firms for the offer of external internship places and for the signing of Educational Cooperation Agreements with the URJC. The places to be offered may exceptionally include those offered by University bodies, in accordance with the procedure to be established for this purpose.

Once the establishment of an Agreement has been agreed, the directors of the University Master's Degrees will inform the External Internships Unit, from where it will be incorporated into the computer platform established for this purpose (Art. 11.1. and 11.2).

The specific conditions of each specific internship are developed in an Annex that must be signed by the student, by the company and by the university (see the following section on Internship Access Procedure).

IV.B.-Training activities

Type	Title
Búsqueda de empresa, realización de entrevistas	Internships organised by UPE (External Internship Unit)
Other activities	Work in the company

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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.	0
Tests and/or exams	0
Academic tutorials	0
Related activities: conferences, seminars, etc.	0
Preparation of theoretical sessions and self-study	0
Preparation of practical tasks, exercises, case studies, projects, etc.	0
Preparation for tests and/or exams	0
Total student workload	0

VI.-Methodology and academic programme		
Type	**Period**	**Content**
Practical sessions	Week 1 to Week 35	Internships related to tourism issues
Theoretical sessions	Week 1 to Week 35	Work placements: The Works methodology will be determined by each company / institucion fulfilling the requirements agreed in the educational cooperation agreements.

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Fecha firma: 23/11/2026 03:00 | Hash: d098b74816f2cc22410d9c18cb4c8b0b.

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

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Fecha firma: 23/11/2026 03:00 | Hash: d098b74816f2cc22410d9c18cb4c8b0b.

Requirements for access to the internship

In order to do the internship, first of all, the student must **be enrolled in the External Internship course of the master's degree.** In addition:

- **Curricular Internships:** Students must have passed 45% of the credits of the master's degree.
- **Extracurricular Internships:** In addition to 45% of the credits of the master's degree approved, the student must also have passed the subject "External Internships" (curricular).

It is incompatible to do both curricular and extracurricular internships simultaneously. Internships cannot be carried out **in two different entities during the same period.**

The schedules for curricular and extracurricular **internships** are established according to the **characteristics and availability of the** entity and must be compatible with the student's academic activity at the URJC (Art. 4. Regulation of Academic Internships).

IMPORTANT: The realization of external internships **does not imply,** in any case, the establishment of an **employment or contractual relationship with the student**. The external entity may **compensate the student in concept of study aid for the expenses that could be generated by the student for travel, meals or any other concept.**

Procedure for access to the internship

The student must **access the Internship platform**. In the **"Offers" section he/she** can see the different offers and their requirements (student profile, basic knowledge, place and address where the internship will take place, approximate start date and other relevant data).

If the student meets the requirements, he/she can **apply for the offer through the platform.** It is important to bear in mind that the internship must comply with the student's profile and the Master's Project Formative Project. **The collaborating entity will directly inform the student of the process** (article 11. Regulation of External Academic Internships URJC).

If the student wants to **propose to carry out the external internship in a specific entity,** with the prior approval of this entity, **he/she must request the External Internship Unit of the URJC to process, if appropriate, the signing of the corresponding agreement.** Once the agreement has been formalized, the same procedure will be followed for registration on the platform and assignment of the internship to the selected student.

To propose internships that have been found on the student's own account, students should write here: **https://urjc.atlassian.net/wiki/spaces/Home/overview**

Evaluation Procedure

Curricular internships will be evaluated with a grade that will be included in the academic transcript as with other subjects. This **evaluation will be done through the External Practices application.**

The student must make two reports:

- **Internship Midterm:** the student must complete an **Intermediate Internship Report.** This can be done telematically in the internship file, within the External Internships application. The form will be enabled and **will remain active for a limited period of time,** after which the student will no longer be able to complete this report.
- **Final Report / Final Report:** You will be able to do this telematically in your internship file, within the External Practices application. The form will be enabled once the mandatory curricular hours have been reached*.

* The student will have to complete the **Satisfaction Survey of External Internships** and upload to the application the receipt obtained at the end of the internship. The student will have the link to the survey **in his/her internship file,** once the evaluation process has been opened.

The professional tutor will also prepare the Evaluation Report, through the Internship Application. Subsequently, the Internship Unit will review all the documentation, **and the academic tutor will evaluate the internship according to the criteria of the Teaching Guide.**

Evaluation (Art. 26)

In view of the monitoring carried out during the curricular internship, the final report prepared by the student, and the report issued by the tutor at the institution, **the academic tutor, through the External Internship Unit, will proceed to the evaluation of the internship by filling out the corresponding report.**

The grade will be awarded according to the following **numerical scale from 0 to 10, with two decimal places,** to which the corresponding **qualitative grade** will be added:

- **0 - 4,99: Suspenso**
- **5 - 6,99: Aprobado**
- **7 - 8,99: Notable**
- **9 - 10: Sobresaliente**

The academic tutor may propose, in the evaluation of external internships graded with "Outstanding", the option of **"Matricula de**

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Fecha firma: 23/11/2026 03:00 | Hash: d098b74816f2cc22410d9c18cb4c8b0b.

Honor".

On the other hand, in the event that the student **has not completed at least 90% of the hours foreseen in the entity where the curricular internship was carried out,** and to the full satisfaction of the academic tutor**, the** tutor may issue an **unfavorable report on the internship and grade it as "Suspenso"** in the subject "External Internships", or determine that **the internship is not evaluable, motivating, in any case,** the repetition of the curricular internship**. Likewise, if after the deadline indicated by the academic tutor, the student has not submitted the Final Report of the curricular internship to the External Practices Unit,** the tutor may issue an unfavorable report on the internship and a "Suspenso" grade in the subject "External Practices", or determine that the internship cannot be evaluated, and in any case, the student will be required to repeat the curricular internship.

Recognition of External Internships for Professional Experience

In order to request the recognition of the subject External Practices for work experience/training grant, the **student must be enrolled in the subject External Practices.** This recognition **will not entail a numerical grade**, so it will not affect the average grade of the student's academic record. The recognition **will not entail a refund of academic fees.**

For master's degree students, the recognition **may not exceed 15% of the total credits of the master's degree** (including those of the External Practices course itself, as well as those of other subjects possibly already recognized for professional experience).

It is advisable to review the information on the URJC corporate website, to review **the form and the necessary documentation to start the recognition process** (art. 27 of the URJC External Internship Regulations).

Link: https://www.urjc.es/empresas-e-instituciones/463-practicas-externas#reconocimiento-de-la-asignatura-de-practicas-por-experiencia-profesional

Dropout

Internships must be **uninterrupted**. The student may only request the interruption or **abandonment of** the internship by submitting a reasoned report to the External Internship Unit stating the reasons for the early termination of the internship, and may only do so if the External Internship Unit expressly authorizes it.

The **unjustified abandonment** of an internship by the student, even with the consent of the entity concerned, may result in a penalty, whereby the student will not be allowed to join other internships for a period of time to be determined (never less than the internship period that would have been processed in the entity in which he/she has left).

In the case of the student's curricular internships, an unfavorable report may also be issued and the External Internships course may be graded as failed.

An organization may terminate a student's internship early if it finds justified reasons. Similarly, the student's professional tutor must submit to the Internship Unit a reasoned report with the reasons justifying this decision.

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: No.

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

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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.

Q2803011B UNIVERSIDAD REY JUAN CARLOS
Fecha firma: 23/11/2026 03:00 | Hash: d098b74816f2cc22410d9c18cb4c8b0b.

VIII.-Teaching resources and materials
Basic bibliography
Enlace a la página de la URJC sobre Prácticas Externas (Estudiantes): https://www.urjc.es/empresas-e-instituciones/1458-practicas-externas-alumnos Enlace a la página de la URJC sobre Prácticas Externas (Empresas): https://www.urjc.es/empresas-e-instituciones/310-practicas-externas-empresas Formative Proyect Qualification – Máster Universitario en International Tourism Management: https://www.urjc.es/estudios/master/900-direccion-internacional-del-turismo#practicas-externas
Consultation bibliography

IX.-Professors	
Name and surname	MARÍA PILAR PASCUAL FRAILE
E-mail address	pilar.pascual@urjc.es
Department	Economía de la Empresa
Campus	Madrid - Quintana
Category	Profesor/a Ayudante Doctor/a
Academic degree	Doctor
Person responsible for the subject	Yes
Tutorial timetable	Para consultar las tutorias póngase en contacto con el/la profesor/a a través de correo electrónico
Number of quinquennia	1
Number of sexennia	0
No. of positive evaluations by Docentia	1

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