UAB
Universitat Autònoma de Barcelona

Work Placement I

Code: 106654
ECTS Credits: 6

2024/2025

Degree	Type	Year
2504380 English and Catalan Studies	OT	3
2504380 English and Catalan Studies	OT	4

Contact

Name: Maria Jesus Machuca Ayuso

Email: mariajesus.machuca@uab.cat

Teachers

Maria del Mar Massanell Messalles

Maria Merce Coll Alfonso

Daniel Casals Martorell

Teaching groups languages

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

Prerequisites

Working Placement (WP) is an elective subject. To enroll, students must have passed all the courses of the first year and a total of 120 credits from the first three years. Additionally, criteria such as academic record, future career interests, and demonstrated knowledge and skills may be considered when assigning an internship placement.

It is essential for students to pre-register for this practicum subject and be accepted before enrolling.

The registration process follows these steps:

- Informational meeting in May.
- Pre-registration through the faculty's website. COMPULSORY
- Student admission to the WP, placement assignment, and acceptance.
- Enrollment along with the rest of the subjects. The student must have completed the enrollment in the subject and signed the agreement before commencing work with the collaborating entity (internship outside UAB) or the terms and conditions (within UAB).
- The student will have academic guidance from the University (provided by the WP degree coordinator) and guidance from the collaborating entity or project, which will have professional experience, necessary knowledge, and availability to guide them in the correct completion of the internship
- Only students who have pre-registered within the established deadline will be assigned an internship placement.

The WP coordination will handle the negotiation, formalization, and management of agreements regulating the external internships with institutions, organizations, and companies. They will also provide guidance to the student during the placement assignment process and throughout the internship.

Once the internship is completed, the faculty will evaluate the student's performance based on the submitted report and tutor feedback. The schedule for the internships must be compatible with the student's academic, training, and participation activities at the University. Additionally, the schedules will be established according to the characteristics of the internships and the availability of the collaborating entity.

For all external internships, including those conducted at UAB, it is mandatory for students to have insurance coverage and civil liability coverage, as school insurance is not sufficient. Therefore, at the time of enrollment, the student will need to pay for the additional policy contracted by UAB (approximate price: €5).

Students will carry out the *Working Placement* within the options offered by one of the study areas of their Combined Degree (English Studies and Ancient Studies).

Students enrolled in the *Working Placement* subject have demonstrated, through the completion of the corresponding credits from basic training courses and mandatory courses of the second and third years, the acquisition of basic competencies. They should be able to express themselves orally and in writing with correctness.

Specific prerequisites for the English Language and Literature Area

A C2 level of English is required according to the Common European Framework of Reference for Languages: Learning, Teaching, Assessment, which states that the student can comprehend a wide range of long and complex texts, recognizing implicit meanings. They can express themselves fluently and spontaneously without having to search for words or expressions. They can use the language flexibly and effectively for social, academic, and professional purposes, producing clear, well-structured, and detailed texts on complex topics, demonstrating controlled use of organizational structures, connectors, and cohesion mechanisms.

ESSENTIAL INFORMATION

For the "Pràctiques Professionals" course, students must preregister according to a calendar that is made public every year. The calendar can be consulted here:
https://www.uab.cat/web/estudiar/graus/graus/informacio-1345722449027.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.

Objectives and Contextualisation

The internships are offered during the third and fourth year of the degree. Completion of the internship guarantees that the student will:

1. Make contact with an interesting professional area during his/her training period.
2. Acquire a knowledge of tasks related to this field.
3. Develop professional competence in a field related to studies undertaken during the degree.

Competences

English and Catalan Studies

- Act in one's own field of knowledge, assessing the social, economic and environmental impact.
- Act with ethical responsibility and respect for fundamental rights and duties, diversity and democratic values.
- Apply scientific ethical principles to information processing.
- Apply the concepts, resources and methods acquired during the study of variations of English and Catalan language, be it in a historical context or in the current global social and multilingual context.
- Demonstrate knowledge of the rules of Catalan and mastery of its foundations and applications in the academic and professional fields.
- Demonstrate the ability to work autonomously and in teams with the aim of attaining the planned objectives in multicultural and interdisciplinary contexts.
- Demostrar habilitats per desenvolupar-se de manera professional en els àmbits de les aplicacions lingüístiques, la docència i la gestió literària i cultural en català i anglès.
- Innovate in the methods and processes of this area of knowledge in response to the needs and wishes of society.
- Make correct use of written and spoken English for academic or professional purposes, related to the study of language, history, culture and literature.
- 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.
- Students must be capable of communicating information, ideas, problems and solutions to both specialised and non-specialised audiences.
- Students must develop the necessary learning skills in order to undertake further training with a high degree of autonomy.
- Understand and produce oral and written academic texts with appropriateness and fluency in distinct communicative contexts.

Learning Outcomes

1. Accurately drawing up normative texts.
2. Analyse situations in different professional fields and identify areas for improvement.
3. Apply the concepts and skills acquired to the professional environments to which students can gain access.
4. Apply the knowledge and skills acquired to professional and academic activities related to Linguistics, English teaching, English literature and culture.
5. Apply the knowledge and skills acquired to the analysis of professional problems and their resolution.
6. Apply the literary knowledge acquired to the production needs of publishers and the Media.
7. Appropriately apply the principles governing standard language and present-day high registers, giving attention to their problem areas and conditions of use.
8. Assess and correct one's own work.
9. Autonomously search, select and process information both from structured sources (databases, bibliographies, specialized magazines) and from across the network.
10. Correctly drawing up a previously analysed non-regulatory text.
11. Critically analyse the principles, values and procedures that govern the exercise of the profession.
12. Explain the explicit or implicit deontological code in your area of knowledge.
13. Express oneself effectively orally and in writing using expository and argumentative techniques.
14. Express oneself orally and in writing in English in an academic register and using the appropriate terminology in relation to the different professional fields that the students can access.
15. Identify the social, economic and environmental implications of academic and professional activities in the area of your knowledge.
16. Identifying the regulatory, stylistic or argumentative errors of a text.
17. Interact ethically, professionally and efficiently in the professional fields related to linguistics, teaching and literary and cultural management in English.
18. Maintain an attitude of respect for the opinions, values, behaviors and practices of others.
19. Master oral and written expression in Catalan.
20. Match the known internal and external properties of the language to the different conditions of use.
21. Plan work effectively, individually or in groups, in order to fulfil the planned objectives.

22. Produce work in accordance with academic ethics.
23. Produce written and oral academic texts at higher-proficient-user level (C2) on the concepts and skills acquired during the internship.
24. Propose new methods or well-founded alternative solutions to the professional situations analysed.
25. Propose viable projects and actions to boost social, economic and environmental benefits.
26. Understand specialised academic texts (C2) relevant to different professional fields.
27. Use IT tools and be able to consult specific documentary sources.
28. Work independently in the synchronic and diachronic study of Catalan language and literature.

Content

Specific educational cooperation agreements will be signed by each student enrolled, the collaborating institution, and the UAB, in order to establish the regulatory framework under which the internship can be carried out.

The regulatory framework for internships includes two different modes:

MODE A. An internship signed by an external collaborating partner and UAB. The UAB will sign as many specific agreements as there are students enrolled in this mode.

MODE B. Internships within the ambit of the UAB, related to research projects within the departments offering the 2 Internships within the ambit of the UAB, related to research projects within the departments offering the relevant degree program. In this case, the internship will be established by signing a work experience agreement with the UAB, which specifies conditions, according to an official model.

For more specific information, please check the guides for External Internships in English Studies Degree and Catalan Philology Degree. For Bachelor's Degree in English Studies (Internship Coordinator: Mercè Coll, Merce.Coll@uab.cat) or the Bachelor's Degree in Catalan Philology (Internship Coordinators: Mar Massanell, Mar.Massanell@uab.cat and Daniel Casals, Daniel.Casals@uab.cat), depending on the department where the position has been assigned.

Activities and Methodology

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Training for workplace insertion	5	0.2	11, 27, 9, 8, 22, 12, 17, 18, 21, 25
Type: Supervised			
Internship tasks within the collaborating institution	130	5.2	11, 2, 7, 3, 5, 4, 6, 20, 27, 9, 26, 1, 19, 8, 22, 12, 13, 14, 16, 15, 17, 18, 21, 23, 24, 25, 10, 28
Tutorial meetings	7.5	0.3	5, 4, 27, 9
Type: Autonomous			
Preparation of a synthesis report of the activities carried out	7.5	0.3	1, 19, 14, 23, 10, 28

The specific training offered depends on the professional activity of the collaborating institution. In the same way, the results of learning will vary depending on the specific skills acquired during the practicum.

The tutor from the collaborating entity or research project will be responsible for indicating and supervising the activities carried out by the student within the framework of the External Internship, in accordance with the corresponding training plan.

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).

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	11%	0	0	1, 19, 13, 14, 23
Tutor's Final Report	70%	0	0	11, 2, 7, 3, 5, 4, 6, 20, 27, 9, 26, 1, 19, 8, 22, 12, 13, 14, 16, 15, 17, 18, 21, 23, 24, 25, 10, 28
Tutorial meetings	11%	0	0	11, 3, 12, 18
UAB Employability Service (Servei d'Ocupabilitat)	8%	0	0	3, 5, 4, 17

The evaluated learning outcomes in the final report may vary depending on the professional competencies required by the company/institution/center offering the internship.

Upon completion of the internship, the following reports will be submitted to the academic tutoring of the chosen field of study:

1. The tutor from the collaborating entity will prepare a final report, including the number of hours completed and assessments of the aspects related to the generic and specific competencies established in the Training Plan (within a maximum period of 15 days and following the established template).

2. The student will prepare a final report (or self-assessment) assessing the tasks performed and the knowledge and competencies acquired in relation to their university studies. The submission of this report by the student is an essential requirement for the final evaluation.

Based on the tutor's report from the collaborating entity, the student's report, and the conducted supervision, the academic coordination of internships in the chosen field of study will evaluate each student's internship and assign a grade for the course.

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

- have attended at least 2 of the professional orientation courses organised b the Servei d'Ocupabilitat and show proof of attendance b attaching a certificate to the Memòria de Pràctiques.

- have taken the questionnaire "Professional Competences Test" offered b the Servei d'Ocupabilitat de la UAB. The result of the test can be downloaded and attached to the Memòria de Pràctiques.

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, buthas 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

Any relevant bibliography will be provided by the internship tutors according to the tasks the student is expected to perform.

Software

No software needed.

Language list

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