

Academic year	2015-16
Subject	11507 - Practical Placements
Group	Group 1, 2S
Teaching guide	A
Language	English

Subject identification

Subject	11507 - Practical Placements
Credits	5.92 de presencials (148 hours) 0.08 de no presencials (2 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
Maria Dolores Agredano Amengual mariad.agredano@uib.cat						
	11:30	12:30	Monday	14/09/2015	23/03/2016	DB255 (demanar cita prèvia per e-mail)
Helena Isabel Ferreira Marques helena.ferreira-marques@uib.es						

Contextualisation

The Practical Placement is a second semester course worth 6 ECTS that is part of the Complementary Module of the Master's degree. It consists of 148 hours during which the student carries out tasks either at a private firm or at a public office 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. At the end of the placement, two hours are allocated for the student to prepare a Placement Report, which the student is required to hand-in within the agreed deadline. This report should be reviewed by the Placement Supervisor at the workplace. The Practical Placement course is completed only when the Placement Report is handed-in to the Academic Tutor at UIB.

There are three possible pathways to obtain a practical 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 placements arranged

Teaching guide

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 Practical Placement after having passed all first semester courses and after the classes of their chosen 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

- * CE1 – To develop a capacity of analysis of tourism as a complex system that integrates multiple components that can be monitored and evaluated (supply, demand, labour market, landscape and natural environment, institutional framework, etc.), as well as their existing relationships..
- * CE5 – To acquire a critical awareness of the relevance of the economic processes, the business relationships, the market policies and the world economic evolution that affect the tourism market..
- * CE10 – To develop skills that facilitate the integration into labour markets related to the tourism industry and, especially, to the companies and institutions that monitor and evaluate projects and programmes in the tourism environment..

Generic

- * CG2 – To develop an innovative capacity by applying the acquired knowledge to the resolution of problems in new environments related to the tourism sector..
- * CG4 – To be able to interpret and evaluate critically the results obtained regarding the sustainability and competitiveness of the tourism system..
- * CG7 – To acquire specialized knowledge about the tourism system to make it possible to face challenges and provide solutions..

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 Practical 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 required at the workplace were applied and an assessment of whether new ones have been acquired. The

Teaching guide

Placement Supervisor will assess this activity carried out at the workplace. Second, the Academic Tutor at UIB will assess the final report in which the student must show an effective preparation to integrate the labour market in the tourism sector.

Theme content

Practical Placement Report. How to prepare it and hand it in

1. Before starting

Students should use the Practical Placement Report Form provided in Campus Extens and follow all the instructions given in the Instruction Sheet. The Practical 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 Practical Placement Report

The Practical Placement Report should have the following sections:

A) Cover Page

To be signed by the Practical Placement Supervisor and by the Academic Tutor at UIB.

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/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 Practical Placement

This section should contain an explanation of the main activities/objectives/aims of the Practical 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 Practical Placement will contribute to their future professional development, including problem-solving skills and issues they had to deal with.

G) Final Assessment of the Practical Placement

This section should contain a reflective assessment of the Practical 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 Arial 12 with at least 1.15 paragraph spacing and justified paragraphs. If following the layout of the Practical Placement Report Form, nothing else is required. The report should be uploaded as a PDF file into Campus Extens under the space provided in order to undergo a Turnitin (anti-

Teaching guide

plagiarism software)control. Finally, it should also be handed-in in printed format to be signed by the Placement Supervisor and the Academic Tutor at UIB.

Teaching methodology

In-class work activities

Modality	Name	Typ. Grp.	Description	Hours
Internships		Small group (P)	The student must spend 148 hours working at the company/ organization chosen to carry out the Practical Placement.	148

At the beginning of the semester a schedule of the subject will be made available to students through the UIB digital 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 and is given the equivalent of 2 hours of teaching time to prepare it. In addition, each student may request tutorials with the Academic Tutor both prior to starting the Practical 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.	2

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	Real or simulated task performance tests (non-retrievable)
Description	The student must spend 148 hours working at the company/organization chosen to carry out the Practical Placement.
Assessment criteria	The student's performance at the workplace will be observed by the Placement Supervisor appointed at the company/organization where the placement is carried out. The assessment made by the Placement Supervisor



Teaching guide

will have a weight of 70% of the final mark and it cannot be recovered as the placement ends. This rule is the same for Curricular (UIB) or Extra-curricular (DOIP) placements.

Final grade percentage: 70%

Individual self-study

Modality	Individual self-study
Technique	Student internship dissertation (retrievable)
Description	The student must hand in a Placement Report to the Academic Tutor and is given the equivalent of 2 hours of teaching time to prepare it. In addition, each student may request tutorials with the Academic Tutor both prior to starting the Practical 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.
Assessment criteria	The student's Placement Report will be assessed by the Academic Tutor at UIB and is worth 30% of the final mark. The Placement Report is compulsory and the student will not complete the course without handing it in to the Academic Tutor at UIB. However, if the initial assessment is a Fail, the Academic Tutor will give the student the opportunity to improve the report upon the comments received and resubmit it within the agreed deadline. This rule is the same for Curricular (UIB) or Extra-curricular (DOIP) placements.

Final grade percentage: 30%

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/>

