

Work Placement

Code: 42998
ECTS Credits: 6

Degree	Type	Year	Semester
4313781 Enterprise Law	OT	0	2

Contact

Name: Mónica Perna Hernandez

Email: monica.perna@uab.cat

External teachers

Mónica Perna Hernández

Use of Languages

Principal working language: spanish (spa)

Prerequisites

There are no previous requirements.

Objectives and Contextualisation

To achieve knowledge derived from external practices in private companies, professional law firms, Public Administrations, among other collaborating entities, in matters related to business law.

Curricular practices of the academic program of the master's degree.

Competences

- Communicate and justify conclusions clearly and unambiguously to both specialised and non-specialised audiences.
- Integrate knowledge and use it to make judgements in complex situations, with incomplete information, while keeping in mind social and ethical responsibilities.
- Integrate knowledge of the law and of negotiation to make judgments in the business context.
- Solve problems in new or little-known situations within broader (or multidisciplinary) contexts related to the field of study.
- Work in a team to create synergies in the workplace, in a coordinated, cooperative fashion.

Learning Outcomes

1. Communicate and justify conclusions clearly and unambiguously to both specialised and non-specialised audiences.
2. Integrate knowledge and use it to make judgements in complex situations, with incomplete information, while keeping in mind social and ethical responsibilities.
3. Interrelate legal principles and negotiation techniques to assess legal matters related to business.
4. Solve problems in new or little-known situations within broader (or multidisciplinary) contexts related to the field of study.
5. Work in a team to create synergies in the workplace, in a coordinated, cooperative fashion.

Content

To develop external professional practices in private companies, specialized law firms, Public Administration entities, among others collaborating entities, involves participating in work processes. These practices are certified through a report the activities and functions assigned in the practices by the own student and a report by the supervisor of the company or office where the practices have been carried out, through active learning.

* Any modification will be communicated at the beginning of the course.

Methodology

The projection of the professional practices module points to two axes, on the one hand, being the main axis, the realization of curricular professional practices in companies, law firms or public entities, as in places with new areas of specialization demanded for future professionals in the area of business law, implies participating in the work processes proposed by occupant prior to start the professional practices, where under the supervision of the tutor, students develop the various functions assigned by the occupant regarding the services offered by the occupant, providing the student with direct immersion in the professional business world.

On the other hand, the training sessions in professional orientation are developed, with a vision fully focused on the presence in social networks as a channel of employability, and offering students the essential current tools for access to employment, such as proper preparation of the CV, knowledge of the self-application processes, own undertakings, among others.

The vocational orientation training will be compulsory attendance, its development is fundamentally practical, obtaining after each one of the sessions a concrete result, focused on being a useful tool for professional integration at the end of the master's degree.

As the health situation persists and due to the online developments the master's degree during the first semester, the professional orientation sessions will be carried out through Webinar with Teams or other similar platforms, regardless of whether they can be carried out in person in the second semester.

The professional orientation sessions proposed for the academic management 2021/2022 will be carried out in collaboration with the U.A.B. Occupancy Service.

Session I.- ***Tips for the prevention of occupational risks. Situations of gender discrimination and sexual harassment.*** November. To determine date and time

Do we know the risk implications in the exercise of our functions?

Speaker: Manuel Del Pino Santiago - Director of the UAB Prevention Service

Compulsory activity MPP

Session II.- ***The WHAT of the CV. Keys to achieving an efficient CV and the accompaniment of the Letter of Motivation.*** January-February. To determine date and time

What do we show? And how do we show it?

Speaker: Gemma Benet

Compulsory Activity MPP

CV Workshop- ***Elaboration and current design of the CV and the letter of motivation.*** February. To determine the date and time.

Expert: Gemma Benet

Voluntary activity

Session III.- ***Self-motivation. Self-knowledge. Personal branding and image. Tips for successfully facing a job interview.*** February-March. To determine date and time.

We know? What image do we show?

Speakers: Anna Rosell, Lourdes Torices and David Rodríguez

Compulsory Activity MPP

Session IV.- ***Self-candidacy. Social Networks. Offline and online networking. LinkedIn.*** April-May - To determine date and time.

What are we looking for? How will they find us?

Speaker: Francesc Gelida

Compulsory Activity MPP

LinkedIN Workshop.- **Management, tools and applications offered by LinkedIn**. May. To determine date and time.

Expert: Francesc Gelida

Voluntary activity

Session Closing module.- **Coffe-work / Professional testimonials ALUMNI**. June. To determine date and time.

Voluntary activity

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			
Activities of professional orientation	6	0.24	3, 2, 4, 1, 5
Type: Supervised			
Report of the practices	6	0.24	3, 2, 4, 1
Type: Autonomous			
To carry out the professional tasks	133	5.32	3, 2, 1, 5

Assessment

In the evaluation of the professional practices module, the participation and active involvement will be taken into account, the responsibility in the development of the assigned professional functions, as well as the use of learning, the final grade is the result of the continuous joint evaluation between the entity, collaborating company or law firm and the module coordinator, taking into account the following parameters:

1.- 70% of the grade corresponds to the assessment of the development of the practices and issuance of the final technical report by the tutor assigned to the student for the development of the curricular practices, based on the competences and learning results that the student have acquired at the end of the internship period.

2.- The remaining 30% is evaluated by the module coordinator as indicated below.

a.- 15% of this percentage corresponds to the evaluation of the memory of activities presented by the student at the end of the practices, where it is requested to detail the entire content, functions and assigned tasks of the practical resolution in the work environment during the practice period.

b.- The other 15% corresponds to the activities proposed in the module referring to the professional orientation sessions that are carried out throughout the course where the evaluation criteria are the participation and active involvement and the realization of the proposed activities. At the end of each session, the document prepared or improved will be delivered, according to the indications received from the expert team.

During the module, group meetings and individual consultations will be held with the students, in order to identify professional interests, motivations and give permanent follow-up to the development of the curricular practices once started, an intermediate follow-up report is made two weeks after the progress of the practices, in order to assess the suitability of the proper development of these.

Once the professional practices module is finished, a date and time will be determined for the revision of the qualifications corresponding to the final evaluation of the module.

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Activities of the module of professional practices, follow up	15%	5	0.2	3, 2, 1, 5
Report of the practices	15%	0	0	3, 2, 4, 1, 5
Report of the tutor	70%	0	0	3, 2, 1, 5

Bibliography

Complementary materials referring to the professional orientation training sessions by expert team.

CALVO MUÑOZ, Montse; Networking: el uso práctico de las redes sociales, ESIC, 2009.

DOMINGO SAN ANTONIO, Antonio; Networking: El arte de generar negocio, relaciones y oportunidades, Anaya Multimedia, 2018.

JAMES, Judi; ¡Estás contratado!: consejos y técnicas para superar con éxito las entrevistas de trabajo y encontrar empleo, Paidós, 2011.

RODRÍGUEZ DE LLAURER SANTIMÑA, Marta, Cómo encontrar trabajo hoy: desde la preparación del currículum vitae hasta las entrevistas finales, Profit, 2010.

SÁNCHEZ-ALARCOS, José; Buscar trabajo por Internet: plan de acción en 30 días, estrategia de búsqueda, el currículum *online*, portales y webs de empleo, consultoras de recursos humanos, networking y redes sociales, alternativas de autoempleo, Global Marketing, 2011.

Consultation platforms:
UAB Employability Service

<https://www.uab.cat/web/servicio-de-ocupabilidad-de-la-uab-1345718609476.html>

Barcelona Activa

https://treball.barcelonactiva.cat/index_es.html

Software

The subject does not require any specific software.