

Internship

Code: 103962
ECTS Credits: 18

Degree	Type	Year	Semester
2501572 Business Administration and Management	OT	4	0
2501573 Economics	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: english (eng)
Some groups entirely in English: Yes
Some groups entirely in Catalan: Yes
Some groups entirely in Spanish: Yes

Teachers

Félix Pedrosa Negrete

Prerequisites

This subject is only available for students enrolled in ECONOMICS and ADE in English degrees or ADE+LAW double degree.

ECONOMICS and ADE in English

The requirements to be eligible for an *internship position* are the following:

1. To be enrolled in ADE or ECONOMICS degrees in English
1. To have passed all the first year courses.
2. To have passed at least 150 ECTS of the degree.
4. To have a Grade Point Average (GPA) higher than 5.

ADE+LAW double degree

The requirements to be eligible for an *internship position* are the following:

1. To be enrolled in the double degree of ADE + LAW.
2. To have passed at least 279 ECTS of the first 4 years.

Objectives and Contextualisation

The subject has two main objectives:

1. To put into practice the theoretical knowledge acquired in the different courses followed during the degree in order to enhance the academic training of the student.

2. To provide students with a first direct approach to the professional and business world, which will allow them to identify the professional profile that is most suited to the skills and competences acquired during their academic training.

Competences

Business Administration and Management

- Act with ethical responsibility and respect for fundamental rights and duties, diversity and democratic values.
- Capacity for oral and written communication in Catalan, Spanish and English, which enables synthesis and oral and written presentation of the work carried out.
- Demonstrate a capacity for integration within a work environment and apply the skills and competencies acquired during the degree course.
- Demonstrate initiative and work individually when the situation requires it.
- Organise the work in terms of good time management, organisation and planning.
- Select and generate the information necessary for each problem, analyse it and take decisions based on that information.
- Students must be capable of communicating information, ideas, problems and solutions to both specialised and non-specialised audiences.
- Take account of social, economic and environmental impacts when operating within one's own area of knowledge.
- Work well in a team, being able to argue proposals and validate or reject the arguments of others in a reasoned manner.

Economics

- Demonstrate a capacity for integration within a work environment and apply the skills and competencies acquired during the degree course.
- Demonstrate initiative and work individually when the situation requires it.
- Organise the work in terms of good time management, organisation and planning.
- Select and generate the information necessary for each problem, analyse it and take decisions based on that information.
- Show motivation for carrying out quality work and sensitivity to the consequences for the environment and society.
- Value ethical commitment in professional practice.
- Work well in a team, being able to argue proposals and validate or reject the arguments of others in a reasoned manner.

Learning Outcomes

1. A capacity of oral and written communication in Catalan, Spanish and English, which allows them to summarise and present the work conducted both orally and in writing.
2. Assess ethical commitment in professional activity.
3. Demonstrate initiative and work independently when required.
4. Demonstrate motivation regarding the quality of the work performed and sensitivity regarding the consequences on the environment and society.
5. Demonstrate the ability to integrate into a work setting, and to apply the skills and competencies acquired in the degree.
6. Identify the social, economic and environmental implications of academic and professional activities within the area of your own knowledge.
7. Organise work, in terms of good time management and organisation and planning.
8. Propose projects and actions in accordance with the principles of ethical responsibility and respect for fundamental rights, diversity and democratic values.
9. Propose viable projects and actions that promote social, economic and environmental benefits.
10. Propose ways to evaluate projects and actions for improving sustainability.

11. Select and generate the information needed for each problem, analyse it and make decisions based on this information.
12. Students must be capable of communicating information, ideas, problems and solutions to both specialised and non-specialised audiences.
13. Work as part of a team and be able to argue own proposals and validate or refuse the arguments of others in a reasonable manner.

Content

The curricular internship for the students enrolled in the double degree of ADE + LAW will be done in different companies that fit to the profile of the students of this double degree.

Internship for ADE and ECONOMICS in English will be carried out in different companies linked to Barcelona Activa, which is an institution with which the UAB has signed an agreement to collaborate in this field. The contents of the practicum will be variable and it will depend on the skills and profiles required by the company. In any case, both the coordinator and the academic tutor will supervise the development of activities and tasks in order to guarantee that the student acquires a sizeable amount of new knowledge from the internship experience. English should be used as the communication language during at least 30% of the time in the internship. Moreover, both written communications and reports should be in English.

Methodology

Curricular internships for students enrolled in the double degree of ADE+LAW: 15 internship positions based on the interest and needs of the companies.

Internship for ADE and ECONOMICS in English: the School of Economics and Business through an agreement with Barcelona Activa will offer a maximum of 20 internship positions based on the interest and needs of the companies linked to that institution.

The selection criteria will be mainly based on the grade point average (GPA) of the academic transcript of the student. Exceptionally, other items to take into account could be: the fit of the student's profile with the company needs and the relation between the courses followed by the student (i.e., his/her previous knowledge) and the characteristics of the internship.

In principle, the internship will be 100% on the company even though the initial situation may undergo some modifications according to the restrictions imposed by the health authorities.

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: Supervised			
Internship	420	16.8	1, 3, 5, 7, 11, 13
Meetings with the coordinator	5	0.2	1, 11
Supervising	10	0.4	1, 11
Type: Autonomous			
Report	15	0.6	1, 3, 11

Assessment

The evaluation of the subject for students enrolled in ADE or ECONOMICS in English degrees and ADE+LAW will be based on the following items and weightings:

1. Evaluation from the academic tutor based on both his direct supervision of the student during the period of the internship and the student's self-reported assessment of his/her learning. This assessment will be supervised by the internship coordinator. Weight: 60%.

2. Evaluation from the company's tutor about the student's learning during the internship period. Weight: 40%.

The student will have to make a final report on his internship detailing all the tasks he/she has done and the skills he has acquired. It is compulsory to include a personal reflection on his/her experience at the company. The tutor of the company must also prepare a final report on the student's internship in the company, highlighting what skills he/she has acquired (and / or improved) and making a quantitative assessment of the learning achieved by the student during the internship period.

The internship will only be evaluated if the student effectively completes at least 420 hours in the company. In case the student is sick or he loses some days for personal reasons, she will have to recover the hours.

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Evaluation from the academic tutor	60%	0	0	1, 3, 5, 6, 4, 7, 11, 13, 2
Evaluation from the company's tutor	40%	0	0	1, 3, 5, 6, 4, 7, 10, 8, 9, 12, 11, 13, 2

Bibliography

To be determined in each case.

Software

In order to fully follow the internship, it is recommended to have a good knowledge of Excel and Word applications.