UAB
Universitat Autònoma de Barcelona

Work Placement II

Code: 106391
ECTS Credits: 6

2024/2025

Degree	Type	Year
2504211 Spanish Language and Literature	OT	3
2504211 Spanish Language and Literature	OT	4

Contact

Name: Sonia Boadas Cabarrocas

Email: sonia.boadas@uab.cat

Teaching groups languages

You can view this information at the end of this document.

Prerequisites

For the course *Pràctiques Externes/Prácticas Externas* students must preregister according to a calendar that is made public every year. The calendar can be consulted at the following link:

https://www.uab.cat/web/estudiar/grados/oferta-de-grados/informacion- 1345722453729.html

Failure to preregister results in the impossibility to register for the Pràctiques Professionals. Students will only be assigned an internship position if they have preregistered within the deadline. The pre-enrolment of students takes into account the prioritisation of a maximum of five places offered. Places are assigned according to the grade point average shown on the student's transcript.

Students must have passed 120 credits at the time of enrollment in the subject. In the same way, students must enrol in the subject before beginning their work with the collaborating entity.

The hours of completion of the practices must be compatible with the academic, training and representation activity and students' participation at the University. The schedules will be established according to the characteristics of the practices and according to the availabilities of the collaborating entity and prior agreement with the tutor. This schedule must be respected during the development of the practices.

By obtaining the minimum of credits *in basic training subjects and the compulsory ones of the second and third course*, students enrolled in External Practicum have demonstrated to have acquired the basic competences and they will be able to express themselves orally and in writing.

The normative on EPs can be found at the following link: http://www.uab.cat/doc/Protocol-Practiques

In the event of a student committing any irregularity that may lead to a significant variation in the grade awarded to an assessment activity, the student will be given a zero forthis activity, regardless of any disciplinary process that may take place. In the event of several irregularities in assessment activities of the same subject, the student will be given a zero as the final grade for this subject.

Objectives and Contextualisation

The subject of External Practicum has the objective of completing the theoretical and practical learning of the students, in order to provide a complete and integral training; External Practicum is regulated by the rules on rights and duties of the students and the commitments of the collaborating entity.

The completion of the external practices and their passing guarantee:

- The contact of the students, during their formative period, with an interesting workplace;
- The knowledge of this area's tasks;
- The acquisition of work experience in a professional sector related to the studies carried out.

Competences

Spanish Language and Literature

- Act with ethical responsibility and respect for fundamental rights and duties, diversity and democratic values.
- Advise organisations and institutions on linguistic or literary issues.
- Demonstrate a normative knowledge of the Spanish language and a command of it in all its applications in the academic and professional spheres.
- Demonstrate the ability to work autonomously and in teams in order to achieve the planned objectives in multicultural and interdisciplinary contexts.
- Students can apply the knowledge to their own work or vocation in a professional manner and have the powers generally demonstrated by preparing and defending arguments and solving problems within their area of study.
- 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.

Learning Outcomes

1. Apply effectively the specific resources of philology to obtain relevant and informatively relevant data.
2. Apply the literary and linguistic knowledge acquired to the professional needs of today's society related to Spanish philology.
3. Apply the normative prescriptions of the standard language, taking into account its contextual conditioning factors and variations.
4. Construct texts of different types (argumentative, expository, descriptive) that are normatively correct and appropriate to the context.
5. Critically analyse the principles, values and procedures that govern the exercise of the profession.
6. Develop proposals in accordance with the precepts of scientific ethics.
7. Explain the explicit or implicit deontological code in your area of knowledge.
8. Identify normative, stylistic and typographical errors in a text.
9. Independently manage information from different sources.
10. Master oral and written expression in Spanish.
11. Transmit the literary and linguistic knowledge acquired, adapting it to a specific professional sector.
12. Use the skills acquired with autonomy.
13. Use the strategies derived from cooperative work, based on consensus and respect for the ideas of others.

Content

For the completion of the external practices, it is a prerequisite that the UAB has signed an Educational Cooperation Agreement with its own university or with the collaborating entities.

In addition, specific agreements for educational cooperation will be signed to establish the regulatory framework for relations among each of the students enrolled, the collaborating entity and the UAB.

The framework of curricular external practices includes two modalities:

A. External practices subscribed between an external collaborating entity and the UAB.

In these cases the UAB signs a framework agreement for educational cooperation with the external collaborating entity and so many specific agreements for educational cooperation as students enrolled in this modality. It is an indispensable requirement that on the date of signature of the specific agreement, students certify the subscription to an accident insurance policy. School insurance is not enough. The complementary policy contracted by the UAB is valid and the student can choose it when registering. It is also compulsory to contract a civil liability policy.

B. External practices within the scope of the UAB, within Research Projects linked to the Department of Spanish Philology established by signing a Resolution between the coordinator of external practices and the UAB.

External practices outside the Department of Spanish Philology can be carried out during the first semester (September-January) or the second semester (February-May). Practices are not offered during the summer months.

The list of practices positions offered below works as a guide and responds to the offer of previous courses.

<u>Modality A. External practices subscribed between an external collaborating entity and the UAB</u>

Project name: Sounds & Words

Tutor: Verònica López Garcia

Description of the project: Sounds & Words offers the opportunity to learn about the production process of an audiobook and to take an active part in the linguistic side of its production.

Detailed content of the practices:

- Linguistic revision of audiobooks (in Spanish) produced in the studio. The student will listen to the recorded pieces looking for errors, make a list of themand indicate how the next recording should be improved.

Nom del projecte: Letras Raras Ediciones

Tutor: Bárbara Silvia Guirao Carreño

Description of the project: Letras Raras Ediciones is an independent and small publishing house. The practices will allow the student to develop in an editorial work environment, with real materials and workflows, and with an eminently practical training. The student will be able to know the whole process of editing a book.

Detailed content of the practices:

- Correction

- Revision of the corrections introduced in the model

- Writing advertising texts for the blog or social networks
- Creation DILVEfiles
- Preparation of newsletters

Project name: Real Academia de Bones Lletres

Tutor: Albert Corbeto

Description of the project: The Real Academia de Buenas Letras is dedicated to different activities related to language and literature, in particular, and to culture in general.

Detailed content of thepractices:

- Support tothe library and archives of the Academy;
- Participation in the editorial tasks of the Academy.

<u>Modality B. External practices within the UAB</u>

Project name: CER Prolope

Tutor: Gonzalo Pontón

Description of the project: TheProlope group is mainly dedicatedto the complete edition of the dramatic works of Lope de Vega. Along with the edition, the group has also become a center of study onthe theater of Lope and the Golden Age.

Detailed content of the practices:

1. Editorial tasks. The CER Prolope carries out the editorial production of its publications (mainly, the Lope de Vega Yearbook and its Annexes, and the Comedies of Lope de Vega). Students interested in performing tasks of this type could collaborate in the real process of a publisher, especially the following stages:

- Reading reports and writing of abstracts in Spanish and English;
- Copy preparation, taking into account the texts wording and the adaptation to the editing; criteria of the group and the criteria of presentation of the magazine
- Typographic proofreading.

2. Writing tasks. CER Prolope has a web page very rich in content. Students could perform tasks of:

- News writing;
- adaptation of complex texts to the level of disclosure required by this medium;
- typographical correction;
- web ergonomics adapted to the world of Humanities.

3. Cataloging tasks. The CER Prolope is carrying out a database from the Notes to the Parts of the Comedies. In order to do this students must:

- read
- unify
- sort out
- and write items

4. Bibliographic support tasks. TheCERProlope must know the existence of any bibliographic fund related to the comedies of Lope de Vega in European and American libraries. Students could perform tasks of:

- researching in catalogs;
- controlling requests to libraries;
- elementary bibliographic description of the received materials;
- classification.

5. Archive tasks of the research group. These activities can be carried out by the student.

Project name: Cos i Textualitat

Tutor: Carme Font

Description of the project: The group "Body and textuality" is situated in an interdisciplinary perspective (cultural studies, comparative literature, etc.) and it's based on the idea that understanding the body is a way to incorporate contemporary culture and society.

Detailed content of the practices:

MODALITY 1

Tasks related to the organization of seminars, workshops, courses and conferences that the Body and Textuality group develops annually. Particularly noteworthy is the production of the Corpografías Seminar, held at a cultural entity in Barcelona (Civic Center, Museums, Foundation ...), as well as possible courses (either workshopsor MOOCs). Likewise, it will be responsible for group dissemination tasks (such as updating the website).

General tasks:

- Cultural Management.
- Coordination with the entities with which Body and Textuality has signed an agreement and creation of new activities.
- Dissemination of the group.
- Updating the group's website
- Grant application and justifications of subsidies to carry out the activities.

Concrete tasks:

Production of the annual Corporaciones Seminar: Contacts with Hangar and the Pati Llimona Civic Center, contacts with the invited researchers, accommodation and travel reservations, programdesign and corrections, dissemination, coordination during the seminar, management of the certificates, etc.

MODALITY 2

Editorial tasksrelated to the collections and publications of the Body and Textuality group. Mainly, the collection of short essays Textos del Cuerpo (in Catalan and Spanish), as well as publications in English or French that the group has in progress.

- Contacts and coordination with publishers (UOC, La Harmatan and CambridgeUniversityPress).
- Coordination with the texts authors.
- Editorial management: from drafting the contracts to the tasks of disseminating the results, through the tasks of translation, revision and editing of texts.
- Dissemination and promotion of the group's publications in general (contacts with interested entities and related research groups, sending to specializedmagazines, dissemination on thegroup's website, publication on Dialnet, writing of summaries/critiques, etc.)
- Grant applications related to the publication of texts.

Project name: Revista Mitologías Hoy

Tutor: Beatriz Ferrús

Project description: Mitologías Hoy is a biannual publication. Its objective is to promote the current lines of discussion about the Latin American experience, on the basis of the reflection and analysis around the different productions of this area (literary, theoretical and cultural) from an interdisciplinary approach.

Detailed content of the Practices: The student will perform the following tasks:

- Orthotypographical correction of articles
- Layout of articles
- Collaboration in Networking and dissemination activities
- Management of databases and indexings
- Management of metadata in the OJS platform (Open Journal System)
- Preparationof a review to publish in the magazine

Name of the project: Group of Lexicography and Diachrony

Tutor: Gloria Claveria

Project description: The fundamental objective of the group is the historical study ofthe lexicon, lexicography and the application of new technologies in philological studies.

Detailed content of the practices:

The students will carry out tasks related to the search of the «Group of lexicography and diachrony» and the development of computer tools applied to the historical study of language, especially the lexical documentation and the study of the aforementioned DRAE editions. The work program that is proposed consists of:

BLOCK 1: Introductory period.

Students will be trainedinthe field of application of computer tools in the history of the Spanish language. They will hold a training session during which they will be introducedto databases with which they will be working (Portal of Spanish lexicon: www.portaldelexico.es). In addition, students should carry out basic readings on researchprojects andcontribute to the collection and bibliographic search related to the research lines mentioned.

BLOCK 2: Practice period

Project "Historia interna del Diccionario de la lengua castellana de la Real Academia Española (1817-1852)": various data extraction tasks of the aforementioned dictionaries will be developed and the data will be introduced into the Portal of Spanish lexicon.

Project for the study of Spanish in Catalonia (18th and 19th centuries) within the framework of the international Charter network: several notarial texts (testaments) will be published, following the standards and protocols of the Charter network (http://www.redcharta.es), namely, facsimile, paleographic and critical edition.

BLOCK 3:Period of data mining and evaluation

The evaluation of the practices carried out will consist of the writing of a memory (5 pages) that the students will deliver to the tutor or the accomplishment of a small investigation, as a result of the tasksdeveloped.

Name of theproject: NEOLCYT Group

Tutor: Cecilio Garriga

Description of the project: The NEOLOCYT group is dedicated to the study of the scientific and technical lexicon of the 18th and 19th centuries, an object of study interlinking philology with the history of science and technology. The ultimate goal of NEOLCYT is the development of a historical dictionary of voices of science and technology of this period (DHEMCYT).

Detailed content of the practices:

- Reading and commentary on some fundamental textsfor the study of the language of science and technology, in order to acquire initial training and collaborate in the tasks of the NEOLCYT group. Searching for bibliographic informationin a corpus of nineteenth-century science and technology texts.
- Screening of texts and selection of terms studied in the corpus of studies of the NEOLCYT group. Writing of DHEMCYT lexicographical cards, starting from the dictionary floor.
- Active participation in the biweekly tutoring meetings that the group leader will carry out with the interns, in order to impart some theoretical knowledge on the subject and to exchange impressionsonthelearning difficulties that may arise.
- Integration in the activities of the NEOLCYT Group and participation in the work sessions and discussion seminars.
- Preparation of a report about the training activities carried out during the period of the External Practicum.

Name of the project: CENTER OF THEORICAL LINGUISTICS (CLT)

Tutor: Cristina Buenafuentes

Project description: The group is devoted to grammatical theory, in a broad sense of the term (phonology, morphology, lexicology, syntax and semantics). Its orientation is fundamentally the study of the universal properties of language and the identification of microvariation patterns among natural languages.

Detailed content of the practices:

1. Support tasks

Students will collaborate with the Technician of Support to the CLT Investigation with tasks such as:

- Updating of the website
- Preparation of documentation for project grant applications, internships, scholarships, memories, etc.
- Dissemination of the group, itsprojects and its publications.
- Organization of research activities (workshops, meetings, etc.)

2. Cataloging tasks

The CLT holdsa database with articles, doctoral theses, dissertations, etc. For this, all the documents sent to us must be read, unified, classified and filed.

3. Periodic activities

Students can participate in the organization of seminars, courses and reading groups that are organized on a regular basis.

4. Editing tasks

Students will be able to develop editing tasks for the Isogloss magazine, a journalabout Variation of Romance and Iberian languages (http://revistes.uab.cat/isogloss).

5. Teaching innovation tasks

Students will have the possibility of supporting teaching / methodological with Catalan/Spanish language subjects of any of thehigh school/secondary schools that have expressed their interest in collaborating with the CLT and the Competency-Oriented Grammar group (http://www.edugroc.com).

6. Support tasks, data entry and updating of the Syntactic Atlas of Spanish (Asin). Students will be able to work in the Spanish SyntacticAtlas (www.asines.org), a research project, with a collaboration agreement in force at the Royal Spanish Academy, developed by the CLT. The aim of the Asin is to study the syntactic variation of Spanishdialects, integrating a database and an online geolocation system.

Activities and Methodology

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Theoretical classes and/or complementary courses	5	0.2	
Type: Supervised			
Programmed tutorials	7.5	0.3	
Type: Autonomous			

Final report	7.5	0.3
Work in the company or institution	130	5.2

The teaching will be distributed as follows:

- Contact hours at the company site, institution or host entity,
- The hours dedicated to the company should be approximately 130. This corresponds to approximately 45 days of 3 hours (morning or afternoon) or 27 days of 5 hours (intensive formula),
- hours for the preparation of the final report,
- hours for tutorials with the coordinator of the subject and
- theoretical sessions (could include in-person classes, specialized courses (eg course in occupational risks) or training for labor insertion organized by the Faculty with the collaboration of the Servei d'Ocupabillitat.

The student will have an academic tutor from the University (the practices coordinator of the Department of Spanish Philology) and a tutor from the collaborating entity, with professional experience and knowledge necessary to be able to practice as a tutor.

The practices coordinator of the Department of Spanish Philology will allocate the places offered to the students enrolled according to the average grade of the academic record, if the demand exceeds the number of places offered. Likewise, the tutor of the collaborating entity may not accept the tutoring of the students' practices and inform them about the coordination of the the practices. The coordinator will deal with the negotiation, formalization and management of the agreements that regulate external practices with institutions, organizations and companies. It will also guide the student both in the process of allocation of place and during the implementation of practices. The coordinator is also responsible for introducing students to their tutor in the institution where they will carry out the professional practices, and, once the internship has been completed, will evaluate their performance in accordance with the report delivered and the tutor's report.

Students have to do at least two tutoring sessions (in person or virtual) during the period of the PE. The tutor is responsible to complete a brief report on these two sessions (model provided by the Dean's Office).

In the event that the practices cannot be taken onsite, they will be adapted to an onlineformat, as long as the institution in which the practices are carried out allows it and the tasks that must be carried out do not require attendance.

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

Continous Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Student's final report	20	0	0	5, 1, 2, 3, 4, 10, 6, 7, 13, 9, 8, 11, 12
Tutor's final report	70	0	0	5, 2, 13, 9, 11, 12
Tutorial meetings	10	0	0	10, 12

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 2 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.

At the end of the practices the following reports will be delivered to the academic tutor of the Spanish Philology Department:

- The tutor of the collaborating entity will produce a final report, with the number of hours completed and the evaluations of the aspects related to the generic and specific competences established by the training project (within a maximum period of 15 days and according to the established model). This report will have a weight of 70% of the student's final grade.
- The student will prepare a final report with the assessment of the tasks and knowledge and skills acquired, in relation to university studies. The delivery of this report by the student is an essential requirement for the final evaluation. This report will constitute 20% of the student's final grade.

The deadline for the delivery of the memory (Practices carried out during the first semester) is 3rd February.

The deadline for the delivery of the memory (Practices carried out during the second semester) is 20th June.

- The monitoring of the coordinator of the EP of the Department of Spanish Philology will constitute 10% of the final grade of the student body.

Possible grades for this class are:

No avaluable: When the student does not complete at least 10% of the required hours of attendance.

Suspès: When the student has completed at least 10% of attendance, but has not completed the remaining hours, and/or his/her activity has been negatively evaluated.

Matrícula d'Honor: Due to the particular type of this course, this grade is not contemplated.

Recuperació. This class cannot be retaken in case the student obtains a "Suspès" grade.

Bibliography

The bibliography will be provided by the tutors of the practices according to the research group and the institution, and the task to be developed by the student.

Software

No particular software is necessary

Language list

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