



PROFESSIONAL PRACTICES

The objective of the Professional Practices is to integrate, order, broaden and systematize the application of knowledge and skills acquired in the classroom, within the practical life context required by any profession. They will be done according to the following

PROFESSIONAL PRACTICES REGULATIONS

SOLE CHAPTER

GENERAL DISPOSITIONS

ART. 1°.

These regulations direct the professional practices from College Students in the school programs from CETYS University.

ART. 2°.

These regulations will be adjusted to the statements registered before the authorities, according to the program.

ART. 3°.

All students aspiring to a college degree must go through the PROFESSIONAL PRACTICES process first. Such practices can be done in companies or public or private organizations, as long as the activities to be done are coherent and related to the program and academic level of the students.

ART. 4°.

400 effective hours of professional practices must be accumulated.

ART. 5°.

Students who have 50% of the total required credits of the college program can start the designated activities of the professional practices.

ART. 6°.

The College or School where the student is enrolled in must generate programs and authorize where and how the practices will be held, according to the academic objectives and the specialization profile of the college course.

ART. 7°.

Before students begin the professional practices, they must present a "Professional Practices application" in the corresponding format, which can be obtained from the College Department or from CETYS University's webpage. This application must be

presented each time students change jobs, before they start them, and it is subject to authorization from the Major Adviser.

ART. 8°.

For each 100 hours, a Partial Report of the activities developed will be presented. This report must have the approval of the student's headperson and the Major Adviser. It will be presented in the appropriate format, which can be obtained from the College Department or from CETYS University's webpage.

ART. 9°.

When the required 400 hours have been completed, and each time a job is done, a Global Report will be elaborated, where all the activities done during the practices will be described in at least five pages. This report will be attached with a letter signed by the student's headperson, or whomever is authorized for that, in the company or public or private organization. The dates, activities, and accumulated hours of the practices will be specified in the letter, with the company's letterhead and seal.

Students must seek the authorization of the Major Adviser and hand in the Report and letter to the Department of School Services for their records.

ART. 10°.

If the requirements established in the Degree Certification Regulations in force are fulfilled, in the option degree certification by Professional Practices Report, the activities reported will be used as a base for the student's degree certification.

ART. 11°.

Any unexpected situation in these regulations, will be solved by the College Department, the Major Adviser and the Academic Department at CETYS University.

TRANSITORY ARTICLES

ART. 12°.

These regulations substitute all previous ones.

ART. 13°.

It will be in force parting from its publishing date.

Month / day / year

Professional Practices Operation Guide

- 0.- All referents to professional practices will be coherent to the corresponding regulations.
- 1.- The Major Advisers will elaborate a description of the type of activities a student must or can develop according to the semestre coursed, as well as the profile of the company or organization chosen.
- 2.- The Deans of College, Linkage and Major Advisers will negotiate with the companies or public or private organizations that fulfill with the profile and post availability of the Professional Practices, seeking links with the company for each case. A post catalog, available to students and Major Advisers, will be elaborated with this information.
- 3.- Professional practices are stated as required in the “Professional Examination and Degree Certification” Chapter of the College Students’ Regulations.
- 4.- The people in charge for the Introduction to the major course, or its equivalent in first semestre, insist on the need for meeting with the professional practices requirements (social service and cultural workshops) and the recommended times to do it.
- 5.- All students who reach the necessary academic age to fulfill with the professional practices are seen (in the classroom) and are reminded about this requirement and the corresponding process.
- 6.- Students seek their Major Adviser so they are assigned a post to do the professional practices. Students may seek some other place to fulfill the practices, but it must meet the characteristics referred to in point 1.
- 7.- It is the Major Adviser’s responsibility to authorize the place where students will do their practices, and is also authorized to reject any proposals presented.
- 8.- Ideally, students must conclude their professional practices at the beginning of the last semester; that is why it is recommendable to add to the School information system, an option that identifies those students who have not done so.
- 9.- The Major Adviser will give special follow up to those students in the last semester that have not fulfilled with their professional practices.
- 10.- The Professional Practices do not suppose earning economical remuneration, although it may exist.
- 11.- The fulfillment of the practices can be in the country or abroad.
- 12.- The Department of School Services must register the authorized applications and reports from students, in the pertaining information systems, in a period no longer than 3 business days.