

## FREQUENTLY ASKED QUESTIONS ABOUT THE INTERNSHIP

### COLLEGE OF HUMANITIES

#### 1. What is the Practicum and what is its aim?

For further information relative to this subject (content, development, etc.), check the website of the College of Humanities or click on the following links:

[Practicum's Description](#)

[Regulations](#)

[Announcements](#)

[Practicum Syllabus, Degree in English Studies](#)

[Practicum Syllabus, Double Degree](#)

[Practicum Syllabus, Degree in Spanish Philology](#)

[Practicum Syllabus, Degree in History](#)

[Practicum Syllabus, Degree in Cultural Management](#)

[Practicum Syllabus, Degree in Humanities](#)

#### 2. Who is my academic tutor?

This role is usually performed by part of the faculty of the Dean's team. For the academic year 2017-2018 the distribution is as follows:

- Degree in English Studies and Double Degree: Mónica Rodríguez Gijón (Secretary of the Center) and Auxiliadora Pérez Vides (Vice-dean for Quality).
- Degree in Spanish Philology: Margarita García Candeira (Vice-dean of Student Body).
- Degree in Cultural Management: Beatriz Domínguez García (Vice-dean for Academic Planning).
- Degree in History: Javier Bermejo Meléndez (Vice-dean for Academic Planning).
- Degree in Humanities: Margarita García Candeira (Vice-dean of Student Body).

#### 3. Who is my external tutor?

The person who is responsible for your supervision in the firm/institution during your internship.

#### 4. Can I initiate an internship agreement between the UHU and an external firm/institution? What procedure should I follow?

Yes. You must follow the steps listed below:

1. Follow the link of the SOIPEA in order to check if the firm/institution is on the list or not: <http://www.uhu.es/soipea/practicas.php?cat=convenios>
2. Communicate your intention of opening a new agreement to your academic tutor, who will send you by email or in paper the application form to initiate a new agreement.

3. Bring or send the application to the firm/institution, whose director must complete and sign the document.
4. Deliver the application, signed by the firm/institution, to your academic tutor, who will send it to the SOIPEA for its endorsement. If appropriate, the SOIPEA will send a signed and stamped copy to the firm/institution.

IMPORTANT NOTE: if you initiate a new agreement with an external firm/institution you will have PRIORITY in the assignment of the internship placement. You must indicate the name of the firm/institution in the first option of Annex I. If by the submission deadline of that annex the agreement has not been approved, you can indicate that the agreement is "Pending Approval". In any case, you should indicate the codes and the names of other placements published on the list.

#### **5. Can I request the recognition of my recent labor experience?**

Yes. The College of Humanities considers two possibilities on that respect:

1. To request the recognition of the credits of the Practicum module for your recent labor experience, following the steps detailed below:
  - i. Ask for the Application of Recognition of Credits in the Secretary's Office of the Faculty of Humanities and complete it with your data. You may also find it [here](#).
  - ii. Attach a certificate that proves your labor experience.
  - iii. Bring the signed application to the Dean's Secretary's office before official registration deadline.
  - iv. The files will be studied by the Committee of Recognition of Credits of the College. Once it has been approved, the Secretary's office will contact with the final resolution.

VERY IMPORTANT: If you choose this option, the maximum grade you will be able to opt for will be PASS 5, as the Committee of Recognition of Credits will not grade your work.

2. To request the recognition of the compulsory hours at the firm/institution for the Practicum (85 for English Studies, Double Degree, Spanish Philology, History and Humanities; 45 for Cultural Management) by your recent work experience, following the steps detailed below:
  - a. Complete the Annex I with your personal data, indicating in the first option the business in which you have worked (which will NOT have any typified code). Please indicate as well the code and the name of other two destinations of the published list.
  - b. Bring Annex I to the Dean's Secretary's office in due time.
  - c. Revise the list of assignments in the resolution, verifying that you have been assigned the placement you wanted. Otherwise, you should contact your academic tutor.

- d. Bring Annex II to your academic tutor, duly completed and in due time. This form must be signed by the external tutor of the firm/institution in which you did your internship.
- e. Write your internship report and submit it to your academic tutor in due time.

IMPORTANT NOTE: for this option, it is NOT necessary to initiate a new agreement with the business and the University since it would be a posteriori.

**6. Can I make the internship before enrolling the subject?**

Yes. You can contact the firms/institutions that have an agreement with the University and do your internship in advance. Your academic tutor must be informed about this. If you want to do your internship in a firm which does not have an agreement with the University, you should get a certificate that proves your activity once it is finished, and look for a person at the firm that may act your external tutor. When you register in the Practicum module, you should follow the steps detailed in the question 5, section 2.

**7. Can I do my internship during my Erasmus student mobility?**

Yes. In case you get a contract with a firm during your Erasmus student mobility, you should inform your upcoming academic tutor. It is important that you get a certificate that proves your activity and look for a person in the firm who may act as your academic tutor (who will be different from your Erasmus academic tutor) during your Erasmus stay. When you register in the Practicum module, you should follow the steps detailed in the question 5, section 2. Also check the answer to question 11.

**8. Can I request the recognition of my Erasmus + Practicum mobility for the internship hours in the firm/institution?**

Yes. You must inform your academic tutor about this, sending him/her a copy of your CPRP. The internship hours will be recognized when the “Acta de reconocimiento de créditos” is signed by your Mobility Coordinator. When you register in the Prácticum, you must follow the steps detailed in question 5, section 2. Also check the answer to question 11.

**9. Can I allege my internship assignment? What should I do?**

Yes. Once the assignments are published, you have a period of 4 days to submit a plea. You must complete a general application, which you can find on the website of the College or clicking [here](#), and where you must detail the reasons why you consider that the assignment is not appropriate. The Dean’s Team and the Committee of Internships will study your case and will submit a report with the final assignment, if appropriate.

**10. Where can I get the annex that my academic tutor has to complete?**

On the website of the College of Humanities or clicking [here](#).

**11. What can I do if, by justified causes, I cannot attend the workshop organized within the framework of the subject?**

You must communicate your situation to your academic tutor as soon as possible and give him/her the documentation that justifies your absence. Your academic tutor will discuss with you the different options of evaluation to compensate your absence.

**12. What should I include in the Internship Report? When and where should I submit it?**

You can check this information on the College of Humanities webpage. The deadlines for the academic year 2017-2018 are the 8<sup>th</sup> of June and the 10<sup>th</sup> of September. You should bring a printed copy to your academic tutor and upload the file to the Moodle platform of the Practicum of your degree.

**13. Can I submit the Internship Report before the deadline?**

If you have done your internship at the beginning of the academic year and you want to do work in advance, you may start writing your Report but it is highly recommendable to stick to the deadline established by the College.

**14. What happens if I cannot submit the Internship Report in due time? Do I have to do my internship again in the following year?**

No. In case you cannot submit your Internship Report in the academic year, in the following one you can request the recognition of the hours that you did already. To this aim, you must register in the Practicum module again, give your academic tutor a certificate of the firm/institution in which you did your internship and submit the Internship Report in due time. It is NOT necessary for you to submit the Annex I again.

**15. Can I distribute the hours of the Practicum in two academic years?**

Yes. It is allowed to accumulate hours in two academic years. In this case, you should register in the Practicum module in the second year; otherwise you will have pay a second registration.