

Subject Study guide “Practicum I”

1. IDENTIFICATION

- ✓ **Subject name:** Practicum I
- ✓ **Code:** 101229
- ✓ **Degree:** Tourism degree
- ✓ **Academic course:** 2018-2019
- ✓ **Subject type:** Core
- ✓ **ECTS Credits (hours):** 12 (300h)
- ✓ **Teaching period:** Yearly
- ✓ **Teaching language:** English
- ✓ **Teachers:** Gemma Sagué
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2. PRESENTATION

The practical training is included in the curriculum of the Tourism Degree of the Escola Universitària de Turisme i Direcció Hotelera (EUTDH), and pursues to connect the students with the labour reality of their professional field. The internship is completed with the support and the guidance of the company tutor, who will be responsible for monitoring and ensuring the objectives defined in this subject are effectively achieved by the end of the training period.

The course “Practicum I” will grant 12 university credits ECTS. The students will complete 10 credits, equal to 250 hours of practical training, at a tourism company: travel agency, hotel, meetings and conventions organizer, tourism promotion Office, etc. located in the area of influence of the institution. The remaining 2 credits (50 hours) will be provided through the confirmation of participation to the in-class inspirational sessions, such as the opening session of the subject, the counselling interview with the academic tutor, the attendance to the EUTDH (i.e. Workshop-Trobada Empreses-Escola) and any other event/visit suggested by the tutor. Likewise, as part of these 2 credits, the student will have to prepare the Internship memorandum, get the company tutor assessment duly signed and stamped by the organization and answer the quality and feedback surveys.

It should be noted that Practicum I will be followed by Practicum II in the third course of the Tourism Degree, with the common objective of providing the students the initial knowledge and the experience that will enable them to join the labour market after finishing their studies with a clear focus of the type of company and position where they want to start developing their professional career.

3. EDUCATIONAL GOALS

1. To approach the student to the real labour market situation of the sector.
2. To broaden and apply the theoretical knowledge on the various topics covered during the degree.
3. To get the experience and the knowledge from a real professional environment.
4. To facilitate the development of professional skills.
5. Comply with the conception of the teaching cycle for that subject.

4. SKILLS AND LEARNING OUTCOMES

CE 12. To apply the information and communication technologies linked to the management, planning and generation of tourist products within the tourist sector.

Learning outcome: CE 12.5 Use the computer programs and communication tools necessary to perform the professional activity.

CE 21. To embed the skills acquired during the internship to the working environment.

CT1. To develop the students' capacity for autonomous learning in the workplace.

CT2. To be able to self-assess the knowledge gained.

CT4. To manage communication techniques at all levels.

CT5. To make decisions under uncertain circumstances, as well as to be able to evaluate and foresee the consequences of these decisions at a short, mid and long term.

CT6. To plan, organize and coordinate the team work, generating synergies and implementing empathy.

CT7. Learn to manage the human resources at the tourist organizations.

CT8. To show an ethical behaviour and the capacity to adapt to different intercultural contexts.

CT9. To show an environmentally responsible behaviour.

CT11. To plan and manage activities on the basis of quality and sustainability.

CT12. Understand the client orientation and focus on the culture of service.

CT13. To have business vision, identify the client's necessities and anticipate eventual changes in the environment.

5. TOPIC AND CONTENT

The practical training consists of 250 hours training at a company of the tourist sector. The content of this subject includes the internship period, the completion of the workshops and activities related to this subject, and the attendance to various events and sessions organized during the year.

At the end of the internship period, the student will need to deliver to the academic tutor the Internship Memorandum, as well as the document filled in by the company tutor with the assessment of the student's performance. The survey will be required too.

The practical training pursues to know the organization, operation and management of companies of the tourist sector, covering the guest attendance, the organization and promotion of tourist products or services, etc. If needed, the EUTDH will offer a wide range of partner companies that will collaborate to achieve these learning goals. To this extend, amongst the activities and events the student must complete and attend in order to pass the subject, we highlight the *Workshop-Trobada Empreses-Escola* that takes place in February each year.

6. RECOMMENDED BIBLIOGRAPHY

- Kinni, T. (Updated version 2011): Be our guest; perfecting the art of customer service by the Disney Institute.
- Mullins, Laurie J., Dossor, Penny (Jun 2013, 5th Edition): Hospitality Management and Organisational Behaviour.
- Knowles, Tim (Feb 1998, 2nd Edition): Hospitality Management: An Introduction.

Additional learning materials in digital format, as well as links to websites, will be provided via the Virtual Campus.

7. TEACHING METHODOLOGY

The course will be taught using three different teaching methodologies:

- a) Learning by doing – practical training at a professional environment, duly monitored and tutored by an expert on the professional field.
- b) Self-assessment and self-analysis tasks.
- c) Autonomous work after being in contact with industry professionals to better understand the business operations and the professional profiles that better match each role and type of company.

Additionally, the student will have to be adapted to the culture of the organization, its internal regulation and values while considering the tutor instructions and the EUTDH main rules.

TRAINING ACTIVITIES

Activity	Hours	ECTS	Learning outcomes
Type: Practical Training			
Authorized secondment in the company: to join a company or business operating at the tourism sector and learn from doing.	250	10	CE12.5, CE21, CT1, CT2, CT4, CT5, CT6, CT7,CT8,CT9,CT11,CT12,CT13
Type: Autonomous			
Drafting Internship memorandum: Investigate and get through information regarding the company, the business and the sector it operates. Interview key players from different business areas. Summarize the learning process followed during the internship period and self-assess one's performance.	10	0.4	CE12.5, CE21,CT1, CT2,CT4,CT6,CT9,CT11
Type: Supervised			
Tutoring sessions: Tutoring sessions to follow up the internship and give support in the generation of the internship documentation. In-class sessions and other events.	40	1.6	CT2,CT5, CT9

8. ASSESSMENT SYSTEMS

The assessment will include:

- The company tutor assessment of the student's performance.
- The Internship Memorandum elaborated by the student.
- The ongoing assessment and evaluation of the student performance considers the attendance to classroom sessions and workshops, such as the opening session of the subject, individual interview with the academic tutor, and any other events organized by the EUTDH (i.e. *Workshop-Trobada Empreses-Escola*).

In order to pass the subject “Practicum”, the student must get the minimum score of 5 either in the Internship Memorandum, the company tutor assessment and the in-class sessions. The Memorandum represents 50% of the final grade and the Tutor evaluation a 40%. The rest (10%) is linked to the sessions organized during the course.

ASSESSMENT ACTIVITIES

Activity	Weight	Hours	ECTS	Learning Outcomes
Internship Memorandum elaborated by the student	50%	10	0.4	CE12, CE12.5,CE21
Company tutor assessment of the students' performance during the internship period (duly signed and stamped)	40%	250	10	CE12, CE12.5,CE21
Attendance and participation to specific sessions and answer to survey/questionnaire	10%	40	1.6	CT14,CT16,CT12, CE21,CT1

The student enrolled in this subject has the obligation to attend the working sessions (workshops and other familiarization sessions), as well as seminars, talks and external presentations organized by the institution.

9. PLANNING

Total ECTS of the subject = 12

Total hours = 300h, out of which 250h are performed within the company assigned.

10. ENTREPRENEURSHIP AND INNOVATION

The subject is projected to be an eye-opener to the reality of the industry in order to let the students understand where they would fit the most, based on their talents, motivations and experiences during their internships.

With that in mind, we plan different inspirational sessions with industry professionals around the world, we invite national and multinational companies to introduce their training programs and share the experiences and testimonials of different EUTDH UAB alumni with proven success in management roles.