

Academic year	2015-16
Subject	11482 - Practical Placements
Group	Group 1, 2S
Teaching guide	A
Language	English

Subject identification

Subject	11482 - Practical Placements
Credits	5.84 de presencials (146 hours) 0.16 de no presencials (4 hours) 6 de totals (150 hours).
Group	Group 1, 2S (Campus Extens)
Teaching period	Second semester
Teaching language	English

Professors

Lecturers	Horari d'atenció als alumnes					
	Starting time	Finishing time	Day	Start date	Finish date	Office
Francina Maria Orfila Sintes francina.ortila@uib.es	15:00	16:00	Tuesday	14/09/2015	07/02/2016	DB126
						cita prèvia: francina.ortila@uib.eu
Maria Sard Bauzá maria.sard@uib.es	10:30	11:30	Wednesday	08/02/2016	18/09/2016	francina.ortila@uib.eu
	14:30	15:30	Monday	01/09/2015	31/07/2016	DB248

Contextualisation

The Professional Training Placement is a second semester course worth 6 ECTS that is part of the Final Module of the Master's degree. It consists of 142 hours during which the student carries out tasks either at a private firm or at a public organization related to the tourism sector. The tasks are carried out under the supervision of a Placement Tutor appointed at the workplace. The objective of the placement is the practical and integrated application of the contents of the Master's courses taught at UIB, such that the student acquires practical competencies and skills that facilitate the incorporation in the labour market.

An Academic Tutor will realize some seminars (3 hours) before the placement to inform the students of the course and some tutorials (1 hour) before and during the placement. At the end of the placement, four hours are allocated for the student to prepare a Placement Report, which the student is required to hand-in within the agreed deadline. The Placement Tutor will present to the Academic Tutor an assessment of the student's performance at the workplace. The Professional Training Placement course is completed only when the student's Placement Report is handed-in to the Academic Tutor at UIB.

There are three possible pathways to obtain a Professional Training Placement during the Master. The first one goes through the Curricular Placements scheme that is administered directly by UIB. The second one goes through the Extra-curricular Placements scheme that is administered mainly by DOIP (an independent Foundation) and students should contact DOIP directly, although approval by the Academic Tutor is required. Finally, through the third pathway the student proposes a placement and arranges for it personally, although in this case approval by the Academic Tutor is also required. Apart from the pathway, all other procedures are similar, including those concerning the Placement Report. However, students should take into account that

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placements arranged through the first two pathways will in principle be carried out in Spain and thus some knowledge of Spanish at the B2 level is desirable.

Requirements

Recommendable

It is advisable that students start the Professional Training Placement after having passed all first semester courses and after the classes of their elective courses have finished.

It is also advisable that students possess a knowledge of Spanish equivalent to the B2 level when they undertake the placement in Spain.

Skills

Specific

- * CE8- Learn how to implement the knowledge, methodologies and techniques acquired during the master for the organization of operational tasks and strategic decision-making process, in the professional practice in public and private organizations dedicated to tourism, with a high degree of responsibility, ethical commitment and integration capability in multidisciplinary teams..

Generic

- * CG1- Know how to find, process and analyze information concerning the tourism sector from different sources..
- * CG2- Know how to work in a team and deal with problematic situations in a collaborative way..

Transversal

- * CT1- Capacity for analysis and synthesis..
- * CT2- Ability to organize and plan..
- * CT3- Oral and written communication in English..
- * CT4- Information management skills..
- * CT5- Ability to define priorities in the achievement of objectives..
- * CT6- Being able to take decisions and solve problems..
- * CT7- Ability to work in an interdisciplinary team..

Basic

- * You may consult the basic competencies students will have to achieve by the end of the Master's degree at the following address: http://estudis.uib.cat/master/comp_basiques/

Content

The objective of the Professional Training Placement is the integrated and practical application of the contents of the Master's courses. The object of evaluation is twofold. First, the way the range of skills and competencies



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required at the workplace have been acquired. The Placement Tutor will assess this activity carried out at the workplace. Second, the Academic Tutor at UIB will assess the final report in which the student discuss how the Professional Training Placement has contributed to acquire new competencies and develop existing ones.

Professional Training Placement Report. How to prepare it and hand it in

Theme content

1. Before starting

Students should use the Professional Training Placement Report Form provided in Campus Extens and follow all the instructions given in the Instructions Sheet. The Professional Training Placement Report has specific characteristics that make it different from other written work carried out in the Master's degree, but all the rules and regulations about Plagiarism also apply to it. For this reason, before starting the report students should make sure they are aware of all these rules and regulations at UIB.

2. Writing the Professional Training Placement Report

The Professional Training Placement Report should have the following sections:

A) Cover Page

B) Index of Contents

C) Index of Tables and Figures

D) Introduction

E) Brief Description of the Company/Organization

This section should present the main activities and objectives/aims of the company/organization, how it is structured, and how it contributes to the tourism sector, paying special attention to sustainability and competitiveness issues.

F) Detailed Description of the Activities Carried Out During the Professional Training Placement

This section should contain an explanation of the main activities and objectives/aims of the Professional Training Placement, how they developed during the period spent at the workplace and how they related to the tourism sector. Students should show how they have applied the knowledge acquired in the Master's courses and how the skills and competencies they have acquired at the Professional Training Placement will contribute to their future professional development, including problem-solving skills and issues they had to deal with.

G) Final Assessment of the Professional Training Placement

This section should contain a reflective assessment of the Professional Training Placement, which includes discussing how it contributed to acquire new competencies and develop existing ones, as well as how students will be able to apply those competencies to the tourism sector.

3. Before handing-in

The total word count should not exceed 3000 words. The main text should be presented using Time News Roman 12 and justified paragraphs. If following the layout of the Professional Training Placement Report Form, nothing else is required. The report should be uploaded as a PDF file into Campus Extens.

Teaching methodology

In-class work activities

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Modality	Name	Typ. Grp.	Description	Hours
Seminars and workshops		Medium group (M)	The student will assist to a seminar in where the Professional Training Placement course will be explained.	3
Internships		Small group (P)	The student must work at the company/organization chosen to carry out the Professional Training Placement.	142
ECTS tutorials		Small group (P)	Each student may request tutorials with the Academic Tutor both prior to starting the Professional Training Placement, during the placement, or immediately after finishing it, in order to ask for advice related to the procedures of setting-up the placement application and preparing the Placement Report.	1

At the beginning of the semester a schedule of the subject will be made available to students through the UIBdigital platform. The schedule shall at least include the dates when the continuing assessment tests will be conducted and the hand-in dates for the assignments. In addition, the lecturer shall inform students as to whether the subject work plan will be carried out through the schedule or through another way included in the Campus Extens platform.

Distance education work activities

Modality	Name	Description	Hours
Individual self-study		The student must hand in a Placement Report to the Academic Tutor.	4

Specific risks and protective measures

The learning activities of this course do not entail specific health or safety risks for the students and therefore no special protective measures are needed.

Student learning assessment

Internships

Modality	Internships
Technique	Observation techniques (non-retrievable)
Description	The student must work at the company/organization chosen to carry out the Professional Training Placement.
Assessment criteria	The student's performance at the workplace will be observed by the Placement Tutor appointed at the company/organization where the placement is carried out.

Final grade percentage: 40%

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Individual self-study

Modality	Individual self-study
Technique	Student internship dissertation (non-retrievable)
Description	The student must hand in a Placement Report to the Academic Tutor.
Assessment criteria	The Placement Report will be assessed both the content (activities, functions and tasks, competencies worked, achieved objectives, assessment practices, etc.) as well as its presentation (structure, writing style, vocabulary and grammar).

Final grade percentage: 60%

Resources, bibliography and additional documentation

Basic bibliography

Cottrell, S. (2015), "Skills for Success: Personal Development and Employability", Palgrave Study Skills, Palgrave Macmillan, 3rd edition, ISBN: 9781137426529.
Fanthome, C. (2004), "Work Practical Placements - A Survival Guide for Students", Palgrave Study Skills, Palgrave Macmillan, ISBN: 9781403934345.

Other resources

<https://www.palgrave.com/studentstudyskills/page/Useful-resources/>