



Professional  
Practice  
**Master in Business  
Administration (MBA)**  
2021/2022



UNIVERSIDAD  
**NEBRIJA**

## TEACHING GUIDE

**Subject:** Professional Practice

**Titulación:** Máster in Business Administration (MBA)

**Academic Course:** 2021-2022

**Character:** Obligatory

**Language:** Spanish/English

**Modality:** Face-to-face/Blended/Distance

**Credits:** 6 ECTS

**Semester:** 2º

**Teachers/Teaching Team:** Prof. Mr. Andrés Jerónimo Arenas Falótico PhD / Prof<sup>a</sup>. Mrs. Eva María Iglesias Guzmán

### 1. COMPETENCES AND LEARNING OUTCOMES

#### 1.1. Competences

##### Basic Skills:

**CB6.** Possess and understand knowledge that provides a basis or opportunity to be original in the development and / or application of ideas, often in a research context.

**CB7.** That students know how to apply the knowledge acquired and their ability to solve problems in new or little-known environments within broader (or multidisciplinary) contexts related to their area of study.

**CB8.** That students are able to integrate knowledge and face the complexity of formulating judgments based on information that, being incomplete or limited, includes reflections on the social and ethical responsibilities linked to the application of their knowledge and judgments.

**CB9.** That students know how to communicate their conclusions and the knowledge and ultimate reasons that support them to specialized and non-specialized audiences in a clear and unambiguous way.

**CB10.** That students possess the learning skills that allow them to continue studying in a way that will be largely self-directed or autonomous.

##### General Skills

**CG2.** The student must be able to systematically understand relevant company information, its context and how to apply it to complex situations, taking into account how it affects other departments.

**CG3.** The student must master business information analysis techniques.

**CG5.** The student must be able to communicate, in a business environment, correctly both orally and in writing, using the most current technology.

**CG6.** The student must be able to act autonomously in the planning and implementation of business projects and decisions.

**CG7.** The student must be able to perform different roles within a company team, particularly that of a leader.

**CG8.** The student must be able to recognize the need for change in the company or in one of its departments and must have the necessary skills to manage it.

**CG9.** The student must be able to act autonomously within a framework of responsible freedom, in the business environment.

**CG10.** The student must be able to add value to the company through their creativity and participation.

**CG11.** Ability to integrate the values and policies of effective equality in the organization and governance of the company, especially between women and men and attention to disability.

## Specific Skills

**CE1.** Understand and handle new concepts in the area of human resources for the exercise and supervision of the management of teams and people.

**CE2.** Generate new management skills and integrate them into the business and team management environment

**CE4.** Analyze the strategic situation of a company and its product or service, and make decisions for the implementation of the marketing strategy embodied in a marketing plan.

**CE6.** Analyze and interpret accounting information, with the ability to use it in decision making in the business environment.

**CE7.** Analyze and interpret the accounting and financial value of a company, and be able to use that information in decision-making in the field of the company.

**CE8.** Ability to develop the vision, mission and cultural values of an organization, and thus be able to define objectives, policies and strategies necessary for the future of the company and the monitoring and control processes thereof.

**CE9.** Analyze and interpret the company's Balanced Scorecard with its key indicators, and be able to use it in decision-making in the business environment.

**CE10.** Being able to evaluate and reorganize the operational and logistical processes of a company for its improvement in the business environment.

**CE11.** Determine the viability of a business idea from the in-depth study of all aspects related to the opportunity (human, financial, economic, environment, etc.).

**CE12.** Integrate the knowledge of the different areas of the company learned in the Master and apply them in the preparation of the final Master's Project.

**CE13.** Obtain, analyze and evaluate relevant information that allows you to develop knowledge applied to business sciences, oriented to the creation and management of companies.

**CE14.** Implement in professional practice, the knowledge and other skills acquired in the subjects.

## 1.2. Learning Outcomes

The implementation of all the skills acquired throughout the program, in the previous subjects.

## 2. CONTENTS

### 2.1. Previous Requirements

Have taken at least 4 subjects and passed 2.

### 2.2. Description of the contents

The completion of a traineeship in companies also have several objectives. On the one hand, tries to bridge the student between the life experience of a student and the performance of a job in a company. On the other hand, it serves as a field of experience for the application of acquired knowledge and to observe reality as the application of such knowledge by professionals much more experience develops. The student has a tutor at the University which can go to any resolution or doubt of any problem arising. The tutor is in contact with those responsible for the company in which the student develops his traineeship. At the end of that period, the company issues an evaluation report of student performance, while the student has to write a report on their activity during practice. The University has a specialized department called Career Services Department that is responsible for the management and administration of external practices. The guardian of the student and the coordinator of the degree are in constant contact with the Department of Career Services to facilitate the implementation of the period of external practices.

### 2.3. Formation activities

<b>Formation Activities:</b>		
Face-to-face Modality:		
Formation Activity	Hours	Percentage of presence AF
AF1	0	0%
AF2	0	0%
AF3	10	100%
AF4	140	100%
AF5	0	0%
AF6	0	0%
Modality Blended:		
Formation Activity	Hours	Percentage of presence AF
AF1	0	0%
AF2	0	0%
AF3	10	100%
AF4	140	100%
AF5	0	0%
AF6	0	0%
Modality Distance:		
Formation Activity	Hours	Percentage of presence AF
AF1	0	0%
AF2	0	0%
AF3	10	100%
AF4	140	100%
AF5	0	0%
AF6	0	0%

<b>Teaching Methodologies:</b>	
<b>Modality Face-to-face:</b> MD2; MD3	
<b>Modality Blended:</b> MD2; MD3	
<b>Modality Distance:</b> MD2; MD3; MD4	
<b>TEACHING METHODOLOGIES OF THE PROPOSED TITLE</b>	
Code	Teaching Methodologies
MD2	Cooperative Learning
MD3	Problem Based Learning (PBL)
MD4	Master class

### 3. EVALUATION SYSTEM

#### 3.1. Grading system

The final grading system will be expressed numerically as follows:

- 0 - 4.9 Fail (SS)
- 5.0 - 6.9 Pass (AP)
- 7.0 - 8.9 Notable (NT)
- 9.0 - 10 Excellent (SB)

The mention of "academic honors" may be awarded to students who have obtained a grade equal to or greater than 9.0.

#### 3.2. Evaluation Criteria

Modality Face-to-face; modality blended; modality distance.

To successfully pass any subject / subject, the student must pass the final exam in person. That is, in the final exam, a grade equal to or greater than 5 on a scale of 0-10 must be achieved, with 0 being the minimum grade and 10 the maximum.

Code	Evaluation System	Description
SE4	Performance report	Performance report, made by the student, evaluated by the academic tutor.
SE5	Student performance	Student performance, evaluated by the professional tutor of the host company in practice.

##### Ordinary Call

Evaluation System	Minimum weight %	Maximum weight máxima %
SE4	75	75
SE5	25	25

##### Extraordinary Call

Evaluation System	Minimum weight %	Maximum weight máxima %
SE4	75	75
SE5	25	35

In any case, passing any subject, without exception, for the three modalities is subject to passing the corresponding final exams/test.

#### 3.3. Restrictions

##### Minimum qualification

To successfully pass any subject / subject, the student must pass the final exam in person. That is, in the final exam, a grade equal to or greater than 5 on a scale of 0-10 must be achieved, with 0 being the minimum grade and 10 the maximum.

##### Writing rules

Special attention will be paid in the written assignments, practices and projects, as well as in the exams both the presentation and the content, taking care of the grammatical and spelling aspects. Failure to comply with the acceptable minimums may result in points being deducted in said work.

#### 3.4. Plagiarism warning

The Antonio de Nebrija University does not tolerate plagiarism or copying under any circumstances. Plagiarism is considered the reproduction of paragraphs from texts of authorship different from that of the student (Internet, books, articles, work of colleagues ...), when the original source from which they come is not cited. The use of quotes cannot be indiscriminate. Plagiarism is a crime.

If this type of practice is detected, it will be considered Serious misconduct and the sanction provided for in the Student Regulations may be applied.