

**Work Placement**

Code: 103962  
ECTS Credits: 18

Degree	Type	Year	Semester
2501572 Business Administration and Management	OT	4	0
2501573 Economics	OT	4	0

**Contact**

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**Use of languages**

Principal working language: english (eng)  
Some groups entirely in English: Yes  
Some groups entirely in Catalan: No  
Some groups entirely in Spanish: No

**Prerequisites**

The requirements to be eligible for an *internship position* are the following:

1. To have passed all the first year courses.
2. To have passed at least 150 ECTS of the degree.

**Objectives and Contextualisation**

The subject has two main objectives:

1. To put into practice the theoretical knowledge acquired in the different courses followed during the degree in order to enhance the academic training of the student.
2. To provide students with a first direct approach to the professional and business world, which will allow them to identify the professional profile that is most suited to the skills and competences acquired during their academic training.

**Skills**

**Business Administration and Management**

- Capacity for oral and written communication in Catalan, Spanish and English, which enables synthesis and oral and written presentation of the work carried out.
- Demonstrate a capacity for integration within a work environment and apply the skills and competencies acquired during the degree course.
- Demonstrate initiative and work individually when the situation requires it.
- Organise the work in terms of good time management, organisation and planning.
- Select and generate the information necessary for each problem, analyse it and take decisions based on that information.
- Show motivation for carrying out quality work and sensitivity to the consequences for the environment and society.
- Value ethical commitment in professional practice.

- Work well in a team, being able to argue proposals and validate or reject the arguments of others in a reasoned manner.

### **Economics**

- Demonstrate a capacity for integration within a work environment and apply the skills and competencies acquired during the degree course.
- Demonstrate initiative and work individually when the situation requires it.
- Organise the work in terms of good time management, organisation and planning.
- Select and generate the information necessary for each problem, analyse it and take decisions based on that information.
- Show motivation for carrying out quality work and sensitivity to the consequences for the environment and society.
- Value ethical commitment in professional practice.
- Work well in a team, being able to argue proposals and validate or reject the arguments of others in a reasoned manner.

### **Learning outcomes**

1. A capacity of oral and written communication in Catalan, Spanish and English, which allows them to summarise and present the work conducted both orally and in writing.
2. Assess ethical commitment in professional activity.
3. Demonstrate initiative and work independently when required.
4. Demonstrate motivation regarding the quality of the work performed and sensitivity regarding the consequences on the environment and society.
5. Demonstrate the ability to integrate into a work setting, and to apply the skills and competencies acquired in the degree.
6. Organise work, in terms of good time management and organisation and planning.
7. Select and generate the information needed for each problem, analyse it and make decisions based on this information.
8. Work as part of a team and be able to argue own proposals and validate or refuse the arguments of others in a reasonable manner.

### **Content**

Internship will be carried out in different companies linked to Barcelona Activa, which is an institution with which the UAB has signed an agreement to collaborate in this field. The contents of the practicum will be variable and it will depend on the skills and profiles required by the company. In any case the academic tutor will supervise the development of activities in order to guarantee that the student acquires a sizeable amount of new knowledge from the internship experience.

English should be used as the communication language during at least 30% of the time in the internship. Moreover, bothwritten communications and reports should be in English.

### **Methodology**

The School of Economics and Business through an agreement with Barcelona Activa will offer a maximum of 20 internship positions based on the interest and needs of the companies linked to that institution.

The selection criteria will be mainly based on the grade point average (GPA) of the academic transcript of the student.

Other items to take into account could be: the fit of the student's profile with the company needs and the relation between the courses followed by the student (i.e., his/her previous knowledge) and the characteristics of the internship.

## Activities

Title	Hours	ECTS	Learning outcomes
<b>Type: Supervised</b>			
Internship	420	16.8	1, 3, 5, 4, 6, 7, 8, 2
Meetings with the coordinator	5	0.2	1, 7
Supervising	10	0.4	1, 7
<b>Type: Autonomous</b>			
Report	15	0.6	1, 3, 7

## Evaluation

The evaluation of the subject will be based on the following items and weighting:

1. Evaluation from the academic tutor based on both his direct supervision of the student during the period of the internship and the student's self reported assessment of his/her learning. This assessment will be supervised by the internship coordinator. Weight: 60%.
2. Evaluation from the company's tutor about the student's learning during the internship period. Weigh: 40%. The internship will only be evaluated if the student effectively devotes at least 80% of the hours established in the specific agreement to the internship.

## Evaluation activities

Title	Weighting	Hours	ECTS	Learning outcomes
Evaluation from the academic tutor	60%	0	0	1, 3, 5, 4, 6, 7, 8, 2
Evaluation from the company's tutor	40%	0	0	1, 5, 3, 4, 6, 7, 8, 2

## Bibliography

To be determined in each case.