



Universitat de Lleida

# DEGREE CURRICULUM **INTERNSHIP**

Coordination: MOLTO ARIBAU, MARIA MARGARITA

Academic year 2022-23

**Subject's general information**

<b>Subject name</b>	INTERNSHIP			
<b>Code</b>	102314			
<b>Semester</b>	1st Q(SEMESTER) CONTINUED EVALUATION / 2nd Q(SEMESTER) CONTINUED EVALUATION			
<b>Typology</b>	<b>Degree</b>	<b>Course</b>	<b>Character</b>	<b>Modality</b>
	Bachelor's Degree in Mechanical Engineering	4	COMPULSORY	Attendance-based
<b>Course number of credits (ECTS)</b>	15			
<b>Type of activity, credits, and groups</b>	<b>Activity type</b>	PAES		
	<b>Number of credits</b>	15		
	<b>Number of groups</b>	1		
<b>Coordination</b>	MOLTO ARIBAU, MARIA MARGARITA			
<b>Department</b>	BUSINESS ADMINISTRATION			
<b>Important information on data processing</b>	Consult <a href="#">this link</a> for more information.			
<b>Language</b>	Catalan			

Teaching staff	E-mail addresses	Credits taught by teacher	Office and hour of attention
MOLTO ARIBAU, MARIA MARGARITA	marga.molto@udl.cat	7,5	

## Subject's extra information

All communications will be made through the email address of the University of Lleida.

## Learning objectives

The educational objectives of the Internship 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.

The competence-based objectives to be achieved are:

- Adequate knowledge of the concept of business, institutional and legal framework of the company. Organization and management.
- Basic knowledge of production systems and manufacturing.
- Applied knowledge of business organization.
- Ability to organize small businesses, and participating as a member of multidisciplinary teams in large companies.
- Knowledge of the organization of work and professional studios, offices and professional societies, regulation and legislation related to the functions and develops the framework of responsibility associated with the activity.

## Competences

### Strategic Competences of the University of Lleida:

**UdL1** Appropriate skills in oral and written language.

### Cross-disciplinary competences of Politecnic School:

**EPS3.** Capacity to convey information, ideas, problems and solutions to both a specialized and no specialized public.

**EPS7.** Capacity to work in situations with a lack of information and/or under pressure.

**EPS9.** Capacity for unidisciplinary and multidisciplinary teamwork.

**EPS10.** Capacity to take part in the structure of a company.

**EPS12.** To be motivated for the quality and steady improvement.

### Specific competences that the students have to acquire according to ORDER CIN/351/2009:

**GEM6.** Suitable knowledge of the concept of company, institutional and legal framework of the company. Business organisation and management.

**GEM15.** Basic knowledge of production and manufacturing systems.

**GEM17.** Applied knowledge to business organization.

## Methodology

The **first step** is assignment 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 assignment 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 assignments 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

To obtain 15 ECTS in the Internship, considering that each ECTS credit equals 25 hours of work for the student, it is a total of 375 hours, distributed as follows:

- 4 hours per day for four months in order to combine the practical realization of the attendance.
- 8 hours a day for two months.

This amounts to a total of 320 hours of stay in the company and the remaining hours are devoted to drafting the report, academic tutoring and presentation of the report.

## Evaluation

The evaluation of the subject will consist of:

1. Student self-assessment (10%): Student's survey about on several aspects relating to the performance of their practices and relationships with the various actors involved.
2. Evaluation of the company (30%): assessment questionnaire completed by the company, where the company tutor evaluate conducting practical part of the student.
3. Evaluation of memory (40%): The memory of the practices carried out by students and sheets weekly monitoring overviewed by the tutor of the company are evaluated by the academic tutor.
4. Evaluation of the presentation in front of the court (20%): presentation of the practices in public session by

the student evaluated by a jury made up of university-business coordinator of the school and two academic tutors