DEGREE CURRICULUM

INTERSHIP

Academic year 2015-16

INTERNSHIP 2015-16

Subject's general information

Subject name	INTERSHIP
Code	102059
Semester	First Semester (Group 1), Secon Semester (Group 2), Summer (Group 3)
Typology	Mandatory
ECTS credits	15
Groups	1 group / semester
Theoretical credits	0
Practical credits	0
Office and hour of attention	In order to provide greater flexibility to students, teachers do not make a schedule. However, we are fully open to handle any student whenever necessary. To do this, arrange day and time with the teacher/s (in person, by e-mail, ...).
Department	Computer Science and Industrial Engineering
Modality	Presencial
Important information on data processing	Consult this link for more information.
Office and hour of attention	In order to provide greater flexibility to students, teachers do not make a schedule. However, we are fully open to handle any student whenever necessary. To do this, arrange day and time with the teacher/s (in person, by e-mail, ...).
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Academic Tutor: Granollers Saltiveri, Toni
Companies Coordinator at EPS: Monyarch Callizo, Joan

Learning objectives

The **educational** objectives of the Intership subject (PTE) are:

- Bring students into the workplace.
- Relate academic knowledge (**knowledge**) with professional practices (**what to do**).
- Instill to the students right attitudes to know **being** in the workplace.
- Approximate universities to the business world.

Competences

Skills to be acquired are:

- Adequate knowledge of the "concept of company", institutional and legal framework of the company. Organization and management of companies.
- Basic knowledge of production and manufacturing systems.
- Applied knowledge of business organization.
- Ability to organize small businesses. Also, ability to participate as a member of multidisciplinary teams in large companies.

Knowledge of the organization of professional work and studies, offices and professional societies, regulation and legislation related to the functions associated with the professional activity.

Methodology

The **first step** is assignement student-company

- Students have a list of companies offering places and, individually, analyze which companies would like to go.
- At the beginning of the semester students are cited the asignement meeting. The students are called (by the head of the practices in the faculty and by the academic tutor) Academic Note order to do the assignements to each student (trying to keep his/her preferences).

The **second step** is to inform the company of the assigned student.

- If the company agrees, the student will contact with the company's tutor. They arrange the starting date, the schedule and the tasks to be done.
    - With this information, the Formative Plan are done. It is the "Contract".
    - This plan is signed by all parties: the company's responsible, the student and the academic supervisor.
    - Each one saves a copy of the document.
- If the company disagrees, the process starts again with this student and a new company.

At this moment, and as a **third step**, the student may already start the practices.

The academic tutor will schedule two **following meetings**:

- **one at the beginning**, at two or three weeks before the start of the internship. This meeting serves to know how has the incorporation in the company was and to see if everything goes well.
- **one near the end**, two or three weeks before the end. This meeting mainly serves to see if the development is right and to remind students how the final evaluation will be.

Development plan

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To overcome the **15 ECTS** of the Intership course, considering that 1 ECTS = 25 hours of student's workload, it is total of 375 hours. Those are divided in 320 hours in the company and, the rest is personal student's work, that is used for writing the final docuemnt, academic meetings (to follow their activity) and the final presentation.

As a guideline, 320 hours in the company can be distributed:

- **Part Time** (in the company): **4 hours/day** during **four months**. This is the most common choice. It allows students to combine the stay in the company with attending the classes.
- **Full Time** (in the company): **8 hours/day** during **two months**.

Evaluation

The evaluation of the subject is performed as follows:

- **Student self-assessment** - 10%: questionnaire answered by the student where assessed on various aspects concerning the conduct of practices and the relationship with the various related actors.
- **Company Evaluation** - 30%: the company responded per questionnaire, the tutor will score their point of view, the realization of the practices of the student.
- **Evaluation of Memory** - 40%: the memory of their practices by the student and approved by the weekly sheets by the tutor of the company. This evaluation is conducted by the academic tutor.
- **Defense** - 20%: brief presentation of the practical experience in public session by the student. In front has a panel formed by the practices' responsible of the faculty, the academic tutor and a teacher from the faculty.