

## Professional Practice: the Role of the HR Officer

Code: 44721  
ECTS Credits: 6

**2025/2026**

Degree	Type	Year
Gestión de los Recursos Humanos en las Organizaciones	PRO	1

### Contact

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### Teaching groups languages

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

### Prerequisites

There are no prerequisites.

However, it is important to note that, since internship placements are limited, the Master's coordination team carries out an *evaluation* and *selection* process for students interested in taking this elective module. This assessment consists of an interview and the evaluation of the CV, allowing for the identification of students who are best prepared to undertake professional internships and, therefore, will be prioritized for enrollment in this module.

Students who are not selected may still carry out professional internships through the Employment Service. In this case, the accreditation and management of the internship will be handled by the student and the Employment Service (<http://www.UAB.cat/ocupabilitat>).

### Objectives and Contextualisation

At the end of the module, students will be able to:

- Develop the competencies required to perform a professional role.
- Apply the knowledge acquired to the functions and tasks carried out during professional practice.
- Gain knowledge of different reference models for the professional role in a work environment.

External internships are not compulsory, but elective. During them, students will perform the functions of an HR technician, either focused on a specific area (e.g., recruitment, training) or spanning across several areas.

To create internship opportunities, the Master's program has framework agreements with partner organizations and is always open to signing new agreements with other organizations throughout the academic year. Internships can take place in a variety of settings, including public, private, or third-sector organizations-whether dedicated to HR topics (consulting firms, temp agencies, etc.) or to other activities but with a clearly defined HR or personnel department.

## Learning Outcomes

1. CA17 (Competence) Communicate proposals, reports and results effectively to different types of interlocutors.
2. KA20 (Knowledge) Recognise the theoretical-practical frameworks of the discipline in the observation and analysis of HR processes in specific organisations.
3. SA29 (Skill) Discuss actions to improve HR processes with internal customers.
4. SA30 (Skill) Estimate the deficiencies in specific HR processes based on observing and reflecting on how an organisation operates.

## Content

The contents of this module will be those specified in the internship training programs of the organizations collaborating with the Master's program, in which students will participate.

In all cases, the contents will be related to the functions of an HR technician.

## Activities and Methodology

Title	Hours	ECTS	Learning Outcomes
Type: Supervised			
Implementation of practical activities	145	5.8	CA17, KA20, SA29, SA30, CA17
Type: Autonomous			
Reflection on the learning achieved	5	0.2	CA17, KA20, SA29, SA30, CA17

The Master's coordination team contacts organizations that are part of the internship database (while continuously seeking synergies with new organizations) to update and collect their requests for hosting students. This communication gathers and verifies, among other things, the main activities of the center, the tasks to be performed by the student, the professionals who will mentor and train the student, as well as the time frames and schedules available for the internship.

Likewise, students can-and are encouraged to-search for their own preferred internship centers. They may use platforms and professional networks to assist them in finding organizations that match their sectors of interest, availability, and location.

Whether through the Master's internship offers or student-led searches, students will be interviewed by potential host organizations in a process resembling a real recruitment process. The organizations ultimately decide which student they will host (with approval from the Master's coordination team).

Generally (except for specific cases), the assignment process begins in November-December, aiming for students to start their internships early in the year, once the specific agreement with the organization has been signed. Internships last for 150 hours and typically take place between February and May/June. If a student wishes to extend the internship period and exceed the 150 stipulated hours, an extracurricular internship agreement can be arranged through the Employment Service, allowing up to 550 additional hours.

If a student wishes to validate the internship module by recognizing their professional experience, they must provide official documentation accrediting at least two and a half years of professional experience in an area related to the Master's professional profile. In this case, the quantitative grade awarded will be a pass (5). To achieve a 7 (Good), a written report on the professional experience must also be submitted.

Note: 15 minutes of a class will be reserved, within the schedule established by the center/program, for students to complete the surveys evaluating the instructor's performance and the course/module.

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
Evaluation by the organization's supervisor	80%	0	0	KA20, SA29
Student self-assessment	20%	0	0	CA17, SA30

On the one hand, the internship will be evaluated by the organization's tutor based on a rubric that includes a quantitative assessment of behaviors linked to the module's competencies, as well as a qualitative assessment of the student's engagement during the internship. On the other hand, the student's own critical self-assessment will complete the evaluation, and will be the deciding factor in the final grade.

The procedure is as follows: once the internship is completed, the student must send the evaluation form (available on the Moodle platform) to their on-site tutor. The tutor will then return it directly to the module coordinator via email. Meanwhile, the student must complete and upload their self-assessment to the Moodle platform. The final grade for the module will consist of 80% from the tutor's evaluation and 20% from the student's self-assessment.

Withdrawing from the internship after being assigned and having started the placement is only permitted in cases of justified force majeure. However, students who receive a final grade between 4.00 and 4.99 due to missing evidence caused by a justified situation (e.g., illness) may be offered an alternative assignment proposed by the teaching team.

## Bibliography

Selva, C., & Pina, R. (Eds.). (2024). *La ética en la práctica psicológica: Dilemas y retos*. Editorial UOC.

## Software

No specific software is required.

## 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.

Name	Group	Language	Semester	Turn
(PEXTm) Pràctiques externes i pràcticum (màster)	1	Catalan/Spanish	second semester	morning-mixed