

## Work Placement

Code: 44754  
ECTS Credits: 9

**2024/2025**

Degree	Type	Year
4318290 Archival Studies and Information Governance	OB	2

## Contact

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## Teachers

Joan Pérez Ventayol

## Teaching groups languages

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

## 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.

## Learning Outcomes

1. CA32 (Competence) Participate in the management and use of documentation, data and information in a public or private organisation.
2. CA33 (Competence) Use archival description instruments.
3. CA34 (Competence) Use computer applications for document management.
4. CA35 (Competence) Apply preventive conservation methods.
5. KA44 (Knowledge) Identify job search resources.
6. KA45 (Knowledge) Recognise the resources for doing research projects in archival science and records management.
7. SA38 (Skill) Apply techniques and instruments for the management, preservation, organisation and use of documents and collections of any type.

## 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
- Resources for entrepreneurship
- Training specialized in archiving
- 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

## Activities and Methodology

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
External practices	150	6	CA32, CA33, CA34, CA35, KA44, KA45, SA38
Type: Supervised			
Seminars	30	1.2	KA44, KA45
Type: Autonomous			
Work outside the classroom	33	1.32	CA32, CA33, CA34, CA35, KA44, KA45, SA38

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.

The subject will be taught in Catalan.

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
Report on the internship	60%	10	0.4	CA32, CA33, CA34, CA35, KA44, KA45, SA38
Tutor's report of the internship	40%	2	0.08	CA32, CA33, CA34, CA35, KA44, KA45, SA38

The evaluation system consists of three elements

1. The report issued by the internship tutor of the institution.
2. The individual report-summary of the internship undertaken by each student.

## Bibliography

This subject has no related bibliography

## Software

There is no specific software needed.

## Language list

Name	Group	Language	Semester	Turn
(TE) Theory	1	Catalan	second semester	morning-mixed