

External Practicum

Code: 101456
ECTS Credits: 6

Degree	Type	Year	Semester
2500249 Translation and Interpreting	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.

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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 vacancies offered by the collaborating company or entity specify the languages or language combinations with which the student will work.

Prerequisites

Students must have prior knowledge about:

- Areas of employability of the translator and interpreter.
- Ethical aspects.
- The translation and interpreting labour market: translation and interpreting services, related tasks.
- Professional management: tariffs, budgeting, invoicing and taxation.
- Associationism: associations of translators and interpreters, virtual communities of translators and professional interpreters.

Objectives and Contextualisation

The purpose of this subject is to enable students to apply and complement the knowledge acquired in their academic training in relation to the world of translation and interpreting, favouring the acquisition of skills to prepare them for the exercise of professional activities, facilitate their employability and foster their entrepreneurial capacity.

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

- Demonstrate knowledge of the functioning of the translation and interpreting labour market.
- Manage problems related to the practice of the profession of translator and interpreter.
- To professionally apply knowledge in the fields of translation and interpreting.

Competences

- Learning in a strategic, independent and continuous manner.
- Mastering the professional aspects of interpretation.
- Mastering the professional aspects of translation.
- Reasoning in a critical way.
- Working effectively in teams.

Learning Outcomes

1. Handling problems related to the practice of the profession of translator: Handling problems related to the practice of the profession of translator.
2. Learning in a strategic, independent and continuous manner: Learning in a strategic, independent and continuous manner.
3. Managing problems related to the practice of the profession of interpreter: Managing problems related to the practice of the profession of interpreter.
4. Reasoning in a critical way: Reasoning in a critical way.
5. Students must demonstrate they know the functioning of the interpretation labour market: Students must demonstrate they know the functioning of the interpretation labour market.
6. Students must demonstrate they know the functioning of the translation labour market: Students must demonstrate they know the functioning of the translation labour market.
7. Working effectively in teams: Working effectively in teams.

Content

Application of acquired knowledge about:

- Areas of employability of the translator and interpreter.
- Translation and interpreting work tasks; translation and interpreting services; market structure.
- Professional management: tariffs, budgeting, invoicing and taxation.
- Associations: associations of translators and interpreters, virtual communities of translators and professional interpreters.
- Ethical aspects.

Methodology

"Pràctiques Externes" (Internship) is a one-semester 6 ECTS-credit optional subject identified with code 101456 and offered in the fourth (final) year of the BA in Translation and Interpreting. It is regulated by this course programme.

You can register for "Pràctiques Externes" during either the first semester (group 1), second semester (group 2) or during the summer (group 3).

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 translation, interpreting or other language mediation/training modalities in either companies/organisations off campus, or UAB campus institutions/departments. These internship positions are not remunerated.

This subject comprises a total of 150 hours, 100 of which the student works *in situ* for the company/organisation or centre - some internships offer students the option to work online. The remaining 50 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.
- Carrying out the project.
- Case studies.
- Cooperative learning techniques.
- Master classes.

There will be continuous tutoring at the Faculty of Translation and Interpreting (internal tutor), and at the company/organisation 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-translation-and-interpreti>

Annotation: Within the schedule set by the centre or degree programme, 15 minutes of one class will be reserved for students to evaluate their lecturers and their courses or modules through questionnaires.

Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Briefings and other career guidance activities	13	0.52	2, 5, 6, 3, 1, 4, 7
Type: Supervised			
Carrying out translation and interpreting tasks and projects	13	0.52	2, 5, 6, 3, 1, 4, 7
Solving problems related to translation and interpretation	9.5	0.38	2, 5, 6, 3, 1, 4, 7
Type: Autonomous			
Carrying out translation and interpreting tasks and projects	75	3	2, 5, 6, 3, 1, 4, 7
Solving problems related to the translation and interpretation exercise	30	1.2	2, 5, 6, 3, 1, 4, 7

Assessment

The student is expected to accomplish the following:

1) 100 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-translation-and-interpreti>

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 company/organisation where s/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, which will indicate the level of mastery of the specific competencies in the field of translation or interpretation and the general competencies requested by the market: orientation towards the customer, planning and organization, leadership, organizational commitment, negotiation, decision-making, self-control, self-confidence, flexibility and adaptability, innovation and creativity, initiative and optimism, conflict resolution, stress resistance, responsibility, ability to learn, motivation to improve, persistence, pursuit of excellence, communication skills, teamwork and cooperation.
- Curriculum vitae.
- Selection and comments on some samples or excerpts of the translations or interpretations done during the internship that demonstrate competence in this area. Permission must be requested from the company/organisation 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 translation, interpretation and/or linguistic mediation). 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
Continuative assessment of the tasks carried out in the company or organisation (external tutor report)	65%	2.5	0.1	2, 5, 6, 3, 1, 4, 7
Final report (assessment by subject coordinator)	2%	0.5	0.02	5, 6, 4
Professional folder (internal tutor report)	25%	5	0.2	2, 5, 6, 3, 1, 4, 7
Summaries or appraisals of the professional orientation sessions (assessment by subject coordinator)	8%	1.5	0.06	2, 5, 6, 3, 1, 4

Bibliography

Each company/organisation or tutor will provide the student with the necessary bibliography to carry out the tasks assigned to them.

Software

The use of specific software that requires prior knowledge and experience must be stated within the company/organisation's internship offer.