Teaching guide

IDENTIFICATION DETAILS

Academic year:	2025-2026

Degree:	University Master's Degree in Bilingual Education

Scope	Educational sciences

Faculty/School:	Postgraduate and Lifelong Learning School

Course:	PRÁCTICAS EXTERNAS

Type:	Optional	ECTS credits:	8

Year:	1	Code:	8392

Teaching period:	Second semester

Subject:	Professional Orientation

Module:	

Teaching type:	Virtual

Language:	English

Total number of student study hours:	200

Teaching staff	E-mail
Ana María Moratalla Tolosa	anamaria.moratalla@ufv.es
Lorena Aguilar Zapata	lorena.aguilar@ufv.es

SUBJECT DESCRIPTION

The practical training pursues to connect the students with the reality of teaching in bilingual centers. The internship counts with the support of the university tutor and the guidance of the school tutor. Both will be

responsible for monitoring and ensuring the objectives defined in this subject are effectively achieved by the end of the training period

GOAL

The main goal of the subject Practicum is to apply the knowledge acquired in the Master to the teaching practice in bilingual centers, making a critical reflection on it.

PRIOR KNOWLEDGE

No specific theoretical requirements for this course. Good command of English is expected

COURSE SYLLABUS

Teacher training in educational centers in which students must put into practice the skills acquired throughout the Master's degree.

EDUCATION ACTIVITIES

To successfully complete this Practicum, the student has the support of both the university tutor and the guidance of the tutor center.
The student will have to write an internship report.

DISTRIBUTION OF WORK TIME

TEACHER-LED TRAINING ACTIVITIES	INDIVIDUAL WORK
140 Hours	60 Hours

LEARNING RESULTS

Apply the knowledge acquired about cognitive and psychological processes in learning L2 to design activities and projects in which the student uses communicative and cultural competencies in English in real contexts.

Apply the theoretical and practical knowledge acquired in the Master's degree for your best professional technical

qualification in English-Spanish bilingual schools.

SPECIFIC LEARNING RESULTS

Design teaching-learning processes based on the guidelines of the Common European Framework of Reference for Languages of the European Union.

Analyze the new forms of communication developed by the new technologies and apply them in order to achieve the improvement and internationalization of English-Spanish bilingual education.

Design and develop learning spaces with special attention to equity, emotional education and values, equal rights and opportunities between men and women, citizenship education and the respect for Human Rights which facilitate life in society, the taking of decisions and the building of a sustainable future

LEARNING APPRAISAL SYSTEM

ORDINARY CALL
The final grade of the subject will be made up of the grade obtained in the internship report and the evaluation carried out by the tutor of the internship center. In order to pass the subject, it will be necessary to have obtained at least a 5 out of 10 in each part.
Passing the subject is contingent upon the student passes the internship report and the stay in the internship centre.
Grade of the academic tutor: 40% The criteria for the grade of the INTERNSHIP REPORT will be the following:
-Attitude manifested during the internship period (5%)
-Structure/Organization (10%)
-Content (20%): depth, adequacy and coherence of the contents.
-Form (5%): Design of the internship report following the different established sections, clarity in writing, proper spelling and references following APA rules.

Grade of the internship center tutor: 60% The tutor of the internship center will take into account the professionalism and involvement of the student during their internships (punctuality, relationship with other members of the center and teamwork, interest in learning,...) as well as the knowledge that they show in the work area and the quality of it (skills in the classroom, preparation of material, adequate treatment of students,...).

EXTRAORDINARY CALL The final grade of the subject will be made up of the grade obtained in the internship report and the evaluation carried out by the tutor of the internship center. In order to pass the subject, it will be necessary to have obtained at least a 5 out of 10 in each part. Passing the subject is contingent upon the student passes the internship report and the stay in the internship centre. Grade of the academic tutor: 40% The criteria for the grade of the
INTERNSHIP REPORT will be the following:
-Attitude manifested during the internship period (5%)
-Structure/Organization (10%)
-Content (20%): depth, adequacy and coherence of the contents.
-Form (5%): Design of the internship report following the different established sections, clarity in writing, proper

spelling and references following APA rules. Grade of the internship center tutor: 60% The tutor of the internship center will take into account the professionalism and involvement of the student during their internships (punctuality, relationship with other members of the center and teamwork, interest in learning,...) as well as the knowledge that they show in the work area and the quality of it (skills in the classroom, preparation of material, adequate treatment of students,...).

SECOND AND FOLLOWING CALLS. For these students, the ordinary and extraordinary call system will remain the same.

ADDITIONAL INFORMATION DELIVERY OF ACTIVITIES. The student must deliver the exercises on the date and channels indicated. The student is responsible for being aware of the Virtual Classroom to check these deliveries and deadlines. The work will be delivered on the date indicated by the teacher, in PDF format, in the space designated for this purpose in the Virtual Classroom of the subject, not being the teacher's responsibility that the Virtual Classroom system collapses minutes before delivery. Delivery of activities will not be accepted by email to the teacher. All those works presented out of date or by other means will count as not presented works.

EVALUATION REGULATIONS All the tests that can be evaluated will be subject to what is established in the UFV Graduate School and Permanent Training Evaluation Regulations and the University's Coexistence Regulations. Plagiarism behaviors, as well as the use of illegitimate means in the assessment tests, will be sanctioned in accordance with what is established in these regulations. Teachers have at their disposal an anti-plagiarism computer tool that they can use as they deem necessary. The student will be obliged to accept the permissions for the use of the tool in order for that activity to be qualified. The use of artificial intelligence to perform any of the requested deliveries that are part of the evaluation system is not allowed.

SCORES The final grade will be based on a total score of 10 points obtained by the student, according to the following scale: Failure (suspended): 0-4.99/Pass (approved): 5-6.99/Remarkable (notable): 7-8.99/Excellent (outstanding): 9-10 and Matriculation of Honor (enrollment of honor), which will imply having obtained outstanding, in addition to a special mention.

Those absences that are due, solely, to these three cases will be justified (requesting documentation for said justification):

•Writ of summons.

•Hospitalization.

•Death of direct family member.

ETHICAL AND RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE

1.- The use of any Artificial Intelligence (AI) system or service shall be determined by the lecturer, and may only be used in the manner and under the conditions indicated by them. In all cases, its use must comply with the following principles:

a) The use of AI systems or services must be accompanied by critical reflection on the part of the student regarding their impact and/or limitations in the development of the assigned task or project.

b) The selection of AI systems or services must be justified, explaining their advantages over other tools or methods of obtaining information. The chosen model and the version of AI used must be described in as much detail as possible.

c) The student must appropriately cite the use of AI systems or services, specifying the parts of the work where they were used and describing the creative process followed. The use of citation formats and usage examples may be consulted on the Library website(https://www.ufv.es/gestion-de-la-informacion_biblioteca/).

d) The results obtained through AI systems or services must always be verified. As the author, the student is responsible for their work and for the legitimacy of the sources used.

2.- In all cases, the use of AI systems or services must always respect the principles of responsible and ethical use upheld by the university, as outlined in the Guide for the Responsible Use of Artificial Intelligence in Studies at UFV. Additionally, the lecturer may request other types of individual commitments from the student when deemed necessary.

3.- Without prejudice to the above, in cases of doubt regarding the ethical and responsible use of any AI system or service, the lecturer may require an oral presentation of any assignment or partial submission. This oral evaluation shall take precedence over any other form of assessment outlined in the Teaching Guide. In this oral defense, the student must demonstrate knowledge of the subject, justify their decisions, and explain the development of their

work.

BIBLIOGRAPHY AND OTHER RESOURCES

Basic

Isabel García Falcón. Nueva metodología para la enseñanza del inglés en las escuelas bilingües / Madrid :Bubok Publishing,2016.

Marta Madrid Manrique, Daniel Madrid Fernández. La formación inicial del profesorado para la educación bilingüe / Granada :Universidad de Granada,2014.