

ANNEX IV: FINAL REPORT CURRICULAR EXTERNAL PRACTICES

The student will send the final academic memory to the academic tutor of the university. The work must contain at least:

1. Personal data of the student
 - a. First and last name
 - b. Identity card
 - c. Degree
 - d. Course
 - e. Other interesting facts

2. Description of the collaborating entity where you have done the practices
 - a. History
 - b. Sector
 - c. Mission, values, objectives, etc
 - d. Organization
 - e. Organization Chart
 - f. Location

3. Description of the tasks carried out in the place of practice.
 - a. Description of the department where it has been assigned, objectives of the department, hierarchical unit, number of people in the department, etc.
 - b. Specific and detailed description of the tasks you have developed.
 - c. Tasks developed, and time spent on each of the tasks.
 - d. Distribution of working time practices.
 - e. Valuation of the tasks developed and relation with the knowledge and competences acquired in relation to university studies.

4. Indicate the difficulties and problems raised and relate it to the procedure followed for its resolution.

5. Identification of the contributions that, in the field of learning, have been the practices.

6. Evaluation of the practices and suggestion for improvement.

For the realization of the practical memory, you can use graphics, images, diagrams, tables, etc.