

Traineeship

Code: 101521
ECTS Credits: 12

Degree	Type	Year	Semester
2500244 East Asian Studies	OT	4	A

Contact

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Use of Languages

Principal working language: spanish (spa)
Some groups entirely in English: No
Some groups entirely in Catalan: No
Some groups entirely in Spanish: Yes

Other comments on languages

The company or organisations placement offer will specify the working languages.

Teachers

Irene Masdeu Torruella

Prerequisites

- Commitment to the group
- Recognition and respect the diversity and plurality of ideas, persons and situations
- Interpersonal skills
- Flexibility and ability to adapt to new situations
- Ethical commitment
- Willingness to abide by a professional code of conduct.
- Commitment to ensure the quality of one's own work.

Objectives and Contextualisation

The objective of this course is to enable students to use and complement knowledge acquired during their academic training regarding the East Asian world, boosting the acquisition of competences and preparing them for professional activities, enhancing their employability and encouraging their entrepreneurial ability.

At the end of the course, the student will be able to:

- Participate in group work
- Make commitments regarding the group
- Analyse situations and tasks
- Look for and value relevant information before judging

- Recognise cultural diversity
- Abide by a professional code of conduct
- Ensure the quality of one's own work.

Competences

- Carrying out a practical work in an international, multilingual and multicultural context.
- Designing and managing projects.
- Developing critical thinking and reasoning and communicating them effectively both in your own and other languages.
- Developing self-learning strategies.
- Ensuring the quality of one's own work.
- Following the characteristic code of ethics of the professional practice.
- Having interpersonal skills.
- Knowing and using the information and communication technology resources (ICT) in order to collect, produce, analyse and present information related to the East Asian Studies.
- Knowing the demands and requests of the market labour and making the most of the corresponding continued training offer and other channels of self-formation.
- Producing innovative and competitive proposals in research and professional activity.
- Promoting the sustainable development.
- Respecting the diversity and plurality of ideas, people and situations.
- Respecting the gender equality.
- Solving conflict situations.
- Solving problems of intercultural communication.
- Students must be flexible and capable of adapting to new circumstances.
- Working in interdisciplinary and intercultural groups.
- Working in teams in an international, multilingual and multicultural context.

Learning Outcomes

1. Carrying out a practical work in an international, multilingual and multicultural context.
2. Designing and managing projects.
3. Developing critical thinking and reasoning and communicating them effectively both in your own and other languages.
4. Developing self-learning strategies.
5. Ensuring the quality of one's own work.
6. Following the characteristic code of ethics of the professional practice.
7. Having interpersonal skills.
8. Knowing the demands and requests of the market labour and making the most of the corresponding continued training offer and other channels of self-formation.
9. Producing innovative and competitive proposals in research and professional activity.
10. Promoting the sustainable development.
11. Respecting the diversity and plurality of ideas, people and situations.
12. Respecting the gender equality.
13. Solving conflict situations.
14. Students must be flexible and capable of adapting to new circumstances.
15. Use computer programmes for specific objectives.
16. Use specific search engines.
17. Working in interdisciplinary and intercultural groups.
18. Working in teams in an international, multilingual and multicultural context.

Content

- Solving problems related to the exercise of intercultural communication and/or mediation.

- Performing tasks and projects related to the administration and management of companies in East Asia from East Asia.
- Performing tasks related to translation and interpreting.
- Performing administration and management tasks.
- Solving problems related to interlinguistic and intercultural communication and/or intercultural mediation.

Methodology

The external internship course includes 1 credit of "Professional Orientation"- mainly supervised-and 11 credits of "External Practicum" in an entity, which means a total of 200 hours working in situ for the company/organisation or online work, depending on the position's requirements.

Methodologies:

- Problem solving
- Carrying out the task
- Case studies
- Cooperative learning techniques
- Master classes

There will be continuous tutoring at the Faculty of Translation and Interpreting (internal tutor), and at the entity where the student does the practicum (external tutor).

More information is available on the subject website:

<<https://www.uab.cat/web/study/ba-degrees/academic-information/internship/internship-east-asian-studies-degree>

Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Professional orientation in the East Asian field	9	0.36	6, 8, 14, 7, 18, 17
Projects and tasks related to the management of East Asian or East Asia-related companies	26	1.04	6, 8, 4, 3, 2, 1, 13, 11, 12, 14, 7, 18, 17, 16, 15, 5
Type: Supervised			
Solving problems of intercultural communication and/or mediation	25	1	6, 8, 3, 1, 13, 11, 12, 14, 7, 18, 17
Type: Autonomous			
Administrative and management tasks	132	5.28	6, 8, 4, 3, 2, 1, 9, 13, 11, 14, 7, 18, 16, 15, 5
Solving problems of intercultural communication and/or mediation	60	2.4	6, 8, 3, 2, 1, 9, 10, 13, 11, 12, 14, 7, 18, 17, 5
Tasks related to translation and interpreting	35	1.4	6, 8, 4, 3, 1, 12, 14, 7, 18, 5

Assessment

Assessment of the internship will consist of the following:

- 1) 200 hours of work practice in a company/organisation.
- 2) Final summary report to be submitted once the internship period has finished.
- 3) Professional folder to be submitted once the internship period has finished.
- 4) Attendance of the professional orientation sessions and submission of the questionnaires

Final summary report

The form for submitting the final summary report will be found on the internship website: <
<https://www.uab.cat/web/study/ba-degrees/academic-information/internship/internship-east-asian-studies-degree>
>.

The final summary report must include:

- Specific and detailed description of the tasks carried out and the department of the entity to which the student has been assigned.
- Assessment of tasks performed by applying the knowledge and competences acquired during the student's university studies.
- Explanation of problems and how the student has solved them.
- Identification of the internship's contribution to the student's learning trajectory.
- Global assessment of the practicum and suggestions for improvement.

In order to pass this subject, it is compulsory to attend the professional orientation sessions and to submit the final summary report.

Professional folder

The student must send the professional folder in pdf. format to his/her internal tutor. The professional folder must include the following documents:

- Cover letter.
- Curriculum vitae.
- Selection and comments on some samples of the tasks carried out during the internship that demonstrate competence in the area of East Asia. Permission must be requested from the company or entity to include these samples in the professional folder and, if necessary, any confidential data must be concealed.
- Fictitious invoice and fees table.

For further details, see the document "Professional folder" on the course webpage indicated above.

Professional orientation sessions

During the year, several professional orientation sessions will be organised. The students must attend the obligatory professional sessions, which will be previously announced by e-mail, and will take place on Wednesdays (13:00-14:30), when other classes are not scheduled. The student must submit within one week a summary-valuation of a minimum of 10 lines. Summaries from students who did not attend the sessions will not be accepted.

Missed/failed assessment activities

Given the characteristics of this subject, it is not possible to retake it in the same academic year, as "assessment linked to an academic and/or professional task of a semester or annual duration is excluded from the

application" (FTI Regulation on retaking assessment activities in the case of a NOT PRESENTED or a FAIL, Point E.1, approved by Faculty Board of June 9, 2010).

Review

When publishing final marks prior to recording them on students' transcripts, the lecturer will provide written notification of a date and time for reviewing assessment activities. Students must arrange reviews in agreement with the lecturer.

Misconduct in assessment activities

Students who engage in misconduct (plagiarism, copying, personation or identity theft, etc.) in an assessment activity will receive a mark of "0" for the activity in question. In the case of misconduct in more than one assessment activity, the students involved will be given a final mark of "0" for the subject.

IMPORTANT: The above information on assessment, assessment activities and their weighting is merely a guide. The subject's lecturer will provide full information when teaching begins.

More information:

<https://www.uab.cat/web/estudiar/grau/informacio-academica/avaluacio/en-que-consisteix-l-avaluacio-134566217>

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Assessment of the tasks carried out in the company or organisation (external tutor report)	65% (summation)	2	0.08	6, 8, 4, 3, 2, 1, 10, 13, 11, 12, 14, 7, 18, 17, 16, 15, 5
Attendance to the professional orientation sessions and submission of the questionnaires	10%	9	0.36	8, 4, 9
Professional folder (internal tutor report)	25%	2	0.08	6, 8, 4, 3, 2, 1, 9, 10, 13, 11, 12, 14, 7, 18, 17, 16, 15, 5

Bibliography

The student will receive from each entity or tutor the necessary bibliography to carry out the assigned tasks.