

**Practical Training**

Code: 102155  
ECTS Credits: 18

Degree	Type	Year	Semester
2501232 Business and Information Technology	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: No  
Some groups entirely in Spanish: No

**Teachers**

Daniel Blabia Girau  
Ramon Bosch Dalmau  
Josep Maria Gallart Gonzalez Palacio  
Sergio Espluga Campabadal  
Carme Casablanças Segura

**Prerequisites**

Following the academic normative of the UAB, students must fulfil two requirements to enrol the Internship course (article 134.5, requirements to enroll the fourth course of a degree):

- To have passed all subjects of the first year, and
- To have been awarded at least 120 ECTS in subjects of the first three years

Furthermore, the students should subscribe for accidents and civil liability insurance, prior to the signature of the internship agreement. It is recommended to do it at the same time as the tuition.

**Recommendations**

Students should consider the enrolment in this course only if it is their final year and would be able to graduate at the end of the academic year.

**Objectives and Contextualisation**

Internships are worksite experiences during which students - with guidance and supervision at the work place, as well as with an academic tutor - complete a planned series of activities or project(s) designed to give a broad understanding of a business occupational area.

Thus, internships aim to two interrelated objectives:

1. Implement and test the knowledge and skills achieved by students during the Degree
2. Facilitate a first contact with employers and the professional and business world linked to the IT area.

## Competences

- Analysing, diagnosing, supporting and taking decisions in terms of organisational structure and business management.
- Demonstrating a comprehension of protocols, techniques and methods of research of the scientific work.
- Demonstrating a comprehension of the business information systems, taking into account their three specific dimensions (informational, technological and organisational) and being active in the specification, design and implementation of said systems.
- Demonstrating a comprehension of the ethical values of the professional practice, especially in relation to the processing of information.
- Demonstrating a comprehension of the principles, structure, organisation and inner workings of companies and organisations.
- Developing in an effective way the analysis and design techniques and methodologies of information systems in a business environment.
- Developing self-learning strategies.
- Identifying, analysing and solving complex problems and situations related to company organisations.
- Producing innovative and competitive proposals in research and professional activity.

## Learning Outcomes

1. Analysing the internal organisation processes related to the activities of the company.
2. Applying the acquired knowledge to the identification, analysis and resolution of problems or complex situations in the company that appear during the student's stay.
3. Assessing the decisions regarding the organisational structure within the framework of the company or organisation where the practicum takes place.
4. Demonstrating a comprehension of protocols, techniques and methods of research of the scientific work.
5. Demonstrating an active attitude in the processes of specification, design, and implementation of information systems.
6. Developing self-learning strategies.
7. Fulfilling the ethical principles in the professional practice.
8. Producing innovative and competitive proposals in research and professional activity.
9. Students must apply the techniques and methodologies of analysis and design of systems in the projects they participate.

## Content

To be able to formalize an internship, the organization offering it should have signed a previous agreement to that end.

Internship content varies according to the specific proposal of the organization receiving the student and should be previously accepted by the degree coordinator. To guarantee the suitability of the internship regarding its content, the following information should be provided prior acceptance:

- Organization and Unit in which the internship will be completed
- Internship aim and scope
- Expected competencies and learning outcomes that the student should have acquired at the end of the internship
- Summary of the planned activities
- Detailed tasks that should be performed by the student during the internship
- Supervisor at the workplace and guidance plan

At the end of the internship the student should be able to write a report relating the content of the internship with the knowledge and skills acquired during the degree, together with a well-argued consideration on the role played by the internship in their learning process.

## Methodology

Upon the agreement in a given internship, a specific collaboration contract must be signed between the various parties (organization, university and student). The agreement will specify the names of the two tutors guiding and supervising the student during the internship: a tutor appointed by the organization and a second one, the academic tutor.

During the internship the student must regularly contact his/her academic tutor and at least three meetings should be scheduled:

1. An initial meeting, to be held between the first and third week of the internship
2. An intermediate one, once the student has submitted his/her initial report
3. A final meeting at the end of the internship

As a good practice, students should maintain a record of the activities carried out during the internship and periodically refer them to the academic tutor. It would also constitute a good basis for preparing the final report on the internship

## Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Assignment and following-up meetings	3	0.12	1, 2, 9, 5, 3
Preliminar Internship orientation session	1	0.04	7, 6
Type: Supervised			
Internship and seminars/specific training	430	17.2	1, 2, 9, 7, 4, 5, 6, 8, 3
Type: Autonomous			
Drafting of the both the initial and the intership final reports	15	0.6	1, 2, 9, 7, 4, 5, 6, 8, 3

## Assessment

The assessment combines the following evidences:

- The report from the tutor appointed by the organization (20%)
- The report from the academic tutor (20%)
- The internship final report drafted and handed-out by the student (60%).

Students must hand-in their final and intermediate reports in time and with due form (including the e-signature of the student) to be able to be graded. Any student failing to do so will be graded as "non-evaluable".

Within "Camus Virtual" a specific page for the Internship will be maintained. Models of the different reports, as well as a guide related to the preparation of the internship final report, can be obtained. A rubric used by all academic tutors to assess this last report is also available.

The final grade will be determined by the academic tutor based on the marks of the various reports.

## Grade revision process

After all grading activities have ended students will be informed of the date and way in which the course grades will be published. Students will be also be informed of the procedure, place, date and time of grade revision following University regulations.

## Irregularities in evaluation activities

*In spite of other disciplinary measures deemed appropriate, and in accordance with current academic regulations, "whenever a student makes any irregularity that could lead to a significant variation in the grade of an evaluation activity, it will be graded with a 0, regardless of the disciplinary process that can be instructed. In case of occurrence of various irregularities in the evaluation of the same subject, the final grade of this subject will be 0".* Section 10 of Article 116. Results of the evaluation. (UAB Academic Regulations).

## Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Handing-in and defense (if deemed necessary) of the student's internship report	60%	1	0.04	1, 2, 9, 7, 4, 5, 6, 8, 3
Report issued by the academic tutor	20%	0	0	2, 7, 4, 6, 8
Report issued by the tutor appointed by the organization	20%	0	0	2, 9, 7, 5, 6, 8

## Bibliography

References are deemed non necessary for this course