

Course guide

300411 - PE - Work Placement

Last modified: 01/06/2023

Unit in charge: Castelldefels School of Telecommunications and Aerospace Engineering
Teaching unit: **Degree:** **Academic year:** 2023 **ECTS Credits:** 12.0
Languages: Catalan, Spanish, English

LECTURER

Coordinating lecturer: La subdirecció de l'escola competent en matèria de les pràctiques acadèmiques externes, és la responsable dels processos de promoció, revisió, actualització i millora de l'oferta de pràctiques acadèmiques externes del centre.

Others: El tutor acadèmic del centre és el PDI que l'escola assigna com a tutor a l'estudiant en el moment que ingressa en el centre, i que ho és fins que finalitza els estudis. La subdirecció responsable de les pràctiques acadèmiques externes, es qui supervisa i vetlla per correcte desenvolupament d'aquesta activitat acadèmica.

REQUIREMENTS

To carry out external academic internships, whether curricular or extracurricular, it is required to have passed 120 ECTS in a degree of 240 ECTS, or to have passed or 156 ECTS in the double degree in Telecommunication Systems Engineering/Telematics Engineering, o 184 ECTS in the double degree in Aerospace Systems Engineering/Telematics Engineering or Telecommunications Systems Engineering.

TEACHING METHODOLOGY

The duration of the curricular external academic internships is equivalent to a subject of 12 ECTS credits, being compulsory in telecommunication systems engineering and telematics engineering degrees, and optional in aerospace systems engineering degrees.

The teaching methodology is based on learning by doing. In this case, with the immersion of the students in a work environment where it is necessary to apply the knowledge acquired during their university studies and develop other complementary skills that allow them to achieve the training objectives.

Depending on what is established in the training project and according to the internal operating dynamics of the collaborating entity, the following general methodologies will be applied:

- Team work.
- Collaborative work.
- Autonomous work.
- Learning based on problems/projects.
- Personalized tutorials.

During the external academic practices, the student will carry out the activities that are assigned by the collaborating entity following its work dynamics and will prepare reports and memory of an academic nature.

Specific training activities:

Face-to-face

- Training activities provided for in the training project that may include attendance at seminars and/or courses related to the specific subject of the practices.
- Follow-up sessions with the tutor of the collaborating entity in accordance with the training project.

Not face-to-face

- Information search.
- Preparation of the intermediate memory and the final one.
- Autonomous Learning.

LEARNING OBJECTIVES OF THE SUBJECT

The objective of external academic internships is for students to be able to apply and complement the knowledge acquired in their academic training, and thus promote the acquisition of skills that prepare them for the exercise of professional activities, facilitate their employability and foster their entrepreneurial capacity. The internships must guarantee that the training received by the students is related to the skills and knowledge to be acquired in the studies completed, in relation to the field of knowledge of the studies.

More specifically, external academic practices must:

- Contribute to the comprehensive training of students by complementing their theoretical and practical learning.
- Facilitate the knowledge of the work methodology appropriate to the professional reality where the students must operate, contrasting and applying the knowledge acquired in the university environment.
- Promote the development of technical, methodological, personal and participatory skills.
- Obtain practical experience that facilitates insertion into the job market and improves their future employability.
- Promote the values of innovation, creativity and entrepreneurship.

As learning outcomes, the student must be able to:

- Put into practice the knowledge, skills and abilities acquired.
- Incorporate effectively into a professional, interdisciplinary, demanding, multicultural and multilingual work environment.
- Develop a methodology to approach a job and know how to adapt to a work situation.
- Know the workings of the business world and labor relations.

CONTENTS

Training project

Description:

The training project specifies the realization of each individual practice, whether curricular or extracurricular, and must set the educational objectives and the activities to be developed in the collaborating entity, considering the basic, generic and/or specific competences of the teaching in which the student is involved. enrolled, in order to ensure the direct relationship of the skills to be acquired with the studies completed

The school may require, for all purposes or in view of the training project, the subscription of a specific insurance that covers the contingency of accidents and/or displacements.

Related activities:

The external practices (curricular and extracurricular) developed in collaborating entities in the territory of Spain will be formalized through the signing of educational cooperation agreements.

The formalization of the educational cooperation agreements, the communication between the agents, the monitoring and evaluation of the practices will be managed in accordance with the guidelines and means established by the school. The educational cooperation agreements will have to be signed by the legal representative of the collaborating entity, by the student and by the Director of the center.

External academic practices

Description:

The curricular external academic practices constitute a formative activity of obligatory or optional character according to the degree, carried out by the university student body and supervised and evaluated by the university. External internships can be carried out at a collaborating entity, such as: companies, institutions and public and private entities, as well as at the university itself within the research groups.

During the stay in the collaborating entity, the training project will be developed, to which the maximum dedication of the student to make it compatible with the studies, will generally be 20 hours per week, although a greater dedication may be considered, but never more than 35 hours/week. , if the practices are carried out during vacation periods (Christmas and summer), or if it is the only pending academic activity of the study plan.

Related activities:

During this stay, the intermediate monitoring reports will be made by the student, tutor of the collaborating entity and academic tutor, and will end with the final report and evaluation by the tutor of the collaborating entity and the academic tutor, together with the assessment and final report of practices that the student will write.

Full-or-part-time: 360h

Guided activities: 360h

GRADING SYSTEM

Mandatorily the tutor of the collaborating entity will issue a follow-up report as established in article 13 of Real Decreto 592/2014. This report must be sent to the academic tutor of the University. The report must include the number of hours completed by the student and may include assessments both in reference to the generic skills and to the specific ones provided for in the corresponding training project. The evaluations can refer to aspects such as technical capacity, learning capacity, oral and written communication skills, personal involvement, punctuality, etc., and a numerical rating on a scale of 0 to 10 will be proposed.

Mandatory, the student will send the academic tutor of the university a final report at the end of the internship, in accordance with the models and procedures defined by the school, as established in article 14 of Real Decreto 592/2014. The minimum content of the report must include:

- a. Personal data of the student.
- b. Collaborating entity where you have done an internship and place of location.
- c. Specific and detailed description of the tasks, work carried out and departments of the entity to which they have been assigned.
- d. Assessment of the tasks carried out with the knowledge and skills acquired in relation to university studies.
- e. List of problems raised and procedure followed for their resolution.
- f. Identification of the contributions that, in terms of learning, have involved practices.
- g. Evaluation of practices and suggestions for improvement.

Additionally, the student must answer a questionnaire and make an assessment of the company and the tasks entrusted. The student must assess, on a scale from 0 to 5, the interest of the proposed work.

In the cases in which the tutor of the collaborating entity has to issue an intermediate follow-up report, the student must send an intermediate follow-up report to the academic tutor of the university.

The academic tutor of the university will evaluate the practice according to the follow-up reports issued by the student and by the tutor of the collaborating entity. She must previously meet with the student to discuss the assessment reports issued by both the company and the student. The objective of the meeting is to corroborate the formative value of the internships and the relationship of the tasks carried out in the company with the degree they are studying and with the work plan signed in the agreement. With all this information, the teacher-tutor must issue a final assessment of the activity on a scale from 0 to 10. In the event that this assessment is different from the one proposed by the company, they must reason it using the comments section in the application that the school makes available to you.

Finally, the sub-directorate of the competent school in the management of external academic practices will review all the evaluation reports (company, student and tutor teacher) and decide the final grade based on the proposals made by the company and by the teacher-tutor.

BIBLIOGRAPHY

Basic:

- "Real Decreto 592/2014, de 11 de julio, por el que se regulan las prácticas académicas externas de los estudiantes universitarios". BOE núm. 184, de 30 de julio de 2014 [on line]. Available on: <https://www.boe.es/buscar/doc.php?id=BOE-A-2014-8138>.- "Acord CG/2022/05/13, de 5 de juliol de 2022, del Consell de Govern, pel qual s'aprova la modificació de la Normativa de pràctiques acadèmiques externes de la UPC". Normativa UPC [on line]. [Consultation: 16/02/2023]. Available on: <https://www.upc.edu/cce/ca/normativa/ActualitzaciNormativapractiquesexternesUPC.pdf>.- "Real Decreto 822/2021, de 28 de septiembre, por el que se establece la organización de las enseñanzas universitarias y del procedimiento de aseguramiento de su calidad". BOE núm. 233, de 29 de septiembre de 2021 [on line]. [Consultation: 16/02/2023]. Available on: <https://www.boe.es/buscar/doc.php?id=BOE-A-2021-15781>.