

Syllabus of the course “Practicum I”

I. IDENTIFICATION

- ✓ **Course name:** Practicum I
- ✓ **Code:** 101229
- ✓ **Degree:** Tourism Degree
- ✓ **Academic course:** 2016-17
- ✓ **Type of subject:** Compulsory
- ✓ **Credits ECTS (hours):** 6 (150)
- ✓ **Teaching period:** Annual
- ✓ **Language of the course:** English
- ✓ **Lecturer:** Melissa Torres

II. PRESENTATION

The practical training is included in the curriculum of the Tourism Degree of the Escola Universitària de Turisme i Direcció Hotelera (EUTDH), and pursues to connect the students with the labour reality of their professional field. The internship is completed with the support and the guidance of the company tutor, who will be responsible for monitoring and ensuring the objectives defined in this subject are effectively achieved by the end of the training period.

The course “Practicum I” will grant 12 university credits ECTS. The students will complete 10 credits, equal to 250 hours of practical training, at a tourism company: travel agencies, hotels, meetings and conventions, tourism promotion Offices, etc. The remaining 2 credits (50 hours) will be granted provided that the student attends the classroom sessions and workshops, such as the opening session of the subject, individual interview with the academic tutor, attendance to workshops and any other events organized by the EUTDH (i.e. Workshop-Trobada Empreses-Escola). Likewise, as part of these 2 credits, the student will have to prepare the Internship memorandum and collect the company tutor assessment.

It should be noted that Practicum I will be continued by Practicum II in the third course of the Tourism Degree, with the common objective of providing the student the initial knowledge and the experience that will enable them to join the labour market after finishing their studies.

III. EDUCATIONAL OBJECTIVES, SPECIFIC COMPETENCIES AND LEARNING OUTCOMES

EDUCATIONAL OBJECTIVES

1. To approach the student to the labour situation of the sector.
2. To broaden and apply the theoretical knowledge on the various topics covered during the degree.
3. To get the experience and the knowledge from a real professional environment.
4. To facilitate the development of professional skills.

SPECIFIC COMPETENCIES AND LEARNING OUTCOMES

CE 12. To apply the information and communication technologies linked to the management, planning and generation of tourist products within the tourist sector.

Learning outcome: CE 12.5 Use the computer programs and communication tools and programs necessary to perform the professional activity.

CE 21. To embed the skills acquired during the internship to the working environment.

III. TRANSVERSAL COMPETENCIES

- CT1. To develop the capacity to learn in an autonomous way.
- CT2. To be able to self-assess the knowledge gained.
- CT4. To manage communication techniques at all levels.
- CT5. To make decisions under uncertain circumstances, as well as to be able to evaluate and foresee the consequences of these decisions at a short, mid and long term.

CT6. To plan, organize and coordinate the team work, generating synergies and implementing empathy.

CT7. Learn to manage the human resources at the tourist organizations.

CT8. To show an ethical behaviour and the capacity to adapt to different intercultural contexts.

CT9. To show an environmentally responsible behaviour.

CT11. To plan and manage activities on the basis of quality and sustainability.

CT12. Client orientation.

CT13. To have business vision, identify the client's necessities and anticipate eventual changes in the environment.

V. SUBJECT AND CONTENT

Training activities	% ECTS	Teaching – Learning Methods	Competencies
Authorized secondment at a company	70%	To join a company or business operating at the tourist sector and learn from doing.	CE12.5, CE21, CT1, CT2, CT4, CT5, CT6, CT7, CT8, CT9, CT11, CT12, CT13
Drafting Internship memorandum	24%	Investigate and get thorough information regarding the company, the business and the sector it operates. Interview key players from different business areas. Summarize the learning process followed during the internship period and self-assess of their performance.	CE12.5, CE21, CT1, CT2, CT4, CT6, CT9, CT11
Assessment	1%	Review and check the internship memorandum	
Supervised tutoring sessions.	5%	Tutoring sessions to follow up the internship and give support in the generation of the internship documentation.	CT2, CT5, CT9
Total	100%		

The practical training consists on 250 hours training at a company of the tourist sector. The content of this subject includes the internship period, the completion of the workshops and

activities related to this subject, and the attendance to various events organized during the year.

At the end of the internship period, the student will need to deliver to the academic tutor the Internship Memorandum, as well as the document filled in by the company tutor with the assessment of the student's performance.

The practical training pursues to know the organization, operation and management of companies of the tourist sector, covering the guest attendance, the organization and promotion of tourist products or services, etc. The EUTDH offer a wide range of partner companies that will collaborate to achieve these learning goals. To this extend, amongst the activities and events the student must complete and attend in order to pass the subject, we highlight the Workshop-Trobada Empreses-Escola that takes place in February each year.

VI. RECOMMENDED BIBLIOGRAPHY

- Mullins, Laurie J., Dossor, Penny (Jun 2013, 5th Edition): Hospitality Management and Organisational Behaviour.
- Knowles, Tim (Feb 1998, 2nd Edition): Hospitality Management: An Introduction.

Additional learning materials in digital formal, as well as links to websites, will be provided via the Virtual Campus.

VII. TEACHING METHODOLOGIES

The course will be taught using three different teaching methodologies:

- a) Learning by doing – practical training at a professional environment, duly monitored and tutored by an expert on the professional field.
- b) Self-assessment and self-analysis of the learning outcomes.
- c) Autonomous work and self-reflection after investigation and interviews with professionals in order to better understand the business, the company's operation and the management of tourist companies.

VIII. ASSESSMENT

The assessment will include:

- a) The company tutor assessment of the student's performance.
- b) The Internship Memorandum elaborated by the student.
- c) The attendance to classroom sessions and workshops, such as the opening session of the subject, individual interview with the academic tutor, and any other events organized by the EUTDH (i.e. Workshop-Trobada Empreses-Escola).
- d) Ongoing assessment based on the control and follow up of the practical training on behalf of the company tutor and the academic tutor of the EUTDH.

In order to pass the subject "Practicum", the student must get the minimum score of 5 either in the Internship Memorandum and the company tutor assessment.

The final score will be calculated as follows:

ACTIVITY	WEIGHTING
Internship Memorandum elaborated by the student	40%
Company tutor assessment of the student's performance	30%
Attendance and participation	30%

IX. MANAGEMENT OF THE STUDENT'S TIME OF DEDICATION

Number of university credits ECTS for the subject = 12.

Number of total dedication hours of the student = 300 hours, out of which 250 hours will be as practical training at a tourist external company.