



COURSE DATA

DATA SUBJECT

Code: 34993
Name: External internships
Cycle: Undergraduate Studies
ECTS Credits: 18
Academic year: 2025-26

STUDY (S)

Degree	Center	Acad. year	Period
1300 - Degree in Political and Public Administration Sciences	Facultat de Dret	4	Indefinite (Individuals)
1922 - Double Degree Prog. Law-Political Science	Facultat de Dret	5	Indefinite (Individuals)

SUBJECT-MATTER

Degree	Subject-matter	Character
1300 - Degree in Political and Public Administration Sciences	External internship in Political and public administration sciences	INTERNSHIPS
1922 - Double Degree Prog. Law-Political Science	Year 5 compulsory subjects	COMPULSORY

COORDINATION

LOIS CABALLE ANA ISABEL

SUMMARY

The subject External Internships is aimed at students of the Degree in Political Science and Public Administration, who are at an advanced stage of their degree, in order to get the most out of this subject. Students enrolled in this subject will be able to carry out a period of work experience related to the academic content of the degree, in companies or public and private institutions. These placements will be supervised by a lecturer from the Faculty, preferably from the field of specialisation of the place offered.

PREVIOUS KNOWLEDGE

RELATIONSHIP TO OTHER SUBJECTS OF THE SAME DEGREE

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

OTHER REQUIREMENTS



Students who meet the following two requirements may apply for the External Placements:

1. To have passed 156 credits of the degree, including all those corresponding to the first year of the degree, in the exams held in July of the previous academic year.
2. To have passed 60 credits of core subjects of the degree in the July exams of the previous academic year.

COMPETENCES / LEARNING OUTCOMES

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Be able to analyse scenarios of action in international politics, whether in relation to international organisations, elements of the State or collective political actors.

Be able to effectively communicate, both in writing and orally, knowledge, procedures, results and ideas to both specialised and non-specialised audiences.

Be able to relate and structure information from diverse sources and to integrate relevant ideas and knowledge in the field of political science and public administration.

Be able to use the theories, procedures and tools of political science and public administration in real-life professional practice (specification, design, implementation, deployment and evaluation of solutions).

Demonstrate capacity for analysis and synthesis.

Develop the learning skills needed to complete further studies or training with some degree of autonomy.

Have knowledge and ability to understand essential facts, concepts, principles and theories relating to political science and public administration, and to the spectrum of other reference disciplines.

Know and be able to analyse administrative and financial planning, management and assessment in public services, and be able to design strategies for organisational improvement and quality assurance.

Know and be able to analyse electoral processes, both from an institutional point of view and from the point of view of the behaviour of collective and individual actors.

Know and be able to analyse the characteristics and guidelines for action of the main political actors (parties, trade unions, interest groups and new social movements).

Know and be able to analyse the design, planning, management and evaluation of public policies.

Know and be able to analyse the policies of equality between men and women, of equal opportunities and of non-discrimination, as well as the policies that promote solidarity, environmental protection and the culture of peace.

Know and be able to analyse the structure and functioning of political systems and processes, their elements and their historical dimension, with special emphasis on the political systems in Spain and in the European Union.

Know and be able to analyse the structure and functioning of public administrations.



Know and be able to interpret historical political and social frameworks so as to have a better understanding of current reality and future prospects; be able to manage historical documentary sources and to conduct comparative analyses of continuity and discontinuity in situations of change.

Know and know how to analyse the economic environment, the economic dimension of the public sector and the techniques of economic management of projects.

Know and know how to analyse the patterns and trends in the behaviour of collective political actors and citizens, their democratic values and fundamental rights.

Know and to know how to use the methods and techniques of quantitative and qualitative analysis, as well as the comparative method, to produce, compile, analyse and interpret qualitative and quantitative data, as well as the techniques of organisational management in public administration and of public income and expenditure.

Know how to design and analyse political strategies and campaigns and to convey political messages and information and issues of public debate.

Know the main theories and approaches of political science and public administration, as well as ideas and forms of political organisation.

DESCRIPTION OF CONTENTS

The following and more as described in

<https://www.adeituv.es/download/programas-formativos-facultad-de-derecho/>

PROGRAMME 1.- PUBLIC ADMINISTRATIONS

Possible areas in which the internships may be carried out:

- Government Delegation
- Valencian Parliament
- Generalitat Valenciana
- Diputación de Valencia
- City Councils
- Public institutes and bodies.

Programme objectives:

- To analyse and participate in the design, implementation and evaluation of public policies developed by the different public administrations.
- To prepare reports of a political nature.



Activities to be carried out (generic examples):

- Designing mechanisms for evaluating public policy
- Designing strategies for organisational improvement and quality assurance of public services.
- Study and analysis of the relationships between the different actors of a public policy.
- Analysis and implementation of gender equality, equal opportunities and non-discrimination policies.
- Drawing up reports and opinions, simultaneously considering different variables of a political, sociological, legal, economic, demographic and gender nature.

PROGRAMME 2.- PRIVATE INSTITUTIONS AND ORGANISATIONS

Possible areas for internships:

- Communication departments
- Marketing departments
- Analysis departments.

Programme objectives:

- To analyse and participate in the design, evaluation and implementation of strategies to improve the communication policy of institutions and private organisations.
- To prepare reports for business projection.

Activities to be carried out (generic examples):

- Design, evaluate and implement strategic plans of institutions and private organisations.
- Design, evaluate and implement the communication policy of private institutions and organisations.
- Prepare reports on the national and international political situation for business projection.
- Design and implement strategies for organisational improvement and quality assurance of the institution's services.
- Summarise, systematise and analyse the position of the institution or company in the media.

PROGRAMME 3.- POLITICAL PARTIES, TRADE UNIONS AND EMPLOYERS' ORGANISATIONS

Possible areas for internships:

- Communication secretariat (regional, provincial) of trade unions, parties and employers' organisations
- Organisation secretariat (regional, provincial) of trade unions and parties
- Studies and programmes secretariat (regional, provincial) of trade unions, parties and employers' organisations
- Parliamentary group
- Municipal group
- Headquarters archive

Programme objectives:

- To design, evaluate and implement the communication policy of political parties, trade unions and employers' organisations.
- Analyse and participate in the design, evaluation and implementation of strategies to improve internal



- communication and relations with members of political parties, trade unions and employers' organisations
- Prepare reports for the projection of the party, trade union or employers' organisation.
 - Analyse and participate in the design, organisation and evaluation of political and electoral campaigns.

Activities to be carried out (generic examples):

- Summarise, systematise and analyse the position of the party, trade union, employers' organisation in the media.
- Analyse, design, evaluate and implement strategies to improve the communication of the party, trade union and employers' organisation with its members, the media and other social organisations.
- Analyse, design, evaluate and implement strategies to improve the internal participation of the party, trade union and employers' organisation with its members.
- Preparing reports on the political situation for the projection of the political party, trade union and employers' organisation.
- Organisation and dissemination of the party's historical heritage.
- Designing and implementing strategies for organisational improvement and quality assurance of the services of the political party, trade union and employers' organisation.
- Analysing and participating in the design, organisation and evaluation of political and electoral campaigns.

PROGRAMME 4.- NGOS AND SOCIAL MOVEMENTS

Possible areas for internships:

- Cooperation and development NGOs
- Associations and civic entities.

Programme objectives:

- To design, evaluate and implement the communication policy of political parties, trade unions and employers' organisations.
- Analyse and participate in the design, evaluation and implementation of strategies to improve internal communication and relations with the members of political parties, trade unions and employers' organisations
- Draw up reports for the projection of the party, trade union or employers' organisation.
- Analysing and participating in the design, organisation and evaluation of political and electoral campaigns.

Activities to be carried out (generic examples):

- Summarise, systematise and analyse the position of the NGO and social movement in the media.
- Analysis, design, evaluation and implementation of strategies to improve the NGO's and social movement's communication with its members, the media and other social organisations.
- Analysis, design, evaluation and implementation of strategies to improve the internal participation of the NGO and the social movement with its members.
- Drafting reports on the political situation for the projection of the NGO and the social movement
- Organisation and dissemination of the historical heritage of the NGO and the social movement
- Designing and implementing strategies to improve the organisation and ensure the sustainability of the NGO and the social movement.

PROGRAMME 5.- ENTITIES DEDICATED TO PUBLIC OPINION RESEARCH - CONSULTANCIES



Possible areas for internships:

- Public opinion research companies
- Political consultancies.

Programme objectives:

- To carry out reports and analyses based on public opinion studies.
- To carry out analyses of electoral campaigns.

Activities to be carried out (examples):

- Conducting and analysing political public opinion studies.
- Conducting and analysing election campaigns.
- Conducting and analysing party and candidate image campaigns.

PROGRAMME 6.- UNIVERSITIES AND RESEARCH INSTITUTES

Possible areas for internships:

- Research institutes (public and private)
- Research groups (Generalitat, MEC, etc)
- University departments.

Objectives of the programme:

- To introduce the student to university research
- To introduce the student to the production of academic research articles and reports.

Activities to be carried out (generic examples):

- Interviews.
- Statistical exploitation of data and elaboration of materials.
- Compilation, collection and creation of data for teaching and scientific research.



WORKLOAD

PRESENCIAL ACTIVITIES

Activity	Hours
Attendance at the internship centre	380,00
Attendance at supplementary activities	12,00
Monitoring and tutoring of internships	6,00
Total hours	398,00

NON PRESENCIAL ACTIVITIES

Activity	Hours
Independent study and work	52,00
Preparation of supplementary reports	0,00
Preparation of the internship report and evaluation of the internship	0,00
Total hours	52,00

TEACHING METHODOLOGY

The University tutor may monitor the placement by means of regular meetings, e-mail, videoconference, etc. Once the placement has been completed and within a maximum period of 10 days, the student must submit the placement report to the academic tutor. On the website of the degree programme (<http://www.uv.es/polit/>) there will be a section with additional information on how to prepare the internship report.

EVALUATION

Documentation

Once the internship is completed, and within a maximum of 10 days, the student will submit a report of the activities completed to the academic tutor, following the tutor's instructions and those in the Student Guide for External Internships.

The tutor from the company or institution will receive the 'Final Evaluation Report' electronically at the end



of the internship, which will be completed and sent electronically to the academic tutor.

Grading

To assess the internship competencies, the following criteria will be taken into account, weighted through continuous assessment by the academic tutor:

- 30% Report from the internship tutor from the company or institution.
- 10% Attendance at tutorials - presentation of periodic reports - and at job orientation courses and seminars - notably the Employment Forum and Professional Career Days of the Faculty.
- 60% Evaluation of the Final Internship Report, which must address the description of the sector of activity, the company/entity, the activities carried out, the applications of the knowledge derived from studies to the practice performed, the competencies and skills developed during the internship, personal assessment of the internship, and include bibliography.

Following these criteria, the academic tutor evaluates the student's internship and gives a grade on the corresponding transcript, as is done with the rest of the degree subjects.

However, if the tutor deems the internship worthy of a first-class honors, he or she will assign an outstanding grade and propose that the Internship Committee award it.

REFERENCES

[Guía del Estudiantado de Prácticas Externas.](#)