

External Work Experience

Code: 43181
ECTS Credits: 10

Degree	Type	Year	Semester
4312208 Archival and Records Management	OB	2	2

Contact

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Use of Languages

Principal working language: catalan (cat)

Prerequisites

In addition to the knowledge of the theoretical body of archiving and document management, it is necessary to gain first hand experience in archive institutions in order to become acquainted with the practical reality of the profession, carrying out support tasks to the technicians of the companies / archive institutions. The practices, with a minimum duration of 150 hours, can be done in various public and private institutions, and allow the implementation of theoretical knowledge from real cases both in the field of public administration and private companies. Furthermore, the module aims to provide students with specific training that allows them to know the job market, opportunities for professional incorporation and research in archiving and records management.

Objectives and Contextualisation

- Developing the practical application of the methodology and tools of archiving and document management.
- Understanding the operation and the organizational and operational characteristics of public administrations and companies.
- Understanding the labour market.
- Understanding the collectives of professionals in archiving and document management.
- Understanding the resources for job applications.
- Understanding the resources for the development of research projects in archiving and document management.

Competences

- Adapt to new situations, showing leadership and initiative abilities.
- Analyse, synthesise, organise and plan management environments and actions.
- Argue critically and demonstrate ethical and social commitment to and respect for diversity and multiculturalism.
- Carry out team work in interdisciplinary ways.
- Communicate and justify conclusions clearly and unambiguously to both specialist and non-specialist audiences.
- Communicate knowledge orally and in writing.
- Continue the learning process, to a large extent autonomously.
- Generate innovative and competitive proposals.
- Integrate knowledge and skills in praxis and in carrying out an academic or professional task in the area of archiving and document management.

- Integrate knowledge and use it to make judgements in complex situations, with incomplete information, while keeping in mind social and ethical responsibilities.
- Recognise the conditions and forms of access to the labour market and professional practice.
- Update and recycle knowledge through continuous training.
- Work independently, solving problems and making decisions.

Learning Outcomes

1. Adapt to new situations, showing leadership and initiative abilities.
2. Analyse, synthesise, organise and plan management environments and actions.
3. Argue critically and demonstrate ethical and social commitment to and respect for diversity and multiculturalism.
4. Carry out team work in interdisciplinary ways.
5. Communicate and justify conclusions clearly and unambiguously to both specialist and non-specialist audiences.
6. Communicate knowledge orally and in writing.
7. Continue the learning process, to a large extent autonomously.
8. Decide on distinct professional options offered by the labour market.
9. Generate innovative and competitive proposals.
10. Identify mechanisms of access to professional practice in the private sector.
11. Identify mechanisms of access to public function.
12. Identify mechanisms of self-employment.
13. In a professional manner, apply knowledge acquired through carrying out work and implementing projects in archival and document management.
14. Integrate knowledge and use it to make judgements in complex situations, with incomplete information, while keeping in mind social and ethical responsibilities.
15. Plan and develop presentation and communication strategies for personal professional skills.
16. Recognise the distinct professional sectors.
17. Resolve solvent the problems posed in the professional environment.
18. Update and recycle knowledge through continuous training.
19. Work independently, solving problems and making decisions.

Content

1. External practices

Performing minimum 150 hours of internships at an archive institution under the tutorship of the person in charge and of the coordinator of practices of the ESAGED.

2. Seminars

- Archive research and information resources
- Research and innovation projects in archives of the Department of Culture
- Resources for entrepreneurship
- Training specialized in archiving and professional associations.
- Work as archivist at international institutions. How to do it
- Professional experiences in companies
- How to prepare and present the research work (I and II)

Methodology

The module is carried out from compulsory external practices to a archive center (minimum 150 hours). Apart from the practices, the students must participate in the sessions of the organized seminars that deal with aspects related to research and professional incorporations in archives, with specialists in the subject.

Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
External practices	200	8	18, 1, 2, 13, 6, 9, 12, 15, 14, 5, 7, 3, 16, 17, 19, 4
Seminars	25	1	8, 10, 11, 12, 15, 14, 5, 7, 16
Work outside the classroom (summary of practices)	10	0.4	13, 6, 12, 15, 5, 7, 16, 17, 19

Assessment

The evaluation system consists of three elements. Firstly, the interventions carried out in the seminars on research and professional insertion in archive. Secondly, the report issued by the practices tutor of the institution where they are carried out. Finally, the individual report-summary of the practices undertaken by each student.

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Report of the tutor of external practices	35%	2	0.08	13, 8, 10, 11, 12, 15, 16, 17
Report on the practices carried out	50%	10	0.4	18, 1, 2, 13, 6, 8, 9, 10, 11, 12, 15, 14, 5, 7, 3, 16, 17, 19, 4
Seminars participation	15%	3	0.12	13, 8, 10, 11, 12, 15, 16, 17

Bibliography

This module has no related bibliography.