



GENERAL CONDITIONS

ACADEMIC YEAR 202_ / 202_

PARTIES:

This Training Plan of External Internships is performed by:

THE STUDENT:

Forenames and Surnames:

Identity card or Passport:

Higher Studies of Design_ Especiality:

Address:

Telephone: +34

E-mail:

EDUCATIONAL CENTRE OF ORIGIN:

ESCUELA SUPERIOR DE DISEÑO DE ARAGÓN (ESDA)

Tax ID Code: Q 5000821H

Represented by: MARIA LUISA PELLEGERO USÓN

Position: DIRECTORA

Address: Avenida María Zambrano 3, 50018 Zaragoza, Spain

Telephone: +34 976 237 545 / +34 976 506 619 Fax: 976 215 629

E-mail: direccion@esda.es

HOST COLLABORATING ENTITY:

Name:

Tax ID Code:

Represented by:

Position:

Address:

Telephone:

E-mail:



CONTENT:

1.- This training plan determines the content, development and evaluation of the student's EXTERNAL INTERNSHIPS, as well as the intervention from both ESDA and the host collaborating entity.

2.- Information about Training proposed Plan. Internships will take place in:

Name of collaborating entity:

Address:

Planned dates: From to

Total: months

Total: 150 hours

3.- Learning achievements:

Organizing, leading and/or coordinating working teams and being able to adapt to multidisciplinary teams.

Carrying out self-criticism on one's interpersonal professional performance.

Settling successfully into multidisciplinary teams and different cultural contexts.

Developing professional ethics based on appreciation and aesthetic sensitivity in labor practice.

Taking competitiveness into account, adapting oneself to social, cultural, artistic changes and to new development in professional area; being also able to choose appropriate channels for continuous training.

Searching for excellence and quality in one's professional activity.

Working autonomously and assessing the significance of initiative and entrepreneurial spirit in professional exercise.

Contributing with one's professional activity to social awareness of the importance of cultural heritage and environment, impact on different fields and ability to create significant values.

Knowing the social, cultural, economic and historic context where design is developed.

Knowing the organizational and economic framework where entrepreneurial activity of design is developed.

4.- Internship program:

Integration of the student into the actual scope of the world of work, linked to one's specialty of the Higher Arts Education of Design.



Achieving those skills related to the effective exercise of one's profession, according to the contents established by the study plan.

Knowing and respecting labor risk prevention measures of the host collaborating entity.

5.- Student's tasks:

Participation in activities of the organism, institution, company, design study or art.

6.- Follow-up plan and evaluation:

The student will have a follow-up and evaluation document with all activities performed; this will be supervised by a person from the collaborating entity together with an ESDA supervising professor. Adjust: o3_MONITORING DOCUMENT

In the document mentioned above, there will be the most meaningful training activities performed in the company, with date and hours spent; requiring the positive opinion of the Supervisor from the host collaborating entity.

The tutor of the company will complete a final assessment of the student. Adjust the next document: o5_ENTERPRISE FINAL QUESTIONNAIRE

External internships evaluation will take into account:

1. Evaluation criteria set out in the teaching guide.
2. The follow-up document and final report submitted by the student once the Internships are over.
3. The enterprise final questionnaire and the information gathered by the Internships Supervisor when contacting the host collaborating entity.

7.- External Internships Supervisors:

From ESDA:

Surnames and name:

Teaching staff: Plastic Arts and Design professors

Specialty:

E-mail:

From the host collaborating entity:

Name and surname:

Position:

Telephone:

E-mail:

8.- Parties' contributions:

ESDA make the following contributions:



Defining learning results from the Internships regarding knowledge, skills and competences which must be achieved.

Helping the student to choose an appropriate host entity, duration and the content of Internships, so that one can achieve such learning results.

Signing the present Internships Training Plan together with the student and the host entity.

Providing logistical support to students in aspects such as transport, accommodation and insurance cover.

Recognition of activities successfully completed by the student according to the Training Plan.

Evaluating personal and professional development achieved by each student through one's participation in External Internships.

Ensuring compliance with the Training Plan during Internships through the Supervisor in charge.

Defining and elaborating a personalized Training Plan for the student, together with the host collaborating entity, as well as adopting provisions on supervising.

Supervising development of Internships.

The host collaborating entity make the following contributions:

Assigning tasks and responsibilities to the student, in accordance with the Training Plan, and suitable for the student's knowledge, abilities and learning goals. The entity also makes to provide the student with appropriate supporting teams.

Appointing a guardian (supervisor) to give the students advice, help them to their integration into the host environment and supervise their Training development.

Informing the student about rules and regulations regarding working conditions, especially in the field of safety and hygiene.

Providing the student a certificate which indicates the duration of Internships, as well as a report of performed internships.

The student will contribute:

Full compliance with all the provisions gathered in the Training Plan of External Internships.

Respecting the host collaborating entity's rules and regulations, their normal working day, code of conduct and privacy policy.

Communicating ESDA about any problems or Internships' modifications.

9.- Suspension of Internships:

If the student interrupts Internships due to force majeure, that is to say, because of exceptional unforeseeable circumstances, or something outside the individual's control which cannot be attributed to one's mistake or negligence, the student will have the opportunity to continue them during an agreed period by the parties.

10.- Controls and audits:

The parties will provide detailed information requested to verify the correct implementation of practical sessions.



11.- Insurance:

Data from the insurance policy signed by the DGA with the insurance company **MAPFRE**, covering the activities that are carried out both in relation to the students' FCTS, as well as teacher training stays. **Only for countries belonging to the European Union.**

- **Civil liability policy: 0961970020480.** Its period of validity extends until 03/18/2021.
- **Collective accident policy: 055-2080020608.** During practices and "in itinere" for students, tutors and teachers in stay. This coverage is valid from 12 noon on 03/19/2020 to 12 noon on 03/19/2021.

In case of any incident during the internship in community countries of the European Union, you must contact **+34.915.811.828** (24-hour attention)

The student must have a valid European Health Card. Tarjeta Sanitaria Europea.

VERY IMPORTANT: The student who undertakes the internship in a company in any country that does not belong to the members of the European Union must attach to this document a private health, accident and civil liability insurance.

Through the signature in triplicate of this document, the student, ESDA and the host collaborating entity approve this Training Plan of External Internships.

The student:

The representative of the host entity:

Signed:

Date: (day) ____ (month) _____ 202_

Signed:

Date: (day) ____ (month) _____ 202_

The representative of ESDA:

Signed: MARIA LUISA PELLEGERO USÓN

Date: (day) ____ (month) _____ 202_



ANNEX I

EXTENSION OF TRAINING PLAN

As a result of the end of the period set out in the Training Plan established by the parties to carry out external internships, through this annex we shall proceed to an extension according to the following timelines:

Planned dates: From ___/___/202_ to ___/___/202_

Total: ___ months Total: ___ hours

During such period, the student has coverage for both accident and civil responsibility with the entity **MAPFRE, only for countries belonging to the European Union.**

- **Civil liability policy: 0961970020480.** Its period of validity extends until 03/18/2021.
- **Collective accident policy: 055-2080020608.** During practices and "in itinere" for students, tutors and teachers in stay. This coverage is valid from 12 noon on 03/19/2020 to 12 noon on 03/19/2021.

In case of any incident during the internship in community countries of the European Union, you must contact **+34.915.811.828** (24-hour attention)

The student must have a valid European Health Card. Tarjeta Sanitaria Europea.

VERY IMPORTANT: The student who undertakes the internship in a company in any country that does not belong to the members of the European Union must attach to this document a private health, accident and civil liability insurance.

To this effect this document is signed in triplicate, which complements the Training Plan, by the student, ESDA and the host collaborating entity who accept the extension of the period to carry out all external internships.

The student:

The representative of the host entity:

Signed:

Date: (day) ___ (month) _____ 202_

Signed:

Date: (day) ___ (month) _____ 202_

The representative of ESDA:

Signed: MARIA LUISA PELLEGERO USÓN

Date: (day) ___ (month) _____ 202_