

POLICY	Fundación Universidad de las Américas, Puebla	DATE: 12/08/19	
POL-269-01	MANAGEMENT OF UDLAP PROFESSIONAL PRACTICES	P.1/18	ED.2.1
REVIEWED BY: Dr. Cecilia Anaya Berríos Academic Vice-President		AUTHORIZED BY: Dr. Luis Ernesto Derbez Bautista President	

I. Objective

To establish guidelines for Fundación Universidad de las Américas Puebla students to carry out professional practices at the licenciatura or *bachelor* level.

II. Definitions

- **Placement agency:** Company that matches Fundación Universidad de las Américas Puebla students with organizations to carry out their professional practices.
- **Control course:** Zero-unit course to indicate that a student is currently enrolled at Fundación Universidad de las Américas Puebla in a determined academic period.
- **Professional practice course:** Course in a study program whose objective is that students apply the theoretical knowledge and competencies of their major by carrying out professional practices in an organization.
- **Extra hours:** Additional hours to those specified for the professional practices course.
- **Organization:** Person or legally constituted company capable of contracting obligations and conduct activities with full legal responsibility, to themselves and for third parties, which could be a higher education institution, research center, or public, private or social entity offering professional practices in Mexico or abroad.
- **Professional practices:** Pre-professional experiences in the field, done by students to prepare them for work life.

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- **Professional practice project:** Set of activities developed by students at the facilities of an organization that has a formal liaison with Fundación Universidad de las Américas Puebla. These activities must be directly related to the student's major.
- **Licenciatura or *Bachelor* study program correspondence table:** List of course equivalence between similar study programs offered by Fundación Universidad de las Américas Puebla.
- **University:** Fundación Universidad de las Américas Puebla.

III. Regulations

1. "University" students must carry out "professional practices," as long as these are included in their study program and according to what is indicated in this document.

The students enrolled in the Medical Surgeon licenciatura will carry out their "professional practices" following the ***Internal Regulation of the Licenciatura in Medical Surgeon***. Students of the Licenciatura in Nursing and the Licenciatura in Dental Surgeon will carry out their "professional practices" following the guidelines established by the Health Sciences Academic Department.

2. The Professional Practices Committee will include the head of the Professional Practices Department, the head of the International Affairs Department, and a full-time professor named by the corresponding Dean of each School.

The Committee's faculties are

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- a. To analyze, in conjunction with the corresponding Academic Director, the relevance of the “organizations” and projects proposed by the committee, or by third parties (other “university” areas, students, etc.), to authorize their inclusion in the “professional practices” “organization” list in Mexico.
 - b. Analyze, in conjunction with the corresponding Academic Director, the relevance of the “placement agencies” and “organizations” to offer “professional practices” abroad, in order to authorize their inclusion in the call sent out by the International Affairs Department.
 - c. Authorize or reject “extra hour” accreditation of the “professional practice projects” that do not meet what is indicated in the **Accreditation of Extra Hours for Professional Practices** included in this document.
 - d. Review, recommend modifications, reject, or authorize the performance evaluation and experience rubrics of the students’ “professional practices.”
 - e. Oversee the cases that are presented.
3. Students enrolled in more than one study program from the same school, that are similar according to the “Licenciatura or Bachelor Study Program Correspondence Table,” may validate their “professional practice course,” or the equivalent course contained in the **List of Equivalent Professional Practices Courses (Annex 1)**, according to what is indicated in the **Policy to Enroll in Two Licenciatura or Bachelor Study Programs**.

For study programs from different schools, the student must enroll in each program’s “professional practice course”.

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4. It is the student's responsibility to meet the guidelines established in the ***UDLAP Code of Ethics*** and all other university regulations, as well as those specified by the "organization" and or "placement agency," during their "professional practices."
5. Students may carry out their "professional practices" in "organizations" authorized by the Professional Practices Committee, as long as they have no family relationship with the owner or directors, nor have contact with family members up to second-degree relatives as part of their practices.
6. The student's participation in "professional practice projects" will not establish any work rights or obligations with the "organizations."
7. Students may start their "professional practices" once they have taken and approved at least 120 units.
8. Each "professional practice course" will require at least 96 hours per school term; the hours may be more depending on the number of units defined for each "professional practice course," as required in each academic study program.

The number of "professional practice" hours can be increased for one of the following reasons

- a. When a study program accreditation agency demands a certain number of hours. In this case, extra hours will not be accredited.
- b. If the "professional practice project" requires more than 96 hours. In this case, the extra hours may be accredited.

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- c. In the case of dual programs, the corresponding legal instrument will specify the number of “professional practice” hours that will be carried out. In this case “extra hours” will not be accredited.
9. “Professional practice courses” are made up of “professional practice projects,” classes, follow-up, advising, and feedback from a professor, as well as administrative support from the Department of Professional Practices.
10. Students must register as candidates for “professional practices” on the dates set in the school calendar and according to the following table

Period to register as a candidate	Enrollment period for the course
Spring	Summer I, Summer II, Fall
Fall	Spring

The candidate must register for each “professional practice course,” or its equivalent according to the **List of Equivalent Professional Practices Courses (Annex 1)**.

The student must complete the paperwork and meet the requirements established by the Professional Practices Department for “professional practice projects” done in Mexico. For “professional practice projects” done abroad, the student must do likewise, as indicated by the Department of International Affairs.

11. To begin a “professional practice project,” the student must
- a. Register as a candidate to carry out “professional practices,” as established in section 10.

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b. Enroll in the “professional practice course,” or its equivalent contained on the **List of Equivalent Professional Practices Courses (Annex 1)**, according to their study program and in compliance with the **Academic-Administrative Student Manual**. The registration period must correspond to what is indicated by the student in their registration as candidate.

Otherwise, the student must begin their candidate registration paperwork according to section 10.

12. The Professional Practices Department will not support or accredit “professional practices” not associated with their study program’s course, or its equivalent according to the **List of Equivalent Professional Practices Courses (Annex 1)**. If the student voluntarily does this, they will free the “university” from all liability, assuming the commitments directly with the “organization”.
13. Students who carry out their professional practices in Mexico, and only enroll in the “professional practice course,” must pay the corresponding fee according to what is indicated in the **Academic-Administrative Student Processes Manual**.
14. Students who participate in “professional practice projects” may not use the “university’s” equipment, facilities or resources. This restriction does not apply to students who participate in “professional practice projects” indicated in section 28, subsection “c” of this document.
15. The credit-by-exam modality is not applicable to the “professional practice courses,” or their equivalent according to the **List of Equivalent Professional Practices Courses (Annex 1)**.

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16. "Professional practices" are considered finished when the student
- a. Meets the total "professional practice project" hours agreed upon with the "organization."
 - b. Finishes the "professional practice project" on the date established with the "organization" and specified in the acceptance letter.
 - c. Delivers on time the initial and ending "professional practices" letter, to the Professional Practices Department for those carried out in Mexico, or to the Department of International Affairs for those done abroad.
 - d. Completes the evaluation of their "professional practices" according to the established rubric.
17. Students who do professional practices will be evaluated and graded by their "professional practice course" professor regarding
- a. Performance while carrying out their "professional practice project," based on the established rubric.
 - b. Academic activities required by the study program for this course, as registered before the Secretary of Public Education to obtain the REVOE, which determine the competencies required for the "professional practice project."

When a student disagrees with the grade received, they may request a review from the Committee of Professional Practices, in writing, during the three working days after receiving it. If the Committee of Professional Practices and the professor of the "professional practice course" agree on changing the grade, the professor must carry out the corresponding paperwork according to the ***Academic-Administrative Student Process Manual***.

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18. Students who have a university scholarship and do a “professional practice project” must meet not only the guidelines established in this document but also those that are specific to their scholarship.

19. It is the student’s responsibility to have valid health insurance while carrying out the “professional practice project” and while enrolled in the “university”. They must they have the insurance on the dates established in the school calendar as stipulated by the Department of Insurance and Fixed Assets.

20. The Professional Practices Department will be responsible for managing “professional practices” in Mexico for “university” students. Among their duties they will
 - a. Liaise the “university” with “organizations” that offer “professional practice projects” and guarantee that there is a corresponding legal instrument.
 - b. Make known the “professional practice” process to the student community, every school term.
 - c. Manage the relationship between students and their “professional practices.”
 - d. Request that School Services assign a pending grade (calificación pendiente - CP) to students who finish their professional practices after the grade registration period, according to the **Academic-Administrative Student Process Manual**.
 - e. Request that School Services enroll the student in a “control course” in the school term immediately before, when the “professional practice project” begins before the student enrolls in the “professional practice course”; or, in the school term after, when the “professional practice

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project” ends after the grades for the “professional practice course” are recorded. They will also request that School Services enroll the student in the “control course” when the “professional practice project” is carried out in a term when the “professional practice course” is not offered.

- f. Guarantee that the “organizations” evaluate the student.
 - g. Supervise that the conditions established by the “organization” are met by the students.
 - h. Evaluate the “organizations” to determine their continued offer of “professional practice projects.”
 - i. Request that professors who teach the “professional practice courses,” or equivalent courses in the **List of Equivalent Professional Practices Courses (Annex 1)**, give a report by course where they break down the grade given each student according to section 17. Likewise, they may be asked to give evidence for the grades assigned.
 - j. Provide information for accrediting agencies.
 - k. Authorize the start and end dates for “professional practice projects.”
21. The Department of Professional Practices must give the Academic Directors and professors the information regarding the “professional practice projects” that students enrolled in the “professional practice course,” or its equivalent in the **List of Equivalent Professional Practices Courses (Annex 1)**, carry out both in Mexico and abroad. Also, they must submit the students’ “professional practice projects” performance evaluation.
 22. Professors of “professional practice courses,” or their equivalent according to the **List of Equivalent Professional Practices Courses (Annex 1)**, will

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- a. Guide and support students in developing their “professional practice project.”
 - b. Supervise the “professional practice project” to ensure that it is finished in time and according to the specifications.
 - c. Collaborate directly and periodically with the Department of Professional Practices to inform of any issue related to the student’s “professional practices.”
 - d. Grade the student based on what is stipulated in section 17.
 - e. Report to the Department of Professional Practices a breakdown of the grade given to the student according to section 17.
 - f. Provide the Department of Professional Practices the evidence used to evaluate the courses, when requested.
23. Any situation not foreseen in this policy will be analyzed and authorized by the President or the person they appoint.

Professional Practices Abroad

24. The Department of International Affairs will be in charge of managing “professional practices” abroad for “university” students. Their role includes
- a. To liaise the “university” with “placement agencies” or “organizations” abroad that offer “professional practices” and guarantee that there is a corresponding legal instrument.
 - b. To make known to the student community the process for “professional practices” abroad, each school term.

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- c. Manage the relationship between students and the “placement agencies” or “organizations”.
 - d. Request that School Services enroll the student in a “control course” in the school term immediately before, when the “professional practice project” begins before the student enrolls in the “professional practice course”; or, in the school term after, when the “professional practice project” ends after the grades for the “professional practice course” are recorded. They will also request that School Services enroll the student in the “control course” when the “professional practice project” is carried out in a term when the “professional practice course” is not offered.
 - e. Guarantee that the “organizations” evaluate the student’s performance.
 - f. Supervise that the conditions established by the “placement agency” or “organization” are met by students.
 - g. Evaluate the “placement agency” and “organizations” to determine their continued offer of “professional practice projects” abroad.
 - h. Provide information for accrediting agencies.
 - i. Authorize the start of “professional practices” before the first day of school.
25. Students of the Federal Student Aid program may not carry out “professional practices” abroad.
26. Students who carry out their “professional practices” abroad must pay the international program fee (cuota de programas internacionales - Cuota PI).

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27. It is the students' responsibility to have valid health insurance with international coverage, as specified by the embassy of the host country and the Department of International Affairs, while they do the "professional practice" and are enrolled in the "university's" international program course. Also, they must prove to the Department of International Affairs that they have this insurance by the dates established.

Professional Practice Projects

28. Acceptable "professional practice projects"
- a. Those proposed by the "organizations" that meet what is specified in this document.
 - b. Those defined in conjunction with the "organization" and the "university."
 - c. Those projects of artistic self-management with external collaboration that are exclusively for students enrolled in study programs offered by the Art Department.
 - d. For students who are part of the cultural representative teams, only as indicated in section 31.
29. The "professional practice projects" must meet the following criteria
- a. Comply with the requirements established by the accreditation organizations that the "university" determines.
 - b. Be carried out in "organizations" determined by the Department of Professional Practices for those in Mexico. The Department of International Affairs determines the "organizations" for foreign professional practices.

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- c. Have the authorization of the Department of Professional Practices and the Committee of Professional Practices so they can be offered to students.
 - d. Be done in only one “organization” for each enrolled “professional practices course,” or equivalent course contained in the ***List of Equivalent Professional Practices Courses (Annex 1)***.
 - e. Be done on site and/or virtually in the “organization’s” facilities with the resources provided by it.
 - f. Be supervised and evaluated by a mentor, who is the person assigned by the “organization” to advise and supervise activities while the student develops their “professional practice project.”
30. The professional practice project must clearly indicate
- a. “Organization” that proposes it.
 - b. Project name and objective.
 - c. Start date.
 - d. End date.
 - e. Practice hours.
 - f. Activities to be carried out.
 - g. Working hours for the practice.
 - h. Place where the practice will be carried out.
 - i. Name of the person responsible for the project in the “organization.”

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31. Students enrolled in the study programs offered by the Art Department, and who are part of the cultural representative teams, are the only ones whose participation in said activities will be accredited as “professional practice project,” as long as they are active in the roster authorized by the Department of Cultural Broadcasting, meet what is specified in the ***Regulation of Cultural Representative Teams***, have followed the process indicated in this document on time, and have enrolled in the “professional practice course,” or its equivalent according to the ***List of Equivalent Professional Practices Courses (Annex 1)***.

Accreditation of Extra Hours for Professional Practice Projects

32. The accreditation of “extra hours” for a “professional practice project” will be applied to the next “professional practice course,” or its equivalent according to the ***List of Equivalent Professional Practices Courses (Annex 1)***, if they meet the following requirements
- a. The “extra hours” are equal to or greater than what is stated in section 8.
 - b. The student applies for them during the school term when the “professional practice project” begins, according to the calendar established by the Department of Professional Practices.
 - c. The student has a grade equivalent to good or excellent in the performance evaluation given by the “organization.”
33. If the “extra hours” are accredited, the student must enroll in the “professional practice course,” or its equivalent according to the ***List of Equivalent Professional Practices Courses (Annex 1)***, in the school term immediately following the start of the practice (spring, summer or fall); otherwise the hours will not be accredited.

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If the “professional practice course” is not offered in the following school term, the student must enroll in it once it is offered.

34. The student must comply with the syllabus of the “professional practice course” in which they accredit “extra hours,” paying attention to the indications of the professor, the Department of Professional Practice or the Department of International Affairs, and in accordance to the type of professional practice.
35. The professor of the “professional practice course,” or its equivalent according to the ***List of Equivalent Professional Practices Courses (Annex 1)***, will be responsible for determining the final grade based on what is stated in section 17.

Organizations for Professional Practices

36. The Department of Professional Practices will have legal alliances with national “organizations” so students may carry out “professional practices”. And the Department of International Affairs will be in charge of managing international “organizations” or “placement agencies”.
37. In case the “organization” offers the student benefits (economic, food, transportation, and other), the “university” will not carry out paperwork or mediate the agreement.
38. Students who are enrolled in the Federal Student Aid Program and receive economic payment must inform their Financial Aid Administrator.
39. “Professional practices” will be accredited before the Department of Professional Practices with the documentation issued by the “organization” during their work.

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IV. Transitory Articles

This policy repeals all previous regulations on this subject and enters into effect the day after it is published on the Intranet.

V. Directly Related Documents

POL-003-15 Policy to Enroll in Two Study Programs at the Licenciatura or Bachelor Level

MAN-016-01 Academic-Administrative Process Student Manual

REG-160-02 Internal Regulation for the Licenciatura in Medical Surgeon

REG-208-02 Cultural Representative Team Regulations

UDLAP-02 UDLAP Code of Ethics

VI. Change History

Edition	Change Description	Change Date
1.0	New document	June 2014
2.0	New version with antecedents of document POL-003-16 Policy for Professional Practices	September 2018
2.1	Modification of parts "a" and "b" on the authority of the Professional Practices Committees, indicating that the analysis and evolution of organizations, placement agencies, and projects must be done in conjunction with the corresponding Academic Director. In section 28, the type of professional practices was added for cultural representative teams. In this same regulation, part "c" was complemented indicating that self-management is only for Art Department students. Section 31 was added to indicate that the students of cultural representative teams may fulfill professional practices as part of that activity. In section 32 the authorization of extra hours by part of the Professional Practices Committee was eliminated to indicate that it	August 2019

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	is authorized when the student's performance is evaluated by the organization as good to excellent.	
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VII. Annexes

Annex Number	Annex Title	Code	Editable form?	Published on the Intranet
1.	List of Equivalent Professional Practices Courses	FMT-269-01	NO	YES

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Anexo 1.

Dirección de Prácticas en la Profesión

Lista de Cursos Equivalentes de Prácticas en la Profesión

Planes de estudio anteriores a 2012

- Seminario Profesional
- Prácticas Corporativas
- Prácticas Profesionales
- Estancia Profesional
- Consultoría Industrial
- Electiva Técnica
- Seminario de Prácticas
- Seminario de Prácticas I,II y III
- Seminario de Prácticas Internacionales I, II y III

Planes de estudio 2012

- Evaluación Psicológica
- Prácticas en Psicología Clínica
- Prácticas en Psicología Educativa
- Prácticas en Psicología Organizacional
- Prácticas en la Profesión IV