



DEGREE CURRICULUM
PRACTICUM

Coordination: MATEU SERRA, ROSA MARIA

Academic year 2022-23

Subject's general information

Subject name	PRACTICUM			
Code	101072			
Semester	2nd Q(SEMESTER) CONTINUED EVALUATION			
Typology	Degree	Course	Character	Modality
	Bachelor's Degree in Hispanic Philology	4	COMPULSORY	Attendance-based
	Double degree: Bachelor's degree in Applied Languages and Translation and Bachelor's degree in Hyspanic Philology	5	COMPULSORY	Attendance-based
Course number of credits (ECTS)	6			
Type of activity, credits, and groups	Activity type	PAES		
	Number of credits	6		
	Number of groups	1		
Coordination	MATEU SERRA, ROSA MARIA			
Department	CLASSICAL, FRENCH AND HISPANIC STUDIES			
Important information on data processing	Consult this link for more information.			

Teaching staff	E-mail addresses	Credits taught by teacher	Office and hour of attention
MATEU SERRA, ROSA MARIA	rosamaria.mateu@udl.cat	2,4	

Learning objectives

The student must complete a mandatory internship in a company, equivalent to 6 ECTS. The importance of the practical component in the Degrees is basic for the UdL as well as for the Degree in Hispanic Philology.

During the last year, the Internships have been programmed as compulsory for the students, and the Final Degree Project to be carried out in the last semester. As far as possible, the second semester of the 4th year has been reserved for these activities, scheduling a very small number of subjects. But at no time will these activities prevent students from continuing to take part of the training activities of the degree either at the UdL or at another university (Erasmus programs, Seneca, etc.).

Competences

The following competencies refer to the Degree in Hispanic Philology.

Basic (Annex I section 3.3 of Royal Decree 861/2010) (*)	General	Specific	Transversal (according to UdL)
CB2 Apply their knowledge to their work or vocation in a professional manner and possess the skills that are usually demonstrated through the development and defense of arguments and problem solving within their area of study.		CE3 Ability to work in technological environments with linguistic applications.	
		CE4 To know the systematic aspects of language uses from different perspectives of grammatical analysis: phonetic, phonological, lexical, morphological, semantic, syntactic, discourse, pragmatic and sociolinguistic.	
CB4 To be able to convey information, ideas, problems and solutions to both specialized and non-specialized audiences.)	CG4 Adequately plan individual and team work and manage time.	CE6 Knowing how to analyze and reflect on the structure and functioning of the Spanish language and communication in Spanish, as well as knowing how to critically discriminate between different theories and apply them to the scientific study of language.	CT4 Adquirir conocimientos básicos de emprendeduría y de los entornos profesionales
		CE7 Recognize the strategies and channels of Spanish language transmission.	
	CG6 Demonstrate a systemic attitude of rigor in the work.	CE8 Recognize the external and internal historical evolution of the Spanish language and the ability to understand and identify different registers and dialectal variants.	
		CE9 Know how to use in a basic way specific techniques necessary to study and teach linguistic and literary texts from different periods.	
		CE10 Have a basic knowledge of the French language at a morphosyntactic, lexical and syntactic level that allows understanding and producing simple texts.	
	CG9 Design and manage projects in the field of business and education.		
		CE15 Recognize the creative features associated with Spanish and Latin American literature.	
		CE16 To know the main texts, authors and literary movements in the Spanish language, as well as their historical evolution and their literary and sociolinguistic context.	

		CE19 Knowing how to identify the relationships between historical and social events and literary production, throughout different historical periods and cultural frameworks, especially in the Hispanic world.	
		CE21 Have knowledge and practical mastery of rhetoric, stylistics and other resources associated with the process of literary creation and the optimization of the objectives of oral and written communication in Spanish.	

Subject contents

The various professional profiles to which the studies of Hispanic Philology may lead would mainly include the following:

- (1) University teaching and philological or linguistic research;
- (2) Non-university teaching;
- (3) Public administration;
- (4) Cultural industries;
- (5) Editing and proofreading; (6) Translation
- (6) Translation;
- (7) Collaboration in the media; (8) Archives, libraries and documentation;
- (8) Archives, libraries and documentation;
- (9) Linguistic and cultural consulting,
- (10) Cultural management and dissemination
- (11) Professional use of information technologies (linguistic and literary).

The different professional profiles to which the studies of Hispanic Philology may lead would mainly include.

- (1) University teaching and philological or linguistic research;
- (2) Non-university teaching;
- (3) Public administration;
- (4) Cultural industries;
- (5) Editing and proofreading
- (6) Translation;
- (7) Collaboration in the media; (8) Archives, libraries and documentation;
- (8) Archives, libraries and documentation;
- (9) Linguistic and cultural consulting,
- (10) Cultural management and dissemination
- (11) Professional use of information technologies (linguistic and literary).

Consequently, the centers or companies in which the students will carry out their internships will be linked to these profiles.

Methodology

The Vice-Rector's Office for Teaching, through the Office for the Management of External Internships, provides general logistical assistance for the management of internships, but the organization of internships is the responsibility of the different faculties. They are in charge of establishing contact with the companies and establishing with them the conditions and contents of the internships by signing an agreement.

Internships are usually carried out during the 2nd semester of the 4th year of the degree course. At the beginning of the academic year, the Faculty publishes on its website a list of available companies and a brief description of the type of work to be done. The student must choose 3 companies in order of preference.

Once the companies have been assigned, the degree coordinator appoints an academic tutor for the students, from among the professors of the degree. The company, for its part, appoints a company tutor from among its personnel for the execution of each training project. The tutor must be a person linked to the company, with professional experience and the necessary knowledge to provide effective tutoring. In addition to the tutoring functions, the company tutor must issue a final evaluation report of the student's internship period (questionnaire sent by the External Internships Department of the UdL).

Before the start of the internship, both tutors establish a first contact, to specify details of the training program, agree on start and finish dates, distribution of hours, etc. Both tutors fill out a work plan. The academic tutor meets with the student to update him/her on the details and both tutors, together with the student, sign the work plan.

Periodically, the academic tutor contacts the internship tutor to monitor the student's progress, problems, incidents, etc. The academic tutor also contacts the internship tutor to monitor the student's progress. On the other hand, the academic tutor meets with the student to gather information, see -if necessary- materials elaborated by the student, work done, etc.

Development plan

External internships

In accordance with Organic Law 4/2007, of April 12, 2007, which amends Organic Law 6/2001, of December 21, 2001, on Universities, and deployed by Royal Decree 1393/2007, of October 29, 2007, special emphasis has been placed on university students carrying out external academic internships and it has been foreseen that undergraduate syllabuses contain "all the theoretical and practical training that the student must acquire", among which "external internships" are mentioned (article 12.2). 2), and that "if external internships are programmed, they shall have a maximum extension of 60 credits and should preferably be offered in the second half of the study plan" (article 12.6).

External academic internships can be carried out in any company, institution or public or private entity, national or international, as long as there is a collaboration agreement signed between the company, entity or institution and the UdL. The aim is that, through the development of an academic work program related to the training objectives of the Degree in Hispanic Philology in a company or institution, the student applies the skills acquired throughout their studies of the Degree and begins to gain experience to improve their future employability. The schedule of academic practices of the current course.

This is the current schedule for the Curricular Internships for students of the Faculty of Letters:

CALENDAR OF CURRICULAR INTERNSHIPS IN INSTITUTION

Course 2022-23

STUDENTS

Information meeting	Request for new UdL agreements with companies that do not have them.	Internship application	Allocation of vacancies and tutor	Submission of the training project to the Secretariat	Start of internships	Final intership	Submission of the report to the tutor
October 19, 2022, 11:30 a.m., Conference Room	Until October 31	November 7 to 11, 2022	November 25, 2022	December 15, 2022	February 6, 2023	June 2, 2023	June 16, 2023

TUTORS:

Informative meeting with tutors and tutors	Contact of tutors with companies	Registration in the application of confirmed companies	Request for new UdL agreements with companies that do not have them.	Allocation of vacancies and tutor	Submission of the training project to the Secretariat	Grading of the Internship course
October 11, 2022, 13h	From October 1 (or before) to November 4, 2022	From October 1 (or before) to November 4, 2022	Until October 31	November 25, 2022	December 15, 2022	July 13, 2023

Evaluation

After the internship period, the student must write a report of the internship, which must include:

- Brief description of the entity and its areas of activity.
- Description of the job position occupied within the organization of the entity, development conditions, organization chart of responsibilities, etc.
- Specific and detailed description of the tasks and activities carried out by the student in relation to the contents and training objectives foreseen in the training project.
- Linkage of the activities developed by the student with the knowledge and competences acquired during his/her formal training.
- Identification of the contributions that the internship has made to the student in terms of professional and work-related learning.
- Student's personal evaluation of the internship.

The report is supervised by the academic tutor, who issues a grading proposal for the External Internship subject based on this assessment and the report issued by the company tutor.

In this way, the academic tutor is in charge of the final grade of the External Internship subject, taking into account the degree of fulfillment of the training project, based on:

- Results of the questionnaire completed by the tutor of the collaborating entity, as well as their assessments verbally communicated to the academic tutor: 50%.
- The internship student's report and the correct follow-up of the process, both assessed by the academic tutor: 50%.