

Work Placement

Code: 101521
ECTS Credits: 12

Degree	Type	Year	Semester
2500244 East Asian Studies	OT	4	0

The proposed teaching and assessment methodology that appear in the guide may be subject to changes as a result of the restrictions to face-to-face class attendance imposed by the health authorities.

Contact

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Use of Languages

Principal working language: catalan (cat)
Some groups entirely in English: No
Some groups entirely in Catalan: Yes
Some groups entirely in Spanish: No

Other comments on languages

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

Teachers

Makiko Fukuda

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

"Pràctiques Externes" (Internship) is an annual 12 ECTS-credit optional subject offered in the fourth (final) year of the BA in East Asian Studies. It is regulated by this course programme.

This internship is offered as part of the undergraduate degree syllabus and, as such, is a curricular activity which involves students working on tasks related to any aspect of their East Asian Studies programme in either companies/organisations off campus, or UAB campus institutions/departments. These internship positions are not remunerated.

This subject comprises a total of 300 hours, 200 of which the student works *in situ* for the company/organisation or centre - some internships offer students the option to work online. The remaining 100 hours are set aside for two purposes. First, for scheduled information and professional orientation sessions at the Faculty or by video conference - the Internships Coordinator will inform students in due time of where and when. Second, these hours also cover autonomous work by the student such as writing up their professional folder and final summary report, which must both be completed at the end of the internship.

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-degre>

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

The student is expected to accomplish the following:

- 1) 200 hours of work practice in a company/organisation (*in situ* or online). Assessed by the external tutor via a report (web form). 65% of the total grade.
- 2) Final summary report (web form) to be submitted once the internship period has finished. Assessed by the subject coordinator. 2% of the total grade.
- 3) Professional folder to be submitted once the internship period has finished. Assessed by the internal tutor via a report (web form). 25% of the total grade.
- 4) Summaries or appraisals of the professional orientation sessions organized by the subject coordinator or the vice dean in Internships and Professional Growth. Assessed by the subject coordinator. 8% of the total grade.

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>
>.

Through multiple choice questions and some text fields, the student is asked for a brief description and assessment of the tasks performed during the internship, the entity or company where he has carried them out and other aspects related to the development of the subject and the skills acquired.

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.
- 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, mostly face-to-face or video lectures given by employment guidance experts (employment guidance in general or focused on East Asian Studies). These lectures 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 to the subject coordinator (by the channel the coordinator determines) a free writing summary-valuation of every session (minimum 10 lines). Summaries from students who did not attend the sessions will not be accepted, reason why attendance control will be carried out.

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
Final report (assessment by subject coordinator)	2%	2	0.08	3
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
Summaries or appraisals of the professional orientation sessions (assessment by subject coordinator)	8%	7	0.28	8, 4, 9

Bibliography

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