

Internship

Code: 103983
ECTS Credits: 12

| Degree | Type | Year | Semester |
|------------------------------|------|------|----------|
| 2502441 Computer Engineering | OT | 4 | 0 |

Contact

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Use of Languages

Principal working language: catalan (cat)
Some groups entirely in English: Yes
Some groups entirely in Catalan: Yes
Some groups entirely in Spanish: Yes

Prerequisites

As set out in the progression rules, in the section on enrolment continuation. As this is a fourth-year subject, students must have successfully completed at least all first-year subjects and obtained a total of 120 credits for the first three academic years.

However, as the main objective is to put the knowledge acquired on the degree into practice, students should be nearing the end of the programme (with the first three years completed), and should have enough time to devote to the placement and to other subjects.

Students may not begin the placement unless they are enrolled and have paid for the complementary insurance policy, and the university-company cooperation agreement has been signed.

Objectives and Contextualisation

The training objectives are:

- To allow students to apply and complement the knowledge and skills, both theoretical and practical, that they have acquired on their study programme.
- To familiarise students with the real methodology of work used in the professional context they will be joining and compare this with what they have learnt in their studies.
- To consolidate personal competences, such as teamwork, entrepreneurship, problem-solving in new environments, creativity and communication skills.
- To help students acquire the technical, methodological and participatory competences they will need in their future careers in computer engineering.
- To give students practical experience that will boost their future employability.

Competences

- Acquire personal work habits.
- Communication.
- Have the capacity to solve problems with initiative, decision making, autonomy and creativity. Have the capacity to know how to communicate and transmit the knowledge and skills of the IT engineering profession.
- Have the right personal attitude.

- Work in teams.

Learning Outcomes

1. Accept and respect the role of the various team members, and its different levels of dependence.
2. Adapt to multidisciplinary and international environments .
3. Clearly and concisely describe the most important aspects of a problem.
4. Communicate efficiently, orally or in writing, knowledge, results and skills, both in the professional environment and before non-expert audiences.
5. Comprehensibly explain ideas and concepts, adapting the vocabulary to the audiences knowledge.
6. Critically evaluate the work done.
7. Identify, manage and resolve conflicts.
8. Maintain a proactive and dynamic attitude with regard to the development of ones own professional career, personal growth and continuing education. Be able to cope with adversities.
9. Make decisions in consideration of risks and opportunities.
10. Make ones own decisions.
11. Manage time and resources available. Work in an organized manner .
12. Plan the tasks required to resolve a problem.
13. Prevent and solve problems.
14. Search for information on similar problems, showing that major sources of reference in the field of study have been consulted.
15. Work cooperatively.
16. Work independently.

Content

The placement companies and institutions all work in different areas, which means that the content of the placements will also vary, depending on the tasks to be performed. Before beginning the placement, the training project has to be defined (and included in the placement agreement) with the placement organisation: detailing the tasks to be performed and the educational aims. This training project is validated by the lecturer in charge of the subject.

The subject content, therefore, is established in each student's training project, which will contain the following.

- Start and end dates, timetable, placement venue, and name and contact details of the company tutor.
- Description of the specific, transferable or general competences, to be developed, with their corresponding learning outcomes.
- Details of the content of the placement and the tasks to be performed.
- Monitoring procedure to be used by the company tutor.

Methodology

Students carry out a placement with an external company or institution of 300 hours in duration. The student's role and tasks in the company are specified in the training project, which the student must know before starting.

It is the student's responsibility to be selected by a placement organisation. Students send their CV to the contact person specified in the offer and go through the selection process determined by the company.

There are three possible sources of offers, as follows.

1. Proposals made by the School of Engineering, for placements in collaborating organisations. Offers are posted in the subject's teaching space in the Campus Virtual intranet
2. Offers of non-curricular placements made by the "Servei d'Ocupabilitat de la UAB" (employment service). The placement coordinator verifies that the training project meets the subject's needs in terms of its competences and characteristics. An agreement on curricular placements must be drawn up between the School and the company, and signed.

- Proposals from students themselves through direct contact with a company or based on an offer posted on online platforms or social networks. Before signing the agreement and starting the placement, the placement coordinator has to confirm that the training project meets the requirements of the subject.

In all cases, students will be supervised by an academic tutor and an external tutor.

- External tutors belong to the host organisation. They receive the students, assign work to them as set out in the training project, monitor their progress and submit the corresponding assessment reports.
- Academic tutors are university lecturers. They oversee students' progress to make sure that the subject's objectives are met and they submit a final assessment report.

The placement with the collaborating organisation must last 300 hours. The calendar and timetabling must be compatible with the students' university activities (academic work, representation, participation, etc.) and are tailored to each student, in line with the nature of the placement and the capabilities of the collaborating organisation.

At the end of the placement, the students write a report, for which the format and submission deadlines are set by the coordinator. A model report can be found in the teaching space in the Campus Virtual.

Activities

| Title | Hours | ECTS | Learning Outcomes |
|---|-------|------|--|
| Type: Supervised | | | |
| Placement at the company or institution | 290 | 11.6 | 2, 1, 4, 3, 5, 11, 7, 8, 12, 10, 9, 13, 15, 16 |
| Type: Autonomous | | | |
| Writing the report | 10 | 0.4 | 6, 14, 4, 3, 5, 8, 16 |

Assessment

At the end of the placement, the coordinator assesses it on the basis of the reports from the academic tutor (40% of the final mark), the placement report submitted by the student and the report from the external tutor (60% of the final mark).

Unjustified non-fulfilment, on the part of students, of the terms of the agreement signed by them is cause for rescinding the agreement and assigning a "Fail" grade (0) for the subject. Once the placement has started, a grade of "Not assessed" cannot be obtained.

Students may not change to another organisation once one of the parties to the agreement (collaborating organisation, student or university) has signed it.

The external tutor assesses the degree of satisfaction with the placement undertaken through a document prepared by the coordinator, to be submitted to the School's academic tutor within a maximum of ten days from the end of the placement. This report must contain the total number of hours contributed by the student and must assess the student's acquisition of the general, specific and transferable competences set out in the training project.

Students have to submit their placement report to their academic tutor within a maximum of ten days from the end of the placement. They can do this by email, requesting confirmation of receipt. Students must not disclose any confidential information from the collaborating organisation that they may acquire as a result of engaging in the placement. The report must be 9 to 12 pages in length, and keep to the format and content set out by the coordinator.

Academic tutors send their assessment reports to the lecturer responsible for the subject within five days of having received the reports from the external tutors and the students.

Assessment Activities

| Title | Weighting | Hours | ECTS | Learning Outcomes |
|---|-----------|-------|------|---|
| Academic tutor's assessment report on the placement | 40% | 0 | 0 | 6, 14, 4, 3, 5, 8, 16 |
| External tutor's assessment report on the placement | 60% | 0 | 0 | 2, 1, 4, 3, 5, 11, 7, 12, 10, 9, 13, 15, 16 |

Bibliography

The bibliography will be refer to the specific task that each student will develop during their placement and what they need to prepare the final report.