

**COURSE DATA****DATA SUBJECT****Code:** 33855**Name:** External Internship**Cycle:** Undergraduate Studies**ECTS Credits:** 12**Academic year:** 2026-27**STUDY (S)**

| Degree   | Center                           | Acad. year | Period                   |
|--|----------------------------------|------------|--------------------------|
| 1007 - Degree in Information and Documentation | Facultat de Geografia i Història | 4          | Indefinite (Individuals) |

**SUBJECT-MATTER**

| Degree   | Subject-matter      | Character   |
|--|---------------------|-------------|
| 1007 - Degree in Information and Documentation | External internship | INTERNSHIPS |

**COORDINATION**

BOSCA CODINA JOSE VICENTE

VALDERRAMA ZURIAN JUAN CARLOS

**SUMMARY**

External practices is one of the compulsory subjects of the last year of the degree in Information and Documentation. It is an integrated set of internships in all types of information units, such as Archives, Libraries, Documentation and Information Centers, carried out in companies, institutions and public and private entities, which, at the same time, have a practical training character and are a means of labor insertion.

The objectives are :

1. Enable students to apply and supplement the knowledge acquired during their academic training
2. To favor the acquisition of competencies that prepare them for the exercise of professional activities, facilitate their employability and foster their capacity for entrepreneurship.

The internships are regulated by a framework cooperation agreement between the Universitat de València,



the company, institution or entity hosting students and the University Enterprise Foundation - ADEIT.

The student has an external internship general guide valid on every degree assigned to the Faculty of Geography and History, where they can find general information related to the internship, as well as the specific information guide belonging to the Information and Documentation degree.

p>

## PREVIOUS KNOWLEDGE

### RELATIONSHIP TO OTHER SUBJECTS OF THE SAME DEGREE

There are no specified enrollment restrictions with other subjects of the curriculum.

### OTHER REQUIREMENTS

In order to be able to undertake external internships, students must have passed at least 60% of the compulsory subjects of the degree.

Where other requirements exist, those will depend on the specific internship program proposed by the center, enterprise or entity. These requirements will exist because it is a centre with a specific documentation base or because it performs very specialized tasks, never because the student enters a process of selection and/or assessment to develop the internship

## COMPETENCES / LEARNING OUTCOMES

### 1007 - Degree in Information and Documentation

Acknowledge diversity and multiculturalism.

Be able to adapt to changes in the environment.

Be able to analyse and index the content of documents according to the documentary language adopted and to organise such information using the technological means available for its analysis, storage and retrieval.

Be able to analyse and interpret the information needs of actual and potential users, and to provide and organise the resources needed to ensure their satisfaction both with the information received and with their interaction with the information professional.

Be able to apply critical reasoning to the analysis and assessment of alternatives.

Be able to design information products and services in any field and by any means of dissemination (electronic edition) according to the information and training needs detected in a community of users.

Be able to detect the patterns of production and consumption of information in different areas (scientific, professional, business, citizen) and recognise the sources and resources of information available to assist users in their search for information.

Be able to detect training needs and to design and implement user training programmes aimed at improving their information skills.



Be able to identify, authenticate and evaluate information sources and resources.

Be able to identify the strengths and weaknesses of an information service, system or product by establishing and using evaluation indicators and developing solutions to improve their quality.

Be able to learn independently.

Be able to manage the human, economic and material resources of the different information units.

Be able to plan and organise information units.

Be able to run marketing programmes and disseminate information systems and services.

Be able to search and retrieve information by methods that meet the expectations and needs of users in optimal conditions of cost and time.

Be able to undertake improvements and propose innovations.

Be able to work in a team and to integrate into multidisciplinary teams.

Be sensitive to environmental issues, sustainability and human rights.

Capacity to write analytical reports and summaries with regard to management and organisation of information.

Demonstrate organisational and planning skills.

Have computer skills related to the field of study.

Have decision-making capacity.

Have oral and written communication skills in one's own language.

Have problem-solving skills.

Have skills for creating and applying documentary languages in information systems.

Have skills for information management.

Have skills for managing collections and archive resources in any format, by establishing policies and participating in the process of selection, acquisition, description and dissemination of such collections, as well as in the processes of preservation, conservation and physical treatment of these materials.

Know, use and apply information and communication technologies applied to the storage, use, management, handling, distribution and exploitation of data, information and knowledge.

Know, use and apply the computer and telecommunications tools that support the development of the set of skills that must be acquired in the training process.

Know a foreign language.



Know other cultures and customs.

Know the national and international legal and administrative framework for information management, and apply the legal and regulatory provisions and procedures relating to the information and documentation activity.

Show commitment to democratic values and the culture of peace.

Show commitment to the principle of equal opportunities for men and women.

Show commitment to the principle of universal accessibility.

Show creativity.

Show ethical commitment in the relationships with users and in information handling.

Show management and leadership skills.

Show motivation for quality.

Show skills for interpersonal relations.

Understand, design and apply models for data and information representation, and mechanisms for data extraction and exploitation and for information retrieval.

## DESCRIPTION OF CONTENTS

### **1. Organization, description and management of archives**

### **2. Document management systems, information retrieval and document search**

### **3. Analysis of the production, demand and consumption of information**

### **4. Reading promotion and library outreach services**

### **5. Documentary assistance in the drafting of research projects**



6. Attention, training and study of users
7. Documentation search, processing and management of Web content
8. Information search and retrieval
9. Generation and standardization of technical documents
10. Management of collections and bibliographic funds
11. Knowledge management
12. Management, follow-up and updating of databases
13. Preservation of cultural, bibliographic and documentary heritage
14. Cultural management services

## WORKLOAD

### PRESENCIAL ACTIVITIES

| Activity                               | Hours         |
|--|---------------|
| Attendance at the internship centre    | 300,00        |
| Attendance at supplementary activities | 0,00          |
| Monitoring and tutoring of internships | 0,00          |
| <b>Total hours</b>                     | <b>300,00</b> |

**NON PRESENCIAL ACTIVITIES**

| Activity  | Hours       |
|---|-------------|
| Independent study and work  | 0,00        |
| Preparation of supplementary reports                                  | 0,00        |
| Preparation of the internship report and evaluation of the internship | 0,00        |
| <b>Total hours</b>  | <b>0,00</b> |

**TEACHING METHODOLOGY**

- In-person activities developed by students in the internship center directed by the enterprise tutor following the pre-established program.
- Meetings with the academic tutor. Academic tutors will have a specific timetable of meetings to attend students during their external internship, as well as regular meetings and online support, in order to help, guide and advise them in the development of the placement.
- Seminar-interviews. Students must take part in at least two interviews scheduled by the tutor, common to the whole group, where the academic tutor will coordinate a discussion in order to monitor the internship. In the first one, which will take place at the beginning of the year, students will be told how to prepare a portfolio or internship diary. In the second one, to be held in the first week of November, students will present a roadmap of the internship and situations or doubts that have arisen during the internship.

**Note.** The academic tutor will stay in touch with the Enterprise tutor, via telephone or on-line and will make a scheduled visit throughout the internship period, in order to have direct contact with the company tutor and the specific activities.

**Profile of the tutor:** The professional from the company, institution or entity that appears in the "Practicum" tutoring in the Agreement or Annex must be in possession of a higher university degree, which may coincide with that of the student or be related to it.

**Requirements of the tutor:** The professional from the company, institution or entity that appears in the "Practicum" tutoring must meet the following requirements:

- Be part of the collaborating company or institution, have professional experience and the necessary knowledge to carry out effective tutoring.
- Not coincide with the person who performs the functions of academic tutor.
- Meet the additional requirements that may be established by the Center's Practicum Committee.

**EVALUATION**

The internship's evaluation will be carried out based on two aspects, each of them with a specific weight:



1. Report of the internship carried out, written and presented by the student (60%). Must be submitted to the University Tutor within 10 days of the end of the internship. The report must be at least 10 pages long, 1.5 line spacing and Times New Roman font, size 12p.
2. Report and evaluation of the external tutor sent to the University Tutor according to the model provided (40%)

The academic tutor responsible for the subject will evaluate it, taking into account the report and the previously mentioned reports and evaluations.

The second call for the assessment will take into account the corrections that both the academic tutor and the company tutor have indicated to the student, as well as after having overcome the deficiencies observed.

The content of the report must follow the following structure:

Identification of the enterprise.

2. Description of the sector of operation.

3. Description of the enterprise.

3.1. activity

3.2. Organisation chart.

3.3. Description of the department in which the internship is being carried out (tasks, relations with other departments, etc.).

4. Description of the activities carried out.

5. Application of the knowledge acquired during the degree course to the internship.

6. Competences and skills developed in the internship.

7. Personal evaluation of the internship.

8. Annexes

## REFERENCES

