

Work Placement

Code: 100718
ECTS Credits: 6

2025/2026

Degree	Type	Year
Archaeology	OT	4

Contact

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Teachers

Pau De Soto Cañamares

Teaching groups languages

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

Prerequisites

- Have passed 120 credits throughout the three initial courses of the degree
- Have passed the following subjects:
 - 100713 Methods and field techniques in prehistoric archaeology
 - 100712 Field methods and techniques in archaeology from historical times
- Have a digital signature
- Have a Social Security Number (NUSS)
- Have pre-registered for this subject.

Priority will be given to students who are studying the fourth year of the Degree in Archaeology. The allocation of places will take into account, if necessary, the academic record, future employment interests and the interests of the TFG.

Objectives and Contextualisation

OBJECTIVES

This is an optional subject preferably for students who are studying the fourth year of the Degree in Archaeology. In the assignments of places will be taken into account, if necessary, the academic curriculum, future employment interests and interests of the TFG.

The Statute of University Students, approved by Royal Decree 1791/2010, of December 30, recognizes in article 8 the right of undergraduate students to "have the possibility of carrying out internships, curricular or extracurricular, which may be carried out in external entities and in the centres, structures or services of the University, according to the foreseen modality and guaranteeing that they serve the formative purpose of the same »(section f) and« have effective, academic and professional tutelage (...) in the external practices that are foreseen in the curriculum "(section g). The main objective is to allow students to apply and complement the knowledge acquired in their academic training, favouring the acquisition of skills that prepare them for the exercise of professional activities. Given the formative nature of external academic practices, its realization will not, in any case, result in obligations inherent to an employment relationship, nor will its content give rise to the substitution of the job performance inherent to jobs.

In the case of the degree of archaeology, the curricular practices are organized as an optional face-to-face subject of 6 credits that can be done in the university itself or in collaborating entities, such as institutions and public and private entities in the national and international scope chosen especially by Faculty of Arts, at the proposal of the Departments of Prehistory and Sciences and Techniques of Antiquity and the Middle Ages. These 6 credits are equivalent: to 130 hours of student work and include face-to-face hours at the company, institution or host institution; the hours allocated to the preparation of follow-up reports and the final report and the hours allocated to intermediate tutorials; 20 hours of complementary training activities in activities related to the student's training to facilitate their incorporation into working life.

The training activities can be those proposed by the Faculty itself or, in the case of any activity proposed by another instance, they must be verified and authorized by the Subject Coordinators. Otherwise, they will not be accepted as complementary training activities to the External Practice subject of the Archeology Degree.

The students must develop these external practices according to the training project detailed in the specific agreement that each student will sign with the faculty and the institution in which the practices are carried out, in which the educational objectives and activities to be developed are included, as well as the duration and the implementation regime. The student commits to join the collaborating entity on the agreed date, meet the scheduled schedules and respect the rules set by the collaborating entity, as well as to maintain with the tutor the necessary relationship to achieve the fixed objectives of the internship.

Competences

- Applying the necessary skills to the management, valuation and divulgation of the historical-archaeological patrimony.
- Developing critical thinking and reasoning and communicating them effectively both in your own and other languages.
- Generating innovative and competitive proposals in research and professional activity.
- Managing the main methods, techniques and analytic tools in archaeology.
- Respecting the diversity and plurality of ideas, people and situations.
- Students must be capable of applying their knowledge to their work or vocation in a professional way and they should have building arguments and problem resolution skills 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 ethic 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 to undertake further training with a high degree of autonomy.

Learning Outcomes

1. Applying both knowledge and analytical skills to the resolution of problems related to their area of study.
2. Applying proper techniques and analytical tools in case studies.
3. Autonomously searching, selecting and processing information both from structured sources (databases, bibliographies, specialized magazines) and from across the network.
4. Carrying out an individual work that specifies the work plan and timing of activities.
5. Developing management, valuation and divulgation of historical-archaeological patrimony.
6. Interpreting legislation and demonstrating they know the forms of administration on the field of historical-archaeological heritage.
7. Mastering the relevant languages to the necessary degree in the professional practice.
8. Organizing their own time and work resources: designing plans with priorities of objectives, calendars and action commitments.
9. Recognising and implementing the following teamwork skills: commitment to teamwork, habit of cooperation, ability to participate in the problem solving processes.
10. Recognising the importance of controlling the quality of the work's results and its presentation.
11. Reflecting on their own work and the immediate environment's in order to continuously improve it.
12. Submitting works in accordance with both individual and small group demands and personal styles.
13. Transmitting the results of archaeological research and clearly communicating conclusions in oral and written form to both specialised and non-specialised audiences.
14. Using computing tools, both basics (word processor or databases, for example) and specialised software needed in the professional practice of archaeology.

Content

The external internships offered within the framework of the Archaeology degree may be carried out at the university itself or in collaborating entities, such as public and private institutions at a national and international level, specially selected by the Faculty of Arts and Humanities, at the proposal of the Departments of Prehistory and of Antiquity and the Middle Ages Studies.

When making the pre-registration, it is possible that you will have to specify in which semester you prefer to do the internship. Despite this choice, it is important to point out that it is very difficult to start these internships at the beginning of the course, and therefore, most likely, they will extend beyond the end of the first semester. If anyone needs to finish the internship within the strict deadline of the first semester, please communicate this to the course coordinators. And if anyone needs to do the internships concentrated in the second semester, please also specify this by email.

It is mandatory to have a digital signature since the agreements that must be signed with the institutions will be made digitally.

The list of institutions, laboratories, and companies where internships can be held each year will be those listed in SIGMA at the time of pre-registration.

Activities and Methodology

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Conducting training courses	0	0	6, 8, 10
Type: Supervised			
Internship in company, institution, laboratory, research centre, museum, cultural equipment	0	0	2, 1, 3, 5, 7, 6, 9, 10, 13, 14

Type: Autonomous

Preparation of a follow-up report and a final report	0	0	2, 1, 3, 7, 4, 8, 12, 10, 11, 13, 14
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Directed activities

- Theoretical and planning sessions directed by the responsible tutor (UAB): 5 hours (General organization of the subject. Obligations and duties of students at the UAB and the collaborating entity).

- Theoretical sessions directed by the responsible tutor (entity where the practices are done): 5 hours (Introduction to the subject of the practices. Description of the tasks to be performed).

Supervised activities

- Practical activity in the institution according to the training plan specified in the individual agreement of each student: 125 hours (Development of the assigned tasks, Autonomous and follow-up activities)

- Preparation of reports (indicated below) (Developing the capacity for analysis and synthesis. Learn autonomously).

Monitoring and evaluation activities:

- Work monitoring activity supervised by tutor / UAB 5 hours. Preparation of follow-up report:

- Final synthesis work 10 hours

In the case of the Degree of Archaeology, curricular practices are organized as an optional face-to-face subject of 6 credits (which implies on the student's side a presence at the place of completion of the practices of 130 hours). During the course in which the external internships are carried out, it will also be necessary to complete complementary training courses (20 hours), which can be done in person or online. Once registration is complete, the development of the internship will be planned with the host institution under the coordination of the tutor (UAB) and the people responsible for the entity where they will be carried out. These will begin once the specific internship agreement has been signed.

Once the registration is made, the development of the practices will be planned under the coordination of the tutor (UAB) and the persons responsible for the entity where they perform. These begin once signed the specific agreement of practices. The tutor (UAB) will carry out the follow-up that will imply intermediate tutorial sessions and the delivery of a report. At the end of the students' practices, the UAB tutor will be given a practice report following the model

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
Activity monitoring report carried out by the institution's tutor	70	130	5.2	2, 3, 5, 4, 6, 9, 10, 11
Carrying out training courses	10	10	0.4	1, 12, 10, 11

During the internship the student will meet with the tutor assigned by the UAB to make an assessment on the development of the practices that will involve the delivery of a partial activity report. Once the internship is over, the student must prepare a final report, according to the model established by the University, in accordance with what is specified in each specific agreement. Likewise, the collaborating entity undertakes to provide the tutor (UAB) with a report stating where the internship has taken place, with express mention of the activity carried out, the duration and the performance. This report will serve for the evaluation of the student with a weight of 70%. The monitoring reports will have a total weight of 10% and the final report of 20%.

The note will consist of a:

- Not evaluable. "When the student has not achieved 10% of the hours provided in the agreement.
- "Discontinued". When the student has exceeded 10% of face-to-face, but has not completed the hours provided for in the agreement or is negatively evaluated.
- "Approved", "Notable", "Excellent". When the student has completed 100% of the practicals, submitted the report and completed the training courses.

External practices subject cannot be passed on a second attempt.

Bibliography

Taking into account the wide range offered and its diversity, the bibliography will be indicated in each case during the initial tutorial sessions

Software

Word and Adobe reader (Digital Signature)

Groups and Languages

Please note that this information is provisional until 30 November 2025. You can check it through this [link](#). To consult the language you will need to enter the CODE of the subject.