

External Work Experience

Code: 43181
ECTS Credits: 10

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

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)

Teachers

Joan Pérez Ventayol

Prerequisites

There are no prerequisites.

Objectives and Contextualisation

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 internship, with a minimum duration of 150 hours, can be done in various public and private institutions, allowing 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.

The objectives are:

- 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 150 hours of an internship at an archive institution under the tutorship of the person in charge in the institution and the coordinator of practices from ESAGED.

2. Seminars

- Archive research and information resources
- Research and innovation projects in archives of the Department of Culture from Generalitat de Catalunya
- Resources for entrepreneurship

- Training specialized in archiving and professional associations
- Work as archivist at international institutions. How to do it?
- Professional experiences in private sector
- How to prepare and present the Master's Dissertation (I and II)

Methodology

The module is carried out from compulsory external practices in an archive center (150 hours).

Apart from the internship, the students must participate in the seminar' sessions. which deal with aspects related to research and professional matters, with specialists in the subject.

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			
External practices	185	7.4	18, 1, 2, 13, 6, 9, 12, 15, 14, 5, 7, 3, 16, 17, 19, 4
Type: Supervised			
Seminars	30	1.2	8, 10, 11, 12, 15, 14, 5, 7, 16
Type: Autonomous			
Work outside the classroom	20	0.8	13, 6, 12, 15, 5, 7, 16, 17, 19

Assessment

The evaluation system consists of three elements

1. The report issued by the internship tutor of the institution.
2. Interventions carried out in the seminars on research and professional insertion in archive and other related activities.
3. The individual report-summary of the internship undertaken by each student.

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Report on the internship	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
Tutor's report of the internship	35%	2	0.08	13, 8, 10, 11, 12, 15, 16, 17

Bibliography

This module has no related bibliography.

Software

There is no specific software needed.