



Vicedecanato de Relaciones Externas
Decanato de Humanidades

INFORMATIVE DOCUMENT ABOUT INTERNSHIP PROGRAMMES AT THE FACULTAD DE HUMANIDADES (SCHOOL OF HUMANITIES)

What are internship programmes?

Internship programmes comprise one of the elective subjects available in the degrees: Grado en Humanidades (Humanities), Grado en Traducción e Interpretación (Translation and Interpretation studies) and Grado en Geografía e Historia (History and Geography).

This subject is offered during the second semester in the fourth year of all degrees and its purpose is to guide the student into an immediate professional and work-related activity.

Amongst the different modalities of internships and employability, curricular external student internship training takes place at a business (set up by prior signed agreement) and is given full qualification and credit recognition by the tutor of the same.

Therefore, this internship is a part of the curricula of the students and will receive **academic recognition rather than economic compensation** (6 credits). This internship is supervised by a tutor (one of the professors from the Facultad de Humanidades of the Universidad Pablo de Olavide), who will monitor the progress of the student and evaluate them once the internship is completed.

According to the internship regulations of this university, the duration of this internship is of 20 hours per credit obtained, that is, a total of 120 hours. The student will also need to attend tutoring sessions, as well as evaluated activities during a period of 30 hours (5 hours per credit).

Therefore, the minimum number of hours the student will have to complete during their internship activities will be 120, whether they be in person, semi-distance learning or virtual.

The remaining 30 hours will consist of tutorized and evaluation activities, as well as those hours that the student dedicates to personal tasks and research.

How are supervised internships achieved?

During the second semester of the third course, the Office of the Dean (Decanato) of the Facultad de Humanidades (School of Humanities) will contact you to provide information about the internship programmes and openings available, as well as the selection process



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Step 1: Sign up in Ícaro

Ícaro is the online platform for internship and employment used by the Universidad Pablo de Olavide. Through this platform you will have access to different types of curricular or extracurricular internship programmes.

It is compulsory to have registered in Ícaro prior to enrolling in the subject "Prácticas de Empresa" (internships), as this platform will give you access to the available internship openings and will allow you to manage them.

Step 2: Enrollment

You will have to enroll in this subject during the enrollment period of the Universidad Pablo de Olavide (UPO).

As this is not a compulsory subject, the number of available places will be limited:

- Grado en Geografía e Historia: 20 places
- Grado en Humanidades: 20 places
- Doble Grado Hum + TEI: (10 + 10 places)
- Grado Traducción (English): 60 places
- Grado Traducción (French): 20 places
- Grado Traducción (German): 10 places

Inclusion will follow a criteria based on academic record, and with preference for students in their final year.

Step 3. Choosing the type of internship

It is necessary for you to decide which type of internship programme you want to choose. You will have two options: You can either choose a company or enterprise from the list provided in the internship exchange board or you can manage your own internship.

More information about self-managed internships is available below, but you must take into consideration that the deadline to submit the document "Modelo oferta de prácticas" is the 15th of November.

Remember that self-managed internships follow the same criteria in regards to academic records if the limit of the number of places for each degree is reached.



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Step 4: Informative meeting

At the end of the enrollment period, you will be summoned to an informative meeting, where the course of this subject, as well as available offers for the academic year, will be explained and provided.

If you are going to take part in an internship programme outside the UPO, such as a mobility programme, it will not be necessary to attend this meeting, as it will mainly focus on local internship programmes.

Step 5: Register and select an offer

Having completed the inscription phase, the available places will be announced (end of November-December) and a period to choose the programme will open on the Ícaro platform (December-January): <http://icaro.ual.es/upo>.

Step 7: Assignment of a tutor

The Dean will assign a tutor for your type of internship offer and work language (February)

Step 8: Completion of the documents for the internship in "Área de Prácticas de la Fundación Universidad Pablo de Olavide"

Once the places have been assigned, the selected students will have to wait for Mario Leal, from the Área de Prácticas (Internship Area) to summon you or send you an email to confirm the date of initiation of the internship, as well as to sign the compulsory documents prior to starting.



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Basic information: Incorporation, type of programme and main activities

Incorporation

Incorporation will take place gradually, as some companies may present a delay, as they must decide the most appropriate moment for the student to start their internship.

Once Mario Leal (Área de Prácticas) gets in touch with you (via phone call or e-mail) and you have signed and retrieved your documents from the Área de Prácticas (Celestino Mutis building, first floor) (It must be borne in mind that some companies may require an initial interview), it is essential to ask for an appointment with the assigned tutor/professor to review the content and development of the internship with regard to the final written report.

Generally, it is expected for you to have begun the internship at any moment within the second semester, as internships comprise another subject pertaining to the academic record and must be graded within the period required in the curriculum. The only requirement in regards to the inclusion is to have enough time to carry out the minimum number of hours.

Type of programme

The internship in the company may be carried out **in person, semi-distance or virtually**. That is, your activity could consist of translating certain documents which may not require you to be present in the company of your internship and, therefore, you may work from home or from the university.

Due to the nature of the disciplines of our University, History and Geography students usually carry out their internships in person. Conversely, students of Translation and Interpretation Studies may decide between in-person, semi-distance or online internships.

If you decide to carry out your internship in a semi-distance or online manner, you and the company will be held responsible for the computation of hours. For this, it is advisable to keep a work diary which allows you to count the hours dedicated to each activity. Otherwise it would not be possible to verify the number of hours completed.

In further stages of this document, detailed information about internship programmes in mobility circumstances will be provided, as well as the recognition of these subjects as previous professional activities.



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Objectives and activities

Our internships are designed as a nexus between the university as an educational centre and the society in which students shall develop their professional career. Therefore, our goal is to provide representation in various sectors, taking into account the known results in regards to job placement of our graduates.

Indeed, in our opinion, the **acquired competences** in these degrees carry an important potential for companies, the same way that they contribute to enhance the learning of our students with the opportunity of being integrated in a company. Among the **activities** that our internship students are assigned, which we consider an asset for the company, we can include the following:

Translation and Interpretation Studies:

- Translations in English, French, German, Italian and Arabic (Mostly into Spanish, and, with restrictions, into foreign languages)
- Translation of general and specialized documents (scientific and technical, law and economic, bio-sanitary, administrative, advertising, etc.) , translation of websites
- Text editing and layout , both in Spanish and in other languages
- Revising both source texts and target texts translated into foreign languages
- Activities related to linguistic management in companies
- Linguistic and intercultural assistant in cultural mediation environments (liaison interpreter, social interpreter), international relations, international negotiation, foreign trade , tourism
- Teaching Spanish to foreign students and foreign language teaching

Throughout the years in which these internships have taken place at the University, approximately 70% of the job offers required specific activities related to translation and interpreting (direct or reverse translation, management of terminology, multilingual management, glossaries, cultural mediation, multilingual activities, revision of translations, etc); approximately 25% of the places are related to teaching (foreign languages or Spanish for foreigners) and the remaining 5% average has been offers related to tourism or the organization of international events.



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Humanities:

- Teaching
- Estate management
- Archive maintenance
- Document management
- Management in libraries and other information centres

Generally, those offers pertaining to the field of Humanities are related to archive management and working in information centers, as well as Spanish teaching (as a foreign language) and layout.

Geography and History:

- Teaching
- Estate management
- Archive maintenance
- Document management
- Management at libraries and other information centres
- Cultural assessment
- Activities related to international cooperation

Concluding the internship

Internship evaluation will be based on the following:

- a) Report on behalf of the tutor and the participating institution (50% of the final grade)
- b) Final report written by the student and, when applicable, intermediate follow-up report.
- c) Final evaluation report, and, when applicable, intermediate evaluation report on behalf of the tutor.

Additionally, the Ícaro platform will enable other questionnaires both for the external tutor and the student, which must be filled prior to the conclusion of the internship but do not, however, affect the grade.



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Development for the call of evaluation

As has been said in previous stages of this document, this internship comprises an optional subject of the curricula of the Humanities, Translation and Interpretation and History and Geography degrees. Therefore, the development of this internship will follow the same criteria as that of a semester subject.

The academic tutor assigned to the student will be held responsible for the assessment of the student. The student will adapt to the methodology and deadlines provided by the tutor for the correct development of the subject. Finally, the student will have to provide their final written report with sufficient time for its grading in July.

If the student were to appear as failed or not sat. in their report, they could present themselves to the following evaluation session, having notified their tutor prior to this to be informed of the modality and deadlines of the written report. Thus, the student would be re-evaluated and the grade would be provided in the July session/call. Regardless of the case, a **study guide** with further explanations about the evaluation system and modality will be published.

For further information about the format of the written report, please consult the institutional regulations on internship programmes.

Self-managed internships

There is also the possibility of searching for a company of your choice to fulfill your internship, that is, a self-managed internship. This would mean that you have contacted the company and that they have accepted you as their intern. In such cases, you must contact Mario Leal from the Área de Prácticas (internship Area) so that the company can enter the internship exchange board and register in the Ícaro platform.

If not notified prior to the 30th of October (**of the same year in which the internship will take place**), it will not be possible for you to be assigned a tutor. Therefore, your internship will not be supervised and thus will not be considered a supervised academic activity.

Following the general criteria, self-managed internships that have not received the explicit approval of the company on the exchange board will not be accepted.

On the other hand, self-managed internships may comprise a possibility for students in mobility programmes, that is, when the student contacts a company to carry out their internship during an academic mobility stay.



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In those cases in which it is possible to reach an agreement, the tutor of the internship will become the assigned mobility supervisor. Provided that the supervision is guaranteed, the internship will be graded.

Summary of the procedure of self-managed internships

1. The student will contact the chosen company (not included in the internship exchange board managed by the Fundación Universidad Sociedad foundation). The student will proceed to fill in the document “Modelo oferta de prácticas”, available at <https://www.upo.es/fundaciones/fundacion-universidad-pablo-de-olavide/practicas-en-empresas/alumnos/documentos-para-practicas-en-empresa/>
2. Once having been granted the internship on behalf of the company and the University alike, contact information about the company will be forwarded to Mario Leal at: maleabre@fundacion.upo.es.
3. Mario Ángel will proceed to carry out the necessary arrangements for the company to be included in the internship exchange board and the student who has initiated this procedure will be assigned a place, unless specifically denied by the company.
4. Mario Leal will forward these data to the University so that the student can be assigned an academic tutor.

Internships during mobility programmes

Carrying out an internship during the Erasmus scholarship programme or any other academic mobility programme (Atlánticus, Mexicalia, PIMA, Brief stays, etc.)

Students may wish to carry out an internship programme during an academic mobility stay. This experience is worth 6 credits of an optional subject. Therefore, if an equivalent programme is available, whether it be self-managed or an available programme at the local university, and the named programme is approved by the local tutor, this activity may be carried out during the mobility stay.

Internship programmes are not a compulsory activity, but are compensated for 6 credits of optional subject in the fourth grade.

Those students who wish to carry out this optional 6-credit course during a mobility stay must explicitly state this in their mobility contract. As has been said before, the tutor in the mobility programme will be the one to decide whether it is viable to carry out this activity.



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The student must complete their inscription within the established period and indicate that they carry out the internship during a mobility stay in order to be assigned an internship tutor.

Internship programmes in an enterprise during the scholarship “Beca Erasmus Prácticas” (Erasmus internship) or in the programme “Programa Bilateral de Estancias en la Pontificia Universidad Católica del Perú” (Pontifical Catholic University of Peru) (PUCP)

Students may carry out their internship (that is, convalidating the assigned credits to this subject) thanks to receiving an Erasmus internship grant (See document “V. Documento Informativo sobre Erasmus Prácticas en la Facultad de Humanidades)

The student will have to complete the pre-registration within the established period and indicate that they will be carrying out the internship within the context of a mobility programme so that they can be assigned a tutor.

In this case, the activity will be convalidated by this internship programme as an Erasmus internship stay. Therefore, the student must fulfill an academic agreement (similar to that of the Erasmus agreement) in which the tutor will establish the equivalency.

Nonetheless, as marked out in the informative document on Erasmus internship grants, the student may complete their stay, regardless of whether the internship has been fulfilled (in this case, the specific credits would not be recognized).

In other words, this internship programme and the Erasmus internship do not necessarily need to coincide and both can be carried out. However, two different subjects related to internship training cannot be recognized and validated.

Those students who have already completed their internship programme but wish to carry out an Erasmus internship will be able to obtain recognition of optional subject credits or transferred credits; this will depend on the judgement of the assigned tutor.

Recognition of the internship programme as a previous work-related activity

Students who wish to obtain recognition of the internship as a previous work-related activity may do so by informing the Internship Coordinator, who will resolve the matter of the named recognition.



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In order for the activity to be subject to this recognition, the relevance of the work-related activity within the framework of the degree of the student in the UPO will have to be documented. For this matter, the student will send a petition to the Internship Coordinator which will include:

- A certificate which supports the activity carried out (with an explicit statement with the number of hours worked and the type of activity performed).
- A brief written report about the experience in the internship (approximately 10-15 pages) (For more information about the written report, see article 8 of these internship regulations).

These named documents must be submitted at the Registro General (registry) of the University through a formal petition to the internship coordinator of the Facultad de Humanidades.

Those students who opt for this recognition of a prior work-related activity will only be able to obtain an APROBADO (5) grade, due to fact that these activities have not been supervised by a tutor.

Internship programmes and the TFG (final degree project)

How can the internship programme and the TFG be related?

Although internship programmes comprise a non-compulsory subject in all degrees, there may indeed be a link between these and the TFG. In this sense, it is important to specify the field in which you wish to work (whether it be teaching, translating, interpreting, etc.); you will have to also establish a priority list in accordance to the job offers published by the enterprises. Therefore, upon deciding to establish a link between the internship programme and the TFG, it would be recommended to select an enterprise within a sector which is related to your TFG project (teaching, translation, etc.). Once you have acquired the internship you chose, will you be able to validate with your tutor whether it is possible to connect both activities. Regardless of the case, your tutor will provide you with assistance and advice about how to make the most of your internship with regards to your TFG.



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Is it possible for me to choose the enterprise where I wish to carry out my internship next year and then write my TFG?

If, as stated above, you wish to establish a link between the internship and your TFG but you want to choose the enterprise yourself, this would be considered a self-managed internship. Therefore, it would not be necessary for you to wait until the University publishes the list of offered places, but rather you would establish contact with an enterprise of your choice. If this enterprise were to accept you as an intern, you would have to make sure to establish contact between us and the enterprise in order to formalize a collaboration. Once the chosen internship is granted, you will be able to determine whether it is viable to intertwine both activities. Regardless of the case, your tutor will provide you with assistance and advice about how to make the most of your internship with regards to writing your TFG.



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STUDENTS: rights, responsibilities and obligations

Rights

- As a part of their academic training at the Facultad de Humanidades (School of Humanities) of the UPO, the student has the right to a period of regulated internship, with full recognition for this activity, according to the school curriculum and the student training syllabus.
- The student has the right to perform this activity if they comply with the requirements herein described, without detriment to the fulfillment of the requirements laid down in the Área de Prácticas (Internship Area) of the UPO Foundation.
- The student has the right to reconcile the internship activities with the rest of their academic duties that should be carried out in order to complete their studies at the UPO. Therefore, the students themselves negotiate how their internship will be carried out (in person, virtual or in semi-distance) with the Foundation and the Leader acting as mediators; and the number of hours needed (the activity shall be intensive or carried out through specific tasks spaced throughout the academic year), according to which is most convenient for both parties: the enterprise and the student.
- The student shall perform other practical tasks throughout the academic year.

Responsibilities and obligations

- The student must fulfill the duties required of them by the enterprise with punctuality and efficiency according to the codes of conduct and professionalism of said enterprise. This does not exclude the student from reporting any situation in which they feel that their rights have been violated to the Foundation and his tutor.
- The student must attend a minimum of three follow-up tutorials with the assigned tutor. In these tutorials, the student must satisfy the requirements established by the tutor for their meetings: turning in documents, completed follow-up sheets, and supporting documents, etc. if need be.
- The student is responsible for handing in the necessary documents in order for the enterprise to evaluate and give recognition of the internship within the deadlines previously established.
- The student shall write an internship report according to the established Regulations for Internships of the UPO (article 8). In any case, the teacher/tutor can

adapt the report's format according to the specific requirements of the internship carried out by the student.

The internship report culls relevant data concerning the development and results achieved during this period of time. It is recommended that the student keep a daily work diary in which daily working hours and tasks completed can be noted down to make the written final report easier and which should also be presented at the end of the internship period.

Formally speaking, the internship report is an academic task/assignment which should be written respecting the correct format, style, composition, etc. expected in any writing assignment.

Failure to comply with the deadlines for turning in the documentation and the internship report will lead to a mark for this course subject of NP (not sat.) or Fail, according to the tutor's own judgement; in which case, the student must rectify any omissions within the timeframe and according to the procedures dictated by the next official calling.

Vicedecanato de Relaciones Externas
(Vice-Dean of External Relations)