

**Off-campus Traineeship**

Code: 100216  
ECTS Credits: 6

Degree	Type	Year	Semester
2500245 English Studies	OT	3	0
2500245 English Studies	OT	4	0

**Contact**

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**Use of languages**

Principal working language: english (eng)  
Some groups entirely in English: Yes  
Some groups entirely in Catalan: No  
Some groups entirely in Spanish: No

**Prerequisites**

Students wishing to enrol in the practicum must complete a preinscription with the faculty. Details concerning the preinscription will be available on the faculty website.

The student must have passed all first year subjects, and obtained a total number of 120 credits from their first three years of study.

The student must be enrolled in the course before starting work with the collaborating institution.

The timetable for carrying out the internship must be compatible with the student's academic and training timetables in the University. The programme of internship activities will be laid down according to the characteristics and availability of the collaborating institution.

Since students enrolled in the internship will have obtained credits in basic training and mandatory second and third year subjects, it is expected that they will express themselves correctly both orally and in writing.

A level of English equivalent to C1, (Common European Framework of Reference for Languages: Learning, Teaching, Assessment), is required. Students will be able to understand a wide range of longer texts, and recognize implicit meaning; express themselves fluently and spontaneously without excessive searching for words or expressions; use language flexibly and effectively for social, academic and professional purposes; produce clear, well-structured, detailed text on complex subjects, showing controlled use of organizational patterns, connectors and cohesive devices.

**Objectives and Contextualisation**

The internships are offered during the third and fourth year of the degree.

Completion of the internship guarantees that the student will:

- Make contact with an interesting professional area during his/her training period
- Acquire a knowledge of tasks related to this field
- Develop professional competence in a field related to studies undertaken during the degree.

## **Skills**

### **English Studies**

- Develop critical thinking and reasoning and knowing how to communicate effectively both in your mother tongue and in other languages.
- Effectively working individually or in teams in multicultural and interdisciplinary environments in English and other languages, applying values of a culture of peace, and the characteristic democratic values of a degree in a foreign language that trains the student for intercultural communication.
- Executing in oral and written form a flexible and effective use of the English language with academic, professional and social purposes.
- Students can apply the knowledge to their own work or vocation in a professional manner and have the powers generally demonstrated by preparing and defending arguments and solving problems within their area of study.
- Using the acquired knowledge in order to solve problems related to any professional activity in the field of the English language, specially to the teaching.
- Utilising new technologies in order to capture and organise information in English and other languages, and applying it to the personal continued training and to the problem-solving in the professional or research activity.
- Working in an autonomous and responsible way in a professional or research environment in English or other languages, in order to accomplish the previously set objectives.

## **Learning outcomes**

1. Apply the knowledge and competences acquired in the professional and academic activities related to literature, history and culture.
2. Applying the acquired knowledge about intercultural communication to the work in multicultural and interdisciplinary environments in English.
3. Applying the acquired knowledge and competences to professional and academic activities related to linguistics.
4. Applying the acquired knowledge to real professional situations that require a use of English.
5. Applying the acquired methodologies of work planning to work in an environment in the English language.
6. Applying the information in English that is available on the Internet, in databases, etc. to the work and/or research environments.
7. Locating and organising relevant information in English that is available on the Internet, in databases, etc.
8. Students must be capable of comprehending advanced academic or professional texts in their own language or the another acquired in the degree.
9. Students must be capable of precisely arguing ideas and opinions in their own language or another acquired in the degree.
10. Using the English language with the appropriate expression (correctness, fluency, pronunciation, communicative strategies) in formal (presentations, debates, formal interactions) and informal contexts (conversation), with a C2 level.

## **Content**

Specific educational cooperation agreements will be signed by each student enrolled, the collaborating institution, and the UAB, in order to establish the regulatory framework under which the internship can be carried out.

The regulatory framework for internships includes two different modes:

1. An internship signed by an external collaborating partner and UAB. The UAB will sign as many specific agreements as there are students enrolled in this mode.
2. Internships within the ambit of the UAB, related to research projects within the departments offering the relevant degree programme. In this case, the internship will be established by signing a work experience agreement with the UAB, which specifies conditions, according to an official model.

In both cases it is required that the student takes out an insurance policy covering civil responsibility and liability, given that the standard student insurance is insufficient. In order to validate this complementary policy contracted by the UAB, the student must pay a fee at the time of enrollment (estimated price: €5).

## Methodology

The specific training offered depends on the professional activity of the collaborating institution.

In the same way, the results of learning will vary depending on the specific skills acquired during the practicum.

## Activities

Title	Hours	ECTS	Learning outcomes
<b>Type: Directed</b>			
Training for workplace insertion	7.5	0.3	4
Tutorials with Internship Coordinator	10	0.4	9
<b>Type: Supervised</b>			
Internship tasks within the collaborating institution	125	5	5, 2, 4, 3, 1, 6, 9, 8, 7, 10
<b>Type: Autonomous</b>			
Preparation of final report	7.5	0.3	5, 2, 6, 9, 8, 7

## Evaluation

Learning outcomes assessed in the final report may vary depending on the professional skills required by the company / institution / centre that offers the internship.

At the end of the internship the following reports will be presented to the academic tutor in the relevant field of study:

The tutor in the collaborating institution will issue a final report, showing the number of hours completed, with relation to the generic and specific competences which appear in the training project, within a maximum period of 15 days, following the model established

Students will prepare a final report with an assessment of tasks completed and their relation to knowledge and skills acquired in their university studies. The student must hand in this report as a prerequisite for the final evaluation. Dates for delivery of this report are: 02/02/2018 for first semester internships, 29/06/2018 for second semester internships.

The academic tutor in the relevant field of study will evaluate the internship and fill in the relevant evaluation report.

Students who complete less than 10% of contact hours with the collaborating institution will be marked as "No evaluable". Students who complete more than 10% but fail to complete the hours specified in the agreement, or are evaluated negatively, will be marked as "Suspès" (Fail). The "Matrícula d'Honor" grade will be awarded at the discretion of the Coordinator of "Pràctiques Externes", from among those students achieving 9 or above, and following the percentage established by the general regulations (Article 116.6).

Internships cannot be re-evaluated.

## Evaluation activities

Title	Weighting	Hours	ECTS	Learning outcomes
Student's Final Report	30%	0	0	5, 2, 4, 3, 1, 6, 9, 8, 7, 10
Tutorial meetings	10%	0	0	10
Tutor's Final Report	60%	0	0	5, 2, 4, 6, 9, 8, 7

## Bibliography

Any relevant bibliography will be provided by the internship tutors according to the tasks the student is expected to perform.