

## Work Placement (Archives and Documentation)

Code: 104156  
ECTS Credits: 6

**2024/2025**

Degree	Type	Year
2500501 History	OT	4

### Contact

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### Teaching groups languages

You can view this information at the [end](#) of this document.

### Prerequisites

The internships take place during the second cycle of the History studies and are annual, although they can be done extensively. They will be carried out during the academic year, from September to June, except for Erasmus Practices.

For the course Pràctiques Externes/Prácticas Externas students must preregister according to a calendar that is made public every year. Failure to preregister results in the impossibility to register for the course Pràctiques Externes/Prácticas Externas.

A student will only be assigned an internship position if they have preregistered within the established deadline. The pre-enrolment of students takes into account the prioritisation of a maximum of five places offered. Places are allocated on the basis of the average marks on the student's transcript.

### Objectives and Contextualisation

The aim of the course is for the student to be able to do external practice in an archive -administrative or historical-, company, institution, documentation or research centre, public or private. The entity that best suits the student's academic interests will be sought and, where appropriate, an agreement will be established to allow for the internship (if one does not already exist). The time dedicated to the internship is 150 hours, which is the time stipulated in a 6 ECTS credit course, including stage hours (130), time dedicated to writing the report, tutorials and career guidance activities, which are calculated at 20 hours. During the stay, the trainee must perform various tasks agreed in the agreement under the supervision of the assigned tutor.

According to the current study plans, each grade must have a practice subject. The degree in History at the UAB proposes that students do them in one of the aforementioned entities. In the case of doing them in a file, the reasons are diverse and with two last purposes: Firstly, to encourage historical research through direct contact with the written testimony of the past. Secondly, to raise awareness of a profession, that of an archivist, which is normally accessed through history studies and which, if the student so decides, will be continued in the future through the UAB Master's Degree in Archivistics and Records Management. Everything will depend on which institution it is.

### Competences

- Acquiring and using the specific techniques of archivist work.

- Developing critical thinking and reasoning and communicating them effectively both in your own and other languages.
- Respecting the diversity and plurality of ideas, people and situations.
- Students must be capable of collecting and interpreting relevant data (usually within their area of study) in order to make statements that reflect social, scientific or ethical relevant issues.
- Students must develop the necessary learning skills in order to undertake further training with a high degree of autonomy.

## Learning Outcomes

1. Acquiring the basic notions in order to classify them correctly.
2. Analysing various types of documents.
3. Communicating in your mother tongue or other language both in oral and written form by using specific terminology and techniques of Historiography.
4. Identifying the main and secondary ideas and expressing them with linguistic correctness.
5. Locating historical sources.
6. Organising and planning the search of historical information.
7. Solving problems autonomously.
8. Submitting works in accordance with both individual and small group demands and personal styles.
9. Using the characteristic computing resources of the field of History.
10. Working in teams respecting the other's points of view.

## Content

The UAB has signed framework agreements with various institutions so that students can carry out their practical training in the last year of the History degree. Before starting them, students sign a specific agreement with the UAB and with the institution in which describes the tasks it will perform that have been agreed upon in advance by the three parties. Therefore the content is different for everyone despite the fact that the type of learning is similar. The practices carried out are curricular, that is to say:

They are a supplement to the graduate degree and constitute work experience.

How do you determine in which institution the student will do the internship? The teacher will have a tutorial with each student and will propose a specific institution based on the following variables: the student's usual place of residence during the course, location of the institution, the type of task to be performed, the means of transportation and its academic orientation and interests.

However, the student can also propose to do the internship in an institution in which he or she is interested and the institution also agrees, even if there is not yet a signed framework agreement. The UAB can sign agreements with any institution statewide. In this case, the necessary steps will be taken to do so.

Before starting the internship, in the month of September (date to be determined), a presentation of the subject will be made and once the trimester has begun and the institution where the internship will take place has been chosen, some theoretical class to facilitate the guidelines for the elaboration of the final report.

## Activities and Methodology

Title	Hours	ECTS	Learning Outcomes
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Type: Directed

Practices at institution	130	5.2	1, 2, 7, 3, 4, 5, 6, 8, 10, 9
Preparation of activity reports	5	0.2	3, 4, 8
Theoretical classes	10	0.4	1, 2, 5, 6
Tutorials in archive and university	5	0.2	

Since each student will do the internship in a different institution and with a different tutoring, it is not possible to define a common methodology.

Depending on the institution, the number of supervised and autonomous activities will change. Therefore, the percentages expressed are only indicative.

Students will have to attend a minimum of two tutoring sessions (in person or online) during the period of completion of the PE. The tutor will keep a record of these sessions.

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.

## Assessment

### Continuous Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Final reports of institution	60 %	0	0	1, 2, 7, 3, 4, 5, 6, 8, 10, 9
Final tutoring with the professor of the subject (if necessary)	10%	0	0	3, 4, 7
Student's final report	30 %	0	0	1, 2, 7, 3, 4, 5, 6, 8, 10, 9

The evaluation will be made on the basis of the reports and the final report. The Faculty's External Practices (EP) protocol establishes as references a value of 60% for the external institution's report, 30% for the self-report or final report

of the student and the remaining 10 % which depends on the follow-up by the EP coordinator. The reports call for an accurate assessment of the student's skills, abilities and capabilities by the institution, especially in terms of

labour aspects, together with a general assessment of their work, suggestions and, where appropriate, proposals for improvement. In the final report to be filled in by the student, it is asked to specify which are the tasks that have been carried out, the problems that have The following are some of the questions that have been raised and how they have been resolved, an assessment of the experience and any other suggestions.

When the student has not completed 10% of the hours foreseen in the agreement, he/she will be evaluated with the grade "Not assessable"; if the student exceeds 10% of attendance but has not completed the hours foreseen in the agreement or is evaluated negatively, it will be graded with a "Suspended".

The student's schedule at the institution is agreed upon prior to the signing of the agreement and must be characterized by regularity in order to facilitate a constant work rhythm. It must be kept in mind that the experience must be beneficial to all and that in no case should the practice lead to an excessive workload either for the student or for the host institution.

Throughout the course, the teacher will have a timetable for attending to the student of the subject for any doubts or questions related to the internship. Likewise, he or she will always be in contact with the institution for any incident or problem that may to be provided through an e-mail address and a telephone number.

As part of the training activities specified in the assessment for the Pràctiques Externes/Prácticas Externas, students must fulfil these two requirements:

- have attended at least one 1 of the group professional orientation courses organised by the Servei d'Ocupabilitat and show proof of attendance by adjoining the certificate to the Memòria de Pràctiques.
- have taken the questionnaire Professional Competences Test offered by the Servei d'Ocupabilitat de la UAB. The result of the test can be downloaded and attached to the Memòria de Pràctiques.

No Matrícula d'Honor grade is awarded due to the optional nature of this grade and the heterogeneity of this subject in the different degrees taught in the Faculty. The course Pràctiques Externes cannot be reassessed in the event that the student fails.

This subject does not incorporate single assessment.

## **Bibliography**

Depending on the institution where the EP are held, students will be provided with the appropriate bibliography to familiarize themselves with it.

## **Software**

A certified electronic signature, like IDCat, is mandatory.

## **Language list**

Information on the teaching languages can be checked on the CONTENTS section of the guide.