

Academic Year/course: 2022/23

143265 - Practical Sessions I

Information of the program

Study: 14302 - Bachelor's Degree in Modern Language and Management

Academic year: 2022/23

Subject: 143265 - Practical Sessions I

Teaching period: First semester o Second semester

Year: 4

Type: ENG/Prácticas externas

ECTS Credits: 6.0

Justification

The Bachelor's Degree in Modern Languages and Management of the Faculty of Social and Human Sciences includes in its study plan, the need and obligation for students to carry out a practicum course related to their field of expertise. Practicum sessions are activities of a formative nature carried out by undergraduate students in companies, institutions, and public and private entities at a national and international level, including centers and services of the university itself, which aim to complement and develop the student's university training, and bring closer the latter to the realities of the professional field, favoring the acquisition of competencies that prepare them for the exercise of professional activities, facilitate their employability and promote their entrepreneurial capacity.

The goal of the Bachelor's Degree in Modern Languages and Management is to train multilingual graduates on language skills equivalent to or higher than C1 of CEFR, in three languages (Basque, Spanish and English) and on a variable level in a fourth language (A2-B1). The CEFR level in the fourth language will depend on the language chosen: A2-B1 if you choose between French, German, Italian or Galician, and A2 if you take Arabic or Chinese.

Prerequisites

Knowledge of basic computer tools, oral and written communication techniques, as well as business protocol standards, and, where required, use of languages.

Subject competencies

Generic competences:

- CG2- Identify, analyze, and define the significant elements that constitute a problem to solve it with criteria and effectively.
- CG3- Organize and integrate interrelated components to form a whole, and understand and face reality through global patterns.
- CG4- Integrate and collaborate actively in the achievement of common objectives with other people, areas, and organizations.

Specific skills:

CE1- Manage the Basque language orally and in writing with the ability to communicate using the terminology and techniques accepted in the corresponding professional profiles (B2-C1).

CE2- Demonstrate excellent oral and written skills in Spanish with the ability to communicate using the terminology and techniques accepted in the corresponding professional profiles (B2-C1).

CE3- Demonstrate excellent oral and written skills in English (C1-C2).

CE4- Manage a second language sufficiently, orally and in writing, to communicate fluently in normal situations of daily life and study environment (A2-B1).

CE5- Manage the methodological tools necessary to locate and critically interpret sources, data and information in their field of professional specialization.

CE8- Identify the fundamental organizational structures of a company at the national and international level, as well as the decision-making processes and the existing human relations models to carry out the processes that correspond to their corresponding level.

CE12- Identify and calculate parameters and indicators for management control as well as prepare reports.

Learning outcomes:

- The student applies the knowledge and skills acquired in the academic field to the professional context.
- The student works professionally both in his/her own language (Spanish and/or Basque) and in foreign languages.
- The student actively collaborates in the achievement of common objectives with other people, areas, and organizations.
- The student observes the internal procedures and regulations established in the company, executing the instructions received with diligence and initiative.
- The student shows perseverance in all the responsibilities in which he/she undertakes.
- The student wants to do things well by showing quality in everything he/she does.
- The student makes good use of resources.
- The student adequately balances interpersonal relationships and professional performance.
- The student transfers the learned contents to practice by integrating them into a project.
- When the student manages different tasks, he/she is able to set priorities, allocate his time to everything and not get stuck.
- The student reacts positively to differences of opinion and criticism from peers.
- The student is receptive to the considerations about the tasks carried out and is capable of modifying them in the light of his/her experience.

Course content

Given the practical nature of this course, we cannot speak of theoretical content understood in its traditional sense. Rather, the course is about the student facing the professional reality and interact with it, applying the skills and abilities acquired during their learning process.

From this perspective, the contents of the Practicum will be the following:

- How to make a report: presentation, configuration, structure, content, writing.
- Preparation of the practice diary: search and collection of information, classification, and reflection.
- Carrying out the hiring process.
- Carrying out the practices.
- Tutorship.

Teaching/learning strategy, assessment system and materials

TEACHER/S: Lorena Ronda - Jon Andoni Etxegibel	GROUP: 10, 20, 100, 200
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TEACHING-LEARNING STRATEGY

The module has 12 ECTS credits, which is equivalent to 300 hours that will be distributed as follows:

Inside the classroom: 15 hours (approximately 5% of the total) that will include:

- Teacher presentation
- Practical activities
- Tutorships

Outside the classroom: 285 hours (approximately 95% of the total) that will include:

- Completion of internships in companies: 250 hours (84%)
- Preparation of the diary: 20 hours (6%) included in the realization of the practices.
- Elaboration of the memory: 15 hours (5%)

EVALUATION SYSTEM:

The evaluation criteria will be the following:

- Tutorship: attendance, attitude, carrying out the hiring process, participation, delivery of documentation.
- Report from the tutor in the company: responsibility, motivation, relations with the public and staff, involvement, task development, learning capacity.
- Practicum Diary: presentation, collection of information, definition of activities.
- Practicum Memory: presentation, structure, content, bibliography.

Generic competences account for 40% of the final grade and are evaluated through the preparation of the report (40%).

The specific competences represent 60% of the final grade and their evaluation will depend on the report of the company tutor (50%) and the tutorials carried out performed at the University and the students' attitude during the course (10%)

DOCUMENTATION

Learning guide