

| Degree programme                    | Type | Course |
|-------------------------------------|------|--------|
| Business and Information Technology | PRO  | 4      |

## Contact lecturer

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## Group languages

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

## Prerequisites

This subject is one of the components of the Dual Mention of the Degree in Business and Technology. Therefore, its enrolment is restricted to students taking the fourth year of the Degree who have been previously admitted to the said mention.

The admission process for the dual degree takes place each academic year during the second semester of the preceding year. Applications must be made within the interval previously specified by the Faculty and is restricted to students currently registered for all third-year subjects which have already passed all subjects of the first two years. The application must specify up to a maximum of 3 of the proposals presented by the collaborating companies. The final assignment will consider the orderly selection of students made by each company, the degree of interest expressed by the student for the training projects presented by each company/institution, as well as the academic records of the participants in the selection.

Like other activities that take place outside the UAB campus, students will need to have accident and civil liability insurance to be formalised with the enrolment for the course.

## Objectives

The main objective of the dual mention, and by extension of this first subject, is to foster the development of knowledge, skills and competences through a shared training and work experience between the academic and

professional fields.

Its dual guidance allows the development of a joint and continuous training programme over time between the University and the student's work placement Organization. Such a placement implies the immersion of the student in a professional business environment, in the field of digital management of companies and organizations.

The objectives of this first work placement can be summarized as follows:

1. To enable students to apply the knowledge and skills developed during their academic training to the resolution of real problems.
2. Implement, in the organisational context of the company or institution in which they carry out their stay, the various skills developed during the degree, such as adaptability, effective work in multidisciplinary teams, initiative and responsibility.

## Learning outcomes

- CM34 (Work cooperatively in any role within a work team linked to a project in the field of the degree.) Work cooperatively in any role within a work team linked to a project in the field of the degree.
- CM35 (Plan an improvement project based on the objectives and resources available.) Plan an improvement project based on the objectives and resources available.
- CM36 (Apply the relevant computer and technological techniques to achieve the proposed objectives.) Apply the relevant computer and technological techniques to achieve the proposed objectives.
- KM31 (Recognise the functioning of the main systems of the company.) Recognise the functioning of the main systems of the company.
- KM32 (Identify how technological innovations improve the competitiveness of a company or organisation.) Identify how technological innovations improve the competitiveness of a company or organisation.
- SM22 (Propose improvements based on algorithmic solutions in the operation of a system within the company.) Propose improvements based on algorithmic solutions in the operation of a system within the company.
- SM23 (Exercise the role of interlocutor between management staff and the technical/computer team in charge of developing applications.) Exercise the role of interlocutor between management staff and the technical/computer team in charge of developing applications.
- SM24 (Oral and written presentation of the results obtained in a project with an adequate vocabulary.) Oral and written presentation of the results obtained in a project with an adequate vocabulary.

## Contents

The dual mention, and by extension this internship subject, is to be performed at those companies and institutions with which the corresponding collaboration agreements have been established.

According to the development of the dual mention, this subject will take place during the first semester of the course (September - January). Indicatively, it will involve the student dedicating 6 hours/day, 4 days a week, for approximately 19 weeks, to reach the total of 450 hours planned (=18 ECTS). The final schedule will be determined in each case depending on the organization hosting the student, considering the applicable legal regulations.

The subject's specific content will be based on the student's integration into a specific project developed in the company/organization that hosts them. A set of explicit activities and tasks, as well as more specific training activities around the previous ones, will be specified on the training project established for each student. Designed by the hosting organization, these activities should be accepted by the person responsible for Dual Training at the Faculty and configured and reflected in the specific agreement also to be signed by each student before the start of the activity.

## Learning activities and methodology

| Title                                                             | Hours | ECTS | Learning outcomes                              |
|-------------------------------------------------------------------|-------|------|------------------------------------------------|
| Assignment and monitoring meetings                                | 3.5   | 0.14 |                                                |
| Preparation of the different components of the learning portfolio | 24    | 0.96 | CM36, KM31, KM32, SM22, SM24                   |
| Stage at the company/organization and seminars/training           | 420   | 16.8 | CM34, CM35, CM36, KM31, KM32, SM22, SM23, SM24 |
| Training related to the subject methodology and its evaluation    | 1.5   | 0.06 |                                                |

Two tutors will be appointed for each student to accompany and guide their learning process. One of the tutors will be designated by the company/institution where the student is conducting the dual mention, and the second one will be the academic tutor.

The tutor designated by the organization will be responsible for planning and supervising the activities and tasks allocated to the student within the framework of the assigned project. He/she will be also responsible for the definition and adjustment, if necessary, of an internal training plan designed specifically for the student. This planning will be carried out in agreement with the student's academic tutor, who will be responsible for its formalization into an individual training plan on which the student's monitoring plan will be based during the course.

The student must maintain contact with the academic tutor on a regular basis throughout the stay. The initial tutoring must occur between the first and third week of the student's stay. On this first tutoring a specific monitoring calendar should be established, which must involve a minimum of five meetings.

Likewise, the student must keep a record of the activities conducted, using a suitable computer tool to allow easy communication with their tutor, marking those that a priori have been chosen to be part of the evaluation of the subject (see next section). This tool, together with the agreed monitoring sessions, must allow the academic tutor to monitor the activity developed by the student during the subject, as well as specific feedback on it.

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                                                                                      | Weight | Hours | ECTS | Learning outcomes                        |
|--------------------------------------------------------------------------------------------|--------|-------|------|------------------------------------------|
| Presentation and defense (if applicable) of the learning portfolio prepared by the student | 70%    | 1     | 0.04 | CM35, CM36, KM31, KM32, SM22, SM24       |
| Report from the company/institution tutor                                                  | 30%    | 0     | 0    | CM34, CM35, CM36, KM31, KM32, SM22, SM23 |

The evaluation of the subject will be based on the following evidence:

- The report to be prepared by the tutoring of the organization that hosts the student, and
- The preparation (and defence if applicable) of the learning portfolio (developmental Portfolio) developed

by the student during their stay, which must include a selection of the materials they have worked on, as well as a justification for the selection made and the connection between the selected material, together with a reflection on how they have helped the student to achieve the learning objectives related to their stay.

The final evaluation will be subject to the timely and formal presentation of the student's portfolio, which must include their electronic signature at the end of the document. The mark of a student having not submitted the above-mentioned portfolio within the indicated deadline will be \"non-evaluable\".

The grading of the portfolio will be the responsibility of each student's academic tutor, based on the specific rubric published at the beginning of the course. The rubric will also consider the monitoring conducted during the semester.

Both the model of the report requested from the company tutor, and a guide on the preparation of the learning portfolio, will be published on the subject's virtual campus.

The final grade for the subject will be determined by the academic tutor and calculated based on the weights indicated in the previous table. It will be a necessary condition for such calculation that each of the items involved in it have a grade of no less than 5 (out of 10). Otherwise, the final grade for the subject would be the minimum among the grades of the items considered.

That is, if we call IT the grade obtained through the report of the tutor of the company/organization, and PA the mark of the learning portfolio delivered to the academic tutor, the final grade of the subject will be obtained from the following calculation:

$QF = 30\% IT + 70\% PA$  if  $IT, PA \geq 5$  and  $QF = \min(IT, PA)$  if  $IT < 5$  or if  $PA < 5$

When writing the learning portfolio, the use of Artificial Intelligence (AI) tools is permitted only as a sporadic resource in less than 30% of the text. Its use must be asserted by the inclusion of an annex clearly identifying the parts generated totally or partially with the help of this technology. The annex should also include tools and \"prompts\" used, as well as and a critical reflection on their influence on the development of the portfolio. Lack of transparency in the use of AI in these assessable activities will be considered a lack of academic honesty and may result in a partial or total penalty in the grade of the activity, or greater penalties in cases of seriousness.

#### Grade revision process

After all grading activities have ended students will be informed of the date and way in which the course grades will be published. Students will also be informed of the procedure, place, date, and time of grade revision following University regulations.

#### Irregularities in evaluation activities

Despite other disciplinary measures deemed appropriate, and in accordance with current academic regulations, *\"whenever a student makes any irregularity that could lead to a significant variation in the grade of an evaluation activity, it will be graded with a 0, regardless of the disciplinary process that can be instructed. In case of occurrence of various irregularities in the evaluation of the same subject, the final grade of this subject will be 0\"*. **Section 10 of Article 116. Results of the evaluation. (UAB Academic Regulations).**

#### Bibliography

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#### Software

Any software related to those used in different areas and subjects by the students during the degree, e.g. related to Information Systems, CRM, Business Intelligence, data analysis, etc., as well as various more or less specialized programming languages, depending on the requirements and environment of the company

and the project in which the subject is framed for each student.

### Course groups and languages

The information provided is provisional until November 30. After this date, you will be able to consult the language of each group through this [link](#). To access the information, you will need to enter the course CODE

| Type of teaching                          | Group | Language | Semester          | Shift         |
|-------------------------------------------|-------|----------|-------------------|---------------|
| (PEXT) Pràctiques<br>externes i pràcticum | 1     | Unknown  | first<br>semester | morning-mixed |