



Universitat de Lleida

DEGREE CURRICULUM
**EXTERNAL PRACTICES OF THE
COMPANY OR INSTITUTION**

Coordination: PERPINYA FILELLA, NURIA

Academic year 2023-24

Subject's general information

Subject name	EXTERNAL PRACTICES OF THE COMPANY OR INSTITUTION			
Code	101495			
Semester	2nd Q(SEMESTER) CONTINUED EVALUATION			
Typology	Degree	Course	Character	Modality
	Bachelor's Degree in Catalan Philology and Occitan Studies	4	COMPULSORY	Attendance-based
	Double degree: Bachelor's degree in Catalan Philology and and Bachelor's degree in Applied Languages and Translation	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	PERPINYA FILELLA, NURIA			
Department	FOREIGN LANGUAGES AND LITERATURES			
Teaching load distribution between lectures and independent student work	150 contact hours			
Important information on data processing	Consult this link for more information.			
Language	Catalan / occitan			

Teaching staff	E-mail addresses	Credits taught by teacher	Office and hour of attention
PERPINYA FILELLA, NURIA	nuria.perpinya@udl.cat	2,2	

Learning objectives

The practicum has the main objective of training professionals who acquire skills and abilities that solve the problems of management in its field of competences.

It wants to be a bridge of unity and continuous adaptation of the knowledge acquired in the university classrooms and the labor reality of our society, which must give an added value to the studies of the degree in the sense of achieving a professional recognition and adaptation to the workplace.

Specific objectives:

- To make contact with work environment and professional of the philology.
- Put into practice the knowledge, methodologies and techniques acquired during the academic training.
- Acquire and practice new professional skills related to philology.
- Apply and complement the knowledge acquired in their academic training.
- Encourage the acquisition of skills that prepare you for the exercise of professional activities.

Competences

CB2 Apply their knowledge to their work or vocation in a professional manner and possess the skills that are usually demonstrated through the elaboration and defense of arguments and the resolution of problems within their area of study.

CB3 Ability to gather and interpret relevant data (usually within your area of study) to make judgments that include a reflection on relevant social, scientific or ethical issues.

CB4 Be able to transmit information, ideas, problems and solutions to both a specialized and non-specialized public.

CB5 Know how to develop those learning skills necessary to undertake further studies with a high degree of autonomy.

CG1 Optimize creativity and initiative.

CG3 Perform the assigned work with quality and rigor.

CG4 Apply the ability of reasoning and critical analysis, and decision-making for problem solving.

CG5 Properly perform teamwork (intra and interdisciplinary) and the ability for interpersonal relationships, also in international contexts.

CG6 Implement autonomous learning capacity.

CG7 Assess the ability to organize and plan work and research .

CG8 Implement the ability of oral and written communication in Catalan and Spanish (with experts and non-experts).

CG10 Implement the knowledge and ability to use ICT in relation to the corresponding field of study.

CG11 Search and properly manage information, from diverse sources and documentary typologies.

CG12 Use appropriately the terminology and techniques of the disciplinary or professional field.

CE2 Analyze the Catalan and Occitan languages from different grammatical perspectives: phonetics, phonology, lexical, morphological, semantic, syntactic, discursive, pragmatic and sociolinguistic.

CE8 Differentiating the main texts, authors and literary movements in Catalan and Occitan languages, as well as their historical evolution and their literary and sociolinguistic context.

CT1 Acquire an adequate oral and written understanding and expression of Catalan and Spanish.

CT3 Acquire training in the use of new technologies and information and communication technologies.

CT4 Acquire basic knowledge of entrepreneurship and professional environments.

CT5 Acquire essential notions of scientific thought.

Subject contents

The students of the degree can carry out practices both in private companies, as in institutions and public entities or in university services. For this purpose, companies / institutions / scientific university-technical services adapted to the specific training of the degree have been selected.

The contents that can be worked on in the practices will depend on the company or institution in which they are carried out and may be related to:

- teaching
- edition
- correction
- mediation
- management,
- etc.

Methodology

The practices will be carried out in a single collaborating entity (company or institution) by the student. Each student will have an Academic Tutor, who will be a designated teacher; and a tutor of the collaborating entity, designated by it.

The tutorials with the academic tutor will consist of a series of sessions programmed and communicated by the tutor. The student can propose an offer of practices only and exceptionally if he/she has previously consulted the coordinator of the external Practices, who must give his/her consent.

The methodological axes that are used in this subject are: the resolution of problems that the entity poses, the realization of a written memory of the learning carried out and the realization of the specific practice that the entity assigns.

Development plan

The student selects the destinations that interest him/her most; the students with the best qualifications are those that have priority in the selection of entities. The coordinator of the degree, with the proposal of distribution of

students in the different entities, carries out an assignment of the academic tutor. Through contacts with the company's tutor, the work plan is established (a document that both sign), and with contacts with the student, the correct and beneficial development of their training will be verified.

Specific tasks to be carried out by the student are the following:

Register the topic of external practices.

Maintain a first interview with the external practices coordinator to express preferences.

Maintain a first interview with the assigned entity to define specific aspects of the position of practices.

To provide all the information required for the signing of the contract of practices.

To do the documentation (agreement of practices and annexes) necessary before beginning the stay in the collaborating entity.

To do the practices to the collaborating entity assigned, respecting the norms schedule, the responsibilities and the development of the tasks that have been established.

Complete the tutorial calendar.

Write and Explain the "External Practices Report".

Evaluation

The evaluation of the external practices is carried out by the following figures: academic tutor and tutor of the collaborating entity.

Academic tutor: monitoring of practices through individual tutorials and assessment of the External Practices Report presented by the student = 50%

Tutor of the collaborating entity: Final report = 50%

Bibliography

The bibliography will be specific for each practice.