Universitat de Lleida

DEGREE CURRICULUM

INTERNSHIP IN A FIRM OR AN INSTITUTION

Coordination: MANCHO BARÉS, GUZMAN

Academic year 2021-22

Subject's general information

Subject name	INTERNSHIP IN A FIRM OR AN INSTITUTION
Code	12380
Semester	2nd Q(SEMESTER) CONTINUED EVALUATION

Typology	Degree	Course	Character	Modality
	Master's Degree in Applied Languages (M2016)	1	OPTIONAL	Virtual learning

Course number of credits (ECTS)	5

Type of activity, credits, and groups	**Activity type**	PAES
	Number of credits	5
	Number of groups	1

Coordination	MANCHO BARÉS, GUZMAN
Department	ENGLISH AND LINGUISTICS
Important information on data processing	Consult this link for more information.
Language	Catalan, Spanish and English

Teaching staff	E-mail addresses	Credits taught by teacher	Office and hour of attention
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Subject's extra information

This subject is intended to allow interested students to complete a period of internships in companies or institutions where they will carry out communication management tasks in contexts of multilingualism or multiculturalism, such as those derived from language teaching, linguistic consulting or lexicographic or editorial projects. The allocation of the hours in which the student will go to the company / institution and the hours spent writing the internship report will be subject to the internal regulations of the Faculty of Arts. The student enrolled is expected to carry out professional activities and critical reflection activities and / or to improve the design of these professional activities. These professional activities have to do with the improvement suggestions of of processes or activities deployed in the company / institution.

REQUISITE FOR ENROLLMENT: part-time students can only enroll in the subject in the second year (or subsequent years).

NOTE: This subject is not validated by professional / work tasks.

Learning objectives

- Design a possible intervention with the relevant objectives and development tasks
- Describe the development of professional tasks, research tasks or a broad or restricted executed intervention
- Summarize the professional field of the internship

Competences

Basic and general competences:

- CB6 Possess and understand knowledge that provides a basis or opportunity to be original in the development and/or application of ideas, often within a research context
- CB7 Know how to apply the acquired knowledge and have the ability to solve problems in new or unfamiliar environments within broader (or multidisciplinary) contexts related to their field of study
- CB8 Be able to integrate knowledge and handle the complexity of formulating judgements based on information that is incomplete or limited, including reflections on social and ethical responsibilities linked to the application of their knowledge and judgements
- CB9 Know how to communicate their conclusions –and the knowledge and ultimate reasons supporting them– to specialists and non-specialists in a clear and unambiguous manner
- CB10 Possess learning skills that enable them to continue studying in a way that will be largely self-directed or autonomous. Implement a collaborative learning methodology, considering the possible conflicts that may arise
- CG2 Implement a collaborative learning methodology, considering the possible conflicts that may arise

Specific competences:

- CE1 Use Catalan or Spanish at a level of professional expertise as well as English or French at an advanced level
- CE2 Integrate linguistic knowledge with the knowledge of other disciplines
- CE3 Implement new information and communication technology in the fields of education, linguistic

correction, terminology and intercultural communication
- CE6 Apply editing techniques

Subject contents

INTERNSHIP: GENERAL ASPECTS

- It will be necessary for the student to stay in a company or institution (i.e. center) carrying out a specific program and carrying out tasks planned in advance with a view to achieving a series of professional competences while incorporating some type of basic research in the program. Students must choose a topic which is implemented in the company on a daily basis, and which the student can follow closely and make timely analysis relating to the basic bibliography on this topic and with one or more subjects of the Master.
- The student will have a tutor in the center and an academic tutor, who will be a professor of the Master.
- On the completion of the internship period, the student must submit an internship report.
- The student must present a proposal of internship and the Training Project.
- The student can choose a center among those who are established in their closest environment. Alternatively, suggestions from centers will be made from the Coordination.

INTERSHIP: SPECIFIC ASPECTS

- The internship period lasts for 100 hours. During this period, the student will be involved carrying out:
  - Professional tasks in the center
  - Research tasks
- Both types of tasks must be specified in the documentation that is presented before starting the intership period (namely, the Training Project). Therefore, the three parties involved (student, academic tutor and tutor of the company) must agree on the development of the two types of tasks before starting the internship period. The Training Project must also be confirmed by the Master's Coordination.
- Professional tasks and research tasks do not necessarily have to go hand in hand in all cases. The student can develop diversified professional tasks, while the research tasks will foreseeably focus on only one aspect.
- In order to carry out the research tasks, two options can be chosen, depending on the center's availability. In the first case, modality (1), the student is a simple observer, while in the second case, modality (2), the student implements a project in the center. Let's see what each option implies.

MODALITY (1)

- Choose a topic related to the company's daily working processes, which the student can closely monitor and make timely analysis relating it to the basic bibliography on the subject and one or more subjects of the Master. In this case, the student will design a project of intervention for the center, since the student will carry out only the analysis phase of the problem in this case. The project must be theoretically and empirically based (through observation), but it will not be necessary to implement it.
- In this modality (1) the professional tasks will probably be diversified, while the research tasks will be focused on the aspects mentioned above. Therefore, the professional tasks and the research tasks will not have any relationship.
- In this case, the research tasks, in which the student must analyze a topic related to the center, and which will conclude in the design of a project of intervention, will be carried out practically exclusively outside the center.
- The internship report will include in the presentation of the professional tasks carried out and the presentation of the design of the intervention project consisting in the research topic studied, its analysis as well as the some improvement suggestions.

MODALITY (2)

- Design and implement a project of intervention in the center to evaluate the possible improvements that this proposal can provide. This intervention can be proposed by the center itself or by the student him/herself. It can be a broader or more restricted intervention:
  - Broad intervention: after carrying out a global analysis on some professional processes/methods used by the center, the intervention consists in designing and implementing a new methodology or a set of processes that materialize in a new project of certain impact. The student must analyze the results if its implementation. In this case, the workload to the design of the intervention during the internship period will range between 60% and 100% of the time the student spends in the center.
  - Restricted intervention: after a brief analysis of the processes or methods used by the center and the proposal of a small-scale project scale intervention (consisting of more than one line of action), the student will implement some or some of these lines of action during his/her internship stay and analyze the results obtained. In this case, the dedication to design of the intervention during the internship period will range between 40% and 60% of the time the student spends in the center.
- It is possible that the professional tasks are carried out only in relation to the topic of the intervention or at least they are much less diversified than in the case of the modality (1). And the internship report will relate so.
- In the case of modality (2), the research tasks will be carried out during the internship stay in a very high percentage. The research tasks must be completed with the basic research work outside the company.
- The internship report will focus on the presentation of all phases of project implementation. If the student has also carried out other professional tasks alongside those related the project, they will also be presented.

IMPORTANT NOTE: If the student opts for the modality (2) the intervention project must be agreed on with the center's tutor before starting the internship. If the topic and the possibility to implement the intervention project can not be determined before the start of the internship, the student will be able to devote 15% of the total hours during the first month of the internship period to look into possible topics/problems that may be the object of the intervention. If during this initial period the student does not agree on the intervention with his/her center's tutor and academic tutor, the student will have to choose the modality (1). However, in the event that the intervention project is agreed upon at the initial stage, the Training Project must be modified, including the design of the planned intervention (phases, methodology, chronogram, etc.).

2- Only in very exceptional cases practices will be carried out without intervention or intervention design. In these cases, the tasks carried out must respond to a level of complexity in line with the Master' degree.

Methodology

See Development Plan and Evaluation sections

Development plan

Students need to write an internship report. Since this subject has a load of 5 ECTS (125 hours), the time distribution to the internship stay and the writing of the internship report is as follows:

- 100 hours (80%) for the internship stay
- 25 hours (20%) for the writing of the internship report

In any case, the internship center can be the same where the enrolled students has his/her usual job.

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Assignment process INTERNSHIP IN CENTER

The assignment process consists of 3 steps, in which students must submit 3 types of documentation in 3 different times. On receiving confirmation of each submission by the Master Coordination, the student can continue with the next one.

First step: Student's proposal, to be sent to the Coordinator's mailbox, comprising

- Professional sector of the center where the internship is intended to be carried out
- Proposal of 2 possible centers.
- Brief description of the type of tasks expected to be implemented in the selected center, indicating whether the intersnship modality (1) or (2) is chosen
- Possible timings to arrange the intership (1 or 2 options)

Second step: The Coordinator will confirm confirm the selected center after checking the suitability and availability; signature of agreement, if applicable

Third step: Writing of the Training Project under the supervision of the Coordination of the Master and the assigned tutor. The traning project needs to be signed by the firm/institution, the UdL and the student.

<u>Writing the internship report:</u> It must have the following sections:

- Brief description of the internship center and its areas of activity
- Description of the internship position occupied within the organization of the entity, conditions of the implementation, organizational chart of responsibilities, etc.
- Statement of objectives and / or research questions and brief state of the art / background (in case of intervention project)
- Detailed description of the tasks developed by the student in relation to the contents and training objectives planned in the Training Project
- Relationship of the activities carried out by the student with the knowledge and skills acquired in the Master's subjects
- Identification of the student's professional learning gains yielded from the completion of the internship period.
- Student's personal assessment of the internship
- Extension of the report: between 20-30 pages (printed on both sides). Title cover, table of contents and appendices are excluded. Font size: 12 points; line spacing: 1,5

Evaluation

1. Content aspects (50%) 5 points

- Description of the internship framework (company and contextualization)
- Statement of objectives and / or research questions (if it applies)
- Brief state of the art / background (if it applies)
- Relationship of the tasks with the objectives (methodology)
- Structure: argument development, coherence
- Conclusions: presentation of the student's professional learning
- Use of bibliography (quantity and quality of references; use of these references in the writing of the text (paraphrasing, quotations, etc.).
- Own critical thinking
- Original contributions

2. Formal aspects (20%) 2 points

- Layout of graphs, tables; use of bibliographic citation conventions, etc.
- Written accuracy: spelling, syntax, clarity, appropriate style, etc.

3. Work process (30%) 3 points

- The internship report submitted by the company's tutor will be considered (1.5 points)
- Assessed by the UdL academic tutor according to the following criteria (1.5 points):
    - personal initiative and autonomy
    - perseverance
    - contact and fluent communication with the tutor

Bibliography

The students will choose the necessary bibliography under the tutor's supervision.