

**GUIDE TO CURRICULAR  
INTERNSHIPS  
2021-2022**

## **INTRODUCTION**

The undergraduate degree programmes at the Faculty of Social & Legal Sciences include an internship in the final year with the aim of providing students with a holistic education by bringing them into direct contact with different professions.

In order to offer final-year undergraduate students a range of internship options, the Faculty has built relationships with a variety of different companies and organisations in Jaén and the surrounding province. The result of these efforts is an internship programme that we believe meets all the necessary requirements for a comprehensive university education.

This Guide to External Curricular Internships contains all the information students need to apply for and successfully complete an internship.

Last but not least, I would like to thank the teaching staff and students who helped to put this Guide together, as well as all the institutions, organisations and professionals who are keen to contribute to training future professionals and make our internship programme possible.

The deanery is hugely grateful to all of them for their efforts.

Isabel Ramos Vázquez  
Dean of the Faculty of Social & Legal Sciences  
UNIVERSITY OF JAÉN

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## **1. REQUIREMENTS**

1. In order to enrol on the External Internship module, students must fulfil the criteria set out in the current course summary.
2. The external internship programme is not open to:
  - a) Students who have exceeded the overall academic load for the degree programme by the start of the selection process.
  - b) Students of the University of Jaén who are employees or civil servants at the company, institution, public or private organisation or the university itself where they are applying for an internship, unless expressly authorised by the internship officer at the Centre for Curricular Internships.

## **2. DURATION**

- 1. Bachelor's Degree in Law (Compulsory) (First and Second Term):** 10 credits representing a total of 250 hours, 200 of which will be on-site at the internship location and 50 of which will be dedicated to writing the internship report.
- 2. Bachelor's Degree in Tourism (Compulsory) (First and Second Term):** 12 credits representing a total of 300 hours, 240 of which will be on-site at the internship location and 60 of which will be dedicated to writing the internship report.
- 3. Bachelor's Degree in Industrial Relations and Human Resources (Compulsory) (First and Second Term):** 12 credits representing a total of 300 hours, 240 of which will be on-site at the internship location and 60 of which will be dedicated to writing the internship report.
- 4. Bachelor's Degree in Management and Public Administration (Compulsory) (First and Second Term):** 12 credits representing a total of 300 hours, 240 of which will be on-site at the internship location and 60 of which will be dedicated to writing the internship report.
- 5. Bachelor's Degree in Business Administration and Management (Optional) (First and Second Term):** 12 credits representing a total of 300 hours, 240 of which will be on-site at the internship location and 60 of which will be dedicated to writing the internship report.

**6. Bachelor's Degree in Accounting and Finance (Optional) (First and Second Term):** 12 credits representing a total of 300 hours, 240 of which will be on-site at the internship location and 60 of which will be dedicated to writing the internship report.

**7. Bachelor's Degree in Business and Statistics (Optional) (First and Second Term):** 12 credits representing a total of 300 hours, 240 of which will be on-site at the internship location and 60 of which will be dedicated to writing the internship report.

**8. Bachelor's Degree in Law and Business Administration and Management (Compulsory) (First Term):** 12 credits representing a total of 300 hours, 240 of which will be on-site at the internship location and 60 of which will be dedicated to writing the internship report.

### **3. WORKING HOURS**

1.- As a general rule, working hours for external internships will be established in accordance with the characteristics of the internship and **the availability of the partner organisation**. Working hours must be compatible with the student's academic and training activities, as well as with their full representation and participation in university life. It is recommended that students do not spend more than five hours per day or 100 hours per month on their internships.

2.- In the event of **absences** due to common illness, the Centre will decide whether or not working hours must be made up. Examinations or final tests and internship guidance and supervision meetings organised by the university may not be repeated.

### **4. START AND END OF THE INTERNSHIP**

External curricular internships begin on the day when the student joins the partner organisation, once a partnership agreement is in place.

Internships will end:

1. When the stipulated period is complete.
2. If one of the parties wishes to end the internship for the following reasons:

- One of the parties ceases operations.
- Justified circumstances deemed by the Centre to prevent the planned activities from taking place.
- Mutual agreement between the parties.
- Breach of the agreement by one of the parties.
- Explicit renunciation by the selected student.
- Loss of student status due to disciplinary action.

## **5. TUTORS**

During the course of their external curricular internships, each student will have an academic tutor from the University of Jaén and a tutor from the partner organisation with which they have been placed.

The role of the academic tutor is as follows:

1. Provide the student with all the documents required to complete the internship.
2. Ensure that the placement runs smoothly, checking that the working hours of the internship are compatible with the student's academic and training activities and with their representation and participation.
3. Provide effective monitoring of the internship in coordination with the tutor from the partner organisation.
4. Authorise any changes to the placement.
5. Complete the assessment process for their students' internships.
6. Keep any information they obtain as a result of their activity as a tutor confidential.
7. Report any incidents that may arise and propose termination of the internship by submitting written reasons to the relevant officer at the Centre.
8. Monitor and request provision of appropriate support when needed to ensure that disabled students are able to complete their internships in conditions in which the principles of equal opportunities, non-discrimination and universal accessibility are respected.

9. Collaborate actively in recruiting partner organisations for external curricular internships.

Meanwhile, the partner organisation will appoint an **external tutor**, whose responsibilities will be as follows:

1. Provide the Centre with any information it requests regarding the internship and its outcome, as well as the student's performance.
2. Oversee the placement at the organisation, supervising and monitoring the internship and reporting any incidents arising to the academic tutor.
3. Deliver any additional training required by the intern to allow them to complete their placement, covering health and safety and prevention measures required at the organisation, among other topics.
4. Allow students to attend exams, assessments and other compulsory activities required as part of their studies, as well as meetings of any collegiate governing bodies at the university to which they belong.
5. Complete a certificate of completion and assessment report for each student at the end of the internship.

## **6. RIGHTS AND DUTIES OF STUDENT INTERNS**

Student interns have the **right** to:

1. Mentoring from an academic tutor from the Centre and from an external tutor at the partner organisation throughout their placement.
2. Assessment of the internship in accordance with the criteria established by the Centre.
3. A report from the partner organisation where they completed their internship that explicitly mentions the activities they carried out, the duration of the placement, and, where relevant, their performance.

4. A financial contribution in the form of a scholarship or study grant from the partner organisation in cases where this is stipulated, as well as expenses.
5. Respect for their intellectual and industrial property under the current legislation.
6. Information about safety regulations and occupational risk prevention from the partner organisation.
7. The ability to continue their academic and training activities and maintain their representation and participation, giving sufficient advance notice to the partner organisation.
8. Resources enabling disabled students to access mentoring, information and assessment and to complete their internships on equal terms.
9. The ability to balance internships with any activities and personal situations arising from or linked to their disability, in the case of disabled students.
10. All other rights stipulated in the current legislation and/or in the relevant Educational Partnership Agreements signed by the University of Jaén and the partner organisation.

Student interns have a **duty** to:

1. Comply with the external internship regulations established by the University of Jaén and the Faculty of Social & Legal Sciences.
2. Be aware of and complete the training programme for the internship, following the instructions of the tutor assigned by the partner organisation under the supervision of the academic tutor from the Centre.
3. Liaise with the academic tutor from the Centre during the internship and report any incidents arising to them.
4. Start the internship on the agreed date, abide by the working hours established in the training programme and agreed with the partner organisation and respect the rules on operations, safety and occupational risk prevention.
5. Complete the training programme and diligently perform the activities agreed with the partner organisation.



6. Write a report and submit it to the academic tutor by the established deadline and at least ten days before the deadline for reports from the final session of the academic year.
7. Keep all internal information and information about the partner organisation's activities confidential during and after the internship.
8. Show respect for the policies of the partner organisation at all times and uphold the good reputation of the University and the Centre.
9. Complete the questionnaires sent by the Centre to ascertain the student's progress during the internship.
10. All other duties stipulated in the current legislation or in the relevant Educational Partnership Agreements signed by the University of Jaén and the partner organisation.

## **7. EXTERNAL INTERNSHIP APPLICATION PROCEDURE**

To apply for an external curricular internship for the 2021/2022 academic year, students from the Faculty of Social & Legal Sciences may choose between two different procedures:

- **Procedure 1. 'ALLOCATION OF EXTERNAL INTERNSHIPS BY THE FACULTY OF SOCIAL & LEGAL SCIENCES ACCORDING TO STUDENTS' PREFERENCES'**, whereby the Faculty will allocate external curricular internships upon request according to students' preferences from the range of options published on the website of the Faculty of Social & Legal Sciences at UJA at the start of each session in each academic year.
- **Procedure 2. 'STUDENT-LED INTERNSHIPS'**, whereby external curricular internships will take place at a destination proposed by the student, following approval of their request by the Faculty Internship Committee.

Students may not request an internship via both procedures.

Students may not request a destination via Procedure 2 if it is already on offer under Procedure 1, unless the company does not have any objection and justifies allocation via Procedure 2.

## A. PROCEDURE 1

### ALLOCATION OF EXTERNAL INTERNSHIPS BY THE FACULTY OF SOCIAL & LEGAL SCIENCES ACCORDING TO STUDENTS' PREFERENCES

To apply for an external internship destination via this procedure for the 2021/2022 academic year, students must bear in mind the following information:

a. The application for external curricular internships can be found on the [Internship website](#) for the Faculty of Social & Legal Sciences at UJA, and must be submitted by the deadline stated on the [calendar](#).

b. Students can only complete an internship at **one of the destinations offered** by the University of Jaén.

c. In the event of an **excess of applications** for a specific destination, the Faculty Internship Committee will allocate internships based on the following criteria:

1. Average grade for degree programme.
2. Number of credits completed.

The Faculty *Internship Committee* will be responsible for allocating destinations in accordance with these criteria.

## B. PROCEDURE 2

### STUDENT-LED INTERNSHIPS

In this option, students complete their internship at a destination they have proposed themselves.

To do this, students must submit the [application for student-led internships](#) via the [Internship website](#) for the Faculty of Social & Legal Sciences at UJA by the deadline stated on the [calendar](#).

The Faculty Internship Committee will approve or reject applications.

Approval of applications for student-led internships will be subject to [signature of the Educational Partnership Agreement by the proposed company, organisation or institution and by the student](#), which is an essential requirement for all internships. In the event that the company, organisation or institution does not sign the Agreement, the Faculty will assign the student a destination from among those offered by the Faculty.

The Internship Committee is responsible for assessing whether or not to approve applications for internships outside the province of Jaén.

For the 2021/2022 academic year, students who wish to submit an application via the student-led internships procedure must bear in mind the following formalities:

- a) The aforementioned [application for curricular internships](#) must be completed.
- b) The application for student-led internships must be supplemented by the [list of tasks form](#) on the Faculty website, which must be signed and stamped by the institution or company.

Once the agreement has been signed, the company's name will appear on the [list](#) updated each week by the Vice-Rectorate for Students and published on its website.

Students may not begin their internship until the company appears on the [list of agreed companies](#).

## **8. DURING THE INTERNSHIP**

### **A. CONTACT WITH ACADEMIC TUTOR**

Once the deadline for allocating destinations via both procedures has passed, the Faculty will publish a list of the destinations and academic tutors assigned to students on its website.

Students must contact their academic tutor at UJA, who will check that the Educational Partnership Agreement has been signed. If it has, the tutor will introduce the student to

the company, preferably by email. They will attach copies of the academic tutor and student's ID documents. If it is not possible to send them by email, these credentials will be given to the student, who will give them to the external tutor. The tutor will have access to all the necessary documents and information about the destination companies, institutions and organisations in the [area for teaching staff](#) on the Faculty's [Internship website](#).

When the academic tutor has introduced the student to the company to which they have been assigned and informed them of this, the student can visit the company to discuss the working hours and start date for the internship. Once the working hours and start date have been agreed, the academic tutor will be informed.

## B. SUBMISSION OF REPORT AND DOCUMENTS

1. Upon completion of the internship, the student **will submit an internship report** to the academic tutor at the Centre in accordance with the deadlines on the [calendar](#).

Students may use the [template available on the Internship website](#) or create their own document. The report must comply with the following style guidelines:

- 10-25 pages
- 12-pt font
- 1.5 spacing

2. Alongside their reports, students must submit a printed copy **of the internship assessment from the external tutor signed by the company to their academic tutor**. The template for this assessment will be given to the student by the academic tutor.

3. The **certificate of completion** must be kept by the student to accredit completion of the internship.

## 9. INTERNSHIP ASSESSMENT

1. The internship assessment will be carried out by **the academic tutor on the basis of their supervision of the student, the report from the external tutor and the student's final report**. The assessment must comply with the deadlines stipulated in the [calendar](#).

2. **The external tutor's report will count for 45% of the final grade, while the academic tutor's assessment will count for 55%**, in accordance with the course summaries for the different degree programmes.

3. Students must complete **100% of the on-site hours agreed**. Any justified absences will be evaluated by the Centre.

4. If students **do not submit their final reports** by the stated deadline, **they will receive a negative final assessment for the internship** and will be graded as absent from the module.

5. **The final internship assessment** will be graded from 0 to 10, with the corresponding qualitative grade description under RD 1125/2003 of 5 September: Fail (0-4.9), Pass (5.0-6.9), Merit (7.0-8.9) or Distinction (9.0-10).

6. Academic tutors must **report grades via the form provided for this purpose**, which can be found in the area for teaching staff on the Faculty website, by the stated deadline.

7. In exceptional cases, the Centre may **award an Honours** classification via the Internship Committee on the basis of the academic and external tutors' reports when students display skills and abilities that merit this classification.

8. These classifications will be included in the grade report for the session immediately after the end of the assessment process.

## **10. DEADLINES FOR APPLICATIONS AND DECISIONS**

The deadlines for applications and decisions can be found on the [calendar](#) on the [Internship website](#) for the Faculty of Social & Legal Sciences at UJA.

## **11. CONTACT**

Any queries should be addressed to:

**Centre for Curricular Internships**

Telephone: 953211897 (Monday and Tuesday from 9:00 to 14.00)

Email: [practicasfacsoc@ujaen.es](mailto:practicasfacsoc@ujaen.es)