



PERSONA CIENCIA EMPRESA

UNIVERSITAT RAMON LLULL

Code: 80313

Name of the subject: Company working practice

GENERAL CHARACTERISTICS

Number of credits ECTS:	7.5
Language/s	Spanish
Type	Normal
Professor/s	Guitert Catasús, María Del Mar

DESCRIPTION

BRIEF DESCRIPTION AND JUSTIFICATION

Internship means a real contact with the world of work and offers students the opportunity to put into practice the theoretical knowledge and skills acquired in a real environment of the world of the company.

COMPETENCIES

- CE5 The student should be able to manage the processes and resources of the firm to achieve customer satisfaction with maximum efficiency and usefulness (CE5)
- CE7 The student should be able to do the functions of planning, organizing, leading and controlling activities within the company and also to know the legal and social environment in which the company works. (CE7)
- CT3. Achievement orientation: The student should be able to set targets and evaluate the indicators for quantifying the degree of fulfillment of these objectives. The student should be able to search, select and interpret relevant information for the achievement of objectives. (CT3)
- CT5. Leadership and team management: The student should be able to assume the role of leader of a team responsibly, setting and communicating high standards for group performance. The student should be able to promote the effectiveness of the team and make sure the rest of the group share objectives and that assigned tasks are properly performed. (CT5)
- CT6. Initiative and Entrepreneurship: The student should be able to address the problems that arise in a business environment and know how to prepare to solve them. The student should be able to adapt to changes in the external and internal environment and turn them into opportunities to achieve established objectives. The student should be able to make selective judgments oriented to choose between one or several possible alternatives, developing sufficient criteria to discern what is a good choice, considering the number of alternatives, the characteristics of each, and their influence on the final. (CT6)

PREREQUISITES

- Requirements legally established to access postgraduate programs.
- Degree in the scientific or technological field.

CONTENTS

Internship means for students:

- A first contact with the world of work. A real opportunity to put into practice the theoretical knowledge and skills acquired.
- A selection test to access to a job.
- A differential character in their Curriculum Vitae.
- Given the specific nature of this subject, any student to attend the internship should:
Conduct a personal interview with those responsible for the internships. Develop their own Curriculum Vitae. Review the internships published through the established mechanisms. Send the CV to the managers of the firm. Answer the request made by the company in case that company is interested in initiating the selection process. If necessary, communicate to those responsible for the practices, to formalize the collaboration agreement between the firm and IQS

METHODOLOGY

TRAINING ACTIVITIES:

Training activities	ECTS Credits	Competencies
Lectures presenting concepts and procedures		
Practical sessions (exercises, case resolution)		
Assignments by Students	1,0	CE5/CE7/CT3/CT5/CT6
Seminars or tutorials	0,3	CE5/CE7/CT3/CT5/CT6
Personal study activities		
Assessment sessions	0,2	CE5/CE7/CT3/CT5/CT6
Internship in Company	6,0	CE5/CE7/CT3/CT5/CT6
TOTAL	7,5	

EXPLANATION OF TEACHING METHODOLOGY

Student will be able to benefit from the entire range of internships available at IQS School of Management.

The teacher / responsible of internships will realize a task of advice to each student on the available offers, valuing the suitability of the profile to each of them. Once the practice begins, she will act as an intermediary with the company to evaluate the correct follow-up of the practice. The student is assigned a tutor in the company and a tutor at IQS. The tutor of the company defines the objectives of these practices, as well as the tasks that the student will carry out throughout the internship. The tutor at IQS takes care of the process. For her part, the student must present a report of the internship.

EVALUATION

METHODS OF EVALUATION

Evaluation Methods	Weight	Competencies
Final exam		
Partial exams		
Following up activities		
Homework and presentations		
Experimental work or fieldwork		
Projects	50%	CE5/CE7/CT3/CT5/CT6
Evaluation of the company or institution	50%	CE5/CE7/CT3/CT5/CT6
Participation		

LEARNING OUTCOMES

internships imply the real opportunity to put into practice the theoretical knowledge and skills acquired during the studies.

During the internship period students should develop and improve the following competences:

- Responsibility at work
- Quality of work
- Spirit of collaboration
- Acceptance of standards
- Communication capacity
- Curiosity and interest to learn Initiative and decision making
- Teamwork
- Analytical capacity
- Ethical Commitment
- Flexibility and adaptability to market needs

EVALUATION

In order to evaluate internships, the following fundamental instruments are analyzed:

- Company valuation sheet: The company tutor will carry out an evaluation of the student's work in the company. The assessment sheet will include the skills defined at the level of competences that are detailed below and will be valued according to the work profile that the student has developed: Interpreting the accounting of the company and extracting valid conclusions about its economic-financial situation and Its future evolution. Make decisions that are consistent with the company's objective in the areas of investment and obtaining financial resources. Analyze and evaluate the needs of consumers and customers and work in depth the different instruments: product, price, promotion and distribution. Integrate a range of personal values and criteria for decision making to help you be a competent and honest entrepreneur. Manage the processes and resources of the company to achieve customer satisfaction with maximum efficiency and efficiency. Assimilate techniques and quantitative methods that allow you to analyze information and make informed decisions

based on data. Perform the functions of planning, organizing, leading and controlling activities within the company.

- Student report: The student must present to the tutor of the practices a report in the middle and end of the internship period, of the activities carried out in the company.
- The qualification of the practices is the average of the note of the report presented by the student and the valuation made by the company.

EVALUATION OF COMPETENCIES

The evaluation of the competences is made from information sent by the company on the practices performed by the student, based on a survey that is provided. All questions are measured on a scale of 1 to 5. The survey includes specific questions about the competencies analyzed.

BIBLIOGRAPHY

Bibliography

DOCUMENT RECORD

PREVIOUS CHANGES

LAST REVISION

September, 13th, Mar Guitert, Phd