



Universidad  
de Alcalá

# GUÍA DOCENTE

## PRÁCTICAS EXTERNAS// INTERNSHIP PROGRAM

**Grado en Lenguas Modernas y  
Traducción**

**Universidad de Alcalá**

**Curso Académico 2022/2023**

**4º curso – 2º cuatrimestre**

## GUÍA DOCENTE

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|--------------------------------------|---|
| Nombre de la asignatura:             | <b>Prácticas Externas // Internship Program</b>               |
| Código:                              | <b>791009/440026</b>  |
| Titulación en la que se imparte:     | <b>Grado en Lenguas Modernas y Traducción</b>                 |
| Departamento y Área de Conocimiento: | <b>Filología Moderna. Área de Traducción e Interpretación</b> |
| Carácter:                            | <b>Obligatorio</b>  |
| Créditos ECTS:                       | <b>16</b>   |
| Curso y cuatrimestre:                | <b>4º, 2º cuatrimestre</b>                                    |
| Profesorado:                         | María Jesús Fernández Gil                                     |
| Horario de Tutoría:                  | Por determinar  |
| Idioma en el que se imparte:         | inglés/ francés / alemán y español                            |

### 1. PRESENTACIÓN / COURSE DESCRIPTION

The objective of internships is to provide students with a closer look at the job market in the different professional fields for which they have received their academic training. Through internships, students have the opportunity to gain career skills in companies and institutions related to cultural mediation and translation, linguistic and literary planning and research, management and consulting in media outlets, international relations, tourism, cultural management and publishing. In short, internships within the Modern Languages and Translation Degree are aimed at creating space for students to occupy positions implying a sound knowledge of foreign languages and cultures in both private and public companies and in the administration.

This experience will help students make better decisions with regard to their professional future and it will provide them with some work experience and open opportunities for them in the job market. Students should check published regulations (see the Department's website) to know about precise procedures in the allocation of the different internships.

#### **Requirements**

Students are expected to have a high level of Spanish and English, French or German (C1.2 European Framework for Languages), depending on their language choice in

addition to the recommendations made by each company or institution which are detailed in the specific internship offering.

## 2. COMPETENCIAS / OBJECTIVES

### Competencias genéricas / Generic Competences:

1. To demonstrate the ability to apply the techniques and methods of translation, linguistic and literary analysis to different fields of the profession, such as translating texts of different types and for different audiences, teaching languages, literature and culture, research, editing texts and so forth.
2. To show an understanding of scientific production in the fields of translation and the ability of applying the concepts to professional practice.
3. To show knowledge about other languages, cultures and lifestyles as well as the ability to contribute to an awareness of linguistic and cultural diversity, cross-cultural and multicultural understanding.
4. To be able to work in a team, sharing tasks, coordinating joint efforts and being able to contribute ideas effectively in the work environment.
5. To be able to participate in the professional atmosphere appropriately, implying an adequate approach to decision making and problem solving in the workplace.
6. To be able to use the resources, tools and software required for translation, teaching of languages, research, translation and the editing of diverse types of texts.
7. To acquire experience and professional skills, improving self-confidence and employability.
8. To be able to apply the discipline-specific knowledge acquired throughout course work to the day-to-day practice of a company.
9. To exhibit a high level of competence both in oral and written comprehension and expression of texts and conversations related to the professional development in the field.
10. To demonstrate the capacity to write professional reports of different types and present orally proposals or findings.

### Competencias específicas / Specific competences:

See the specific profile of each type of internship.

## 3. CONTENIDOS / COURSE CONTENTS

See the Annex for the different internship offerings and their specific contents.

## 4. METODOLOGÍAS DE ENSEÑANZA-APRENDIZAJE.- ACTIVIDADES FORMATIVAS / METHODOLOGY AND CLASS ACTIVITIES

Students will have a preparatory session with their tutor and advisors from the Department of Student Orientation. This session will help them prepare their CV and interviews. Each internship will have particular characteristics. Nevertheless, the methodology will be based on a practical, hands-on approach to professional development. Students need to be willing to accommodate the work requirements of the accepting agency and will perform tasks assigned to them by their Internship coordinator, according to the profile previously agreed upon. These tasks will provide students with insights into the specific work environment and help students acquire career skills. Students will request the internship which interests them, although it will be subject to availability and cannot be guaranteed. They should submit a statement of motivation, written in English, for that particular placement as well as any other requirements stipulated in the specific offering. They should also be able to demonstrate their adequate level of English, French or German (C1.2) and Spanish. These documents should be submitted to the academic tutor for internships. Students will be allocated to the requested placement according to availability. The criteria for allocations will be based on their academic certification and cumulative point average, statement of motivation, level of English/French or German and Spanish and their adequacy depending on the specific characteristics of the placement. If students are not assigned their first option, they will be eligible for another, if available.

### 4.1. DISTRIBUCIÓN EN CRÉDITOS (especificar en horas) / STUDENT WORKLOAD

|                         |   |
|-------------------------|---|
| Number of contact hours | These will depend on the accepting institution and the characteristics of the tasks. Overall, internships will be around 350 hours, but in some cases they may involve more (particularly if there are any economical benefits). Nevertheless, students will have a minimum of 2 seminars with their academic tutor / supervisor and / or the department of student orientation and 2 with their internship supervisor. |
| Autonomous student work | These hours will also depend on the specific internship, but student will have at least 30 hours for preparing and writing the final report.  |
| Total hours             | 400   |

## 5. EVALUACIÓN / ASSESMENT: Procedimientos, criterios de evaluación y de calificación

### Assessment procedure

In accordance with the University regulation on evaluation<sup>1</sup>, those students who have not passed the internship program in June will have the right to be assessed again in September.

### Assessment criteria

Student assessment will be based on the following:

- The final report written by the internship coordinator of the company/institution.
- The student's final report written in English and interview, if needed.
- The academic tutor's report, based on the tutorials and the evaluation of the above mentioned final reports.
- Effective compliance with all the requirements of the internship and with the previous preparatory sessions and requirements.

The final report of the internship coordinator will assess the following, when relevant, in addition to the specific skills of the internship:

- Team work
- Contact with clients/ personnel/ students/ parents/ colleagues
- Decision making process
- Initiative and creativity
- Motivation and interest for the job; willingness to cooperate
- Capacity to organize one's work
- Ability to relate to superiors
- Adaptability to situations and changes
- Use of tools, resources and software applied to the position
- Attendance and punctuality
- Oral and written communication skills
- Knowledge of techniques and methods and the ability to apply them
- Self-confidence and leadership
- Specific skills to each type of internship (level of English/ French or German and Spanish, aptitudes for the specific position, etc.).

The academic tutor will assess the following:

- The results of the assessment by the internship coordinator.
- The student's final report with the following criteria: level of English (and French or German if applicable) in final report, completeness of final report, presentation of final report, degree of compliance with all requirements, capacity to analyze and reflect on experience, capacity to relate academic training to career skills.
- The acquisition of both the generic and specific competences as expressed in the institutional report, the student's final report and the tutorials.

## Grading criteria

### Sobresaliente (A):

The student has clearly demonstrated the capacity to work well in a team and relate to superiors; is capable of taking positive initiatives, making decisions and organizing his/her work effectively; shows a high motivation for the work and willingness to cooperate in all endeavors, regardless of the hours, with adaptability and using the appropriate resources for the task, proving an excellent level of oral and written competence in English (French or German) and Spanish and the ability to analyze and reflect in depth on the experience and learn from it. The student has presented quality reports to both tutors on time and has taken initiatives for the tutorials.

### Notable (B):

The student has demonstrated the capacity to work well in a team and relate to superiors; is capable of suggesting initiatives and organizing his/her work well; is motivated and willing to cooperate, attends regularly and is punctual; adapts to circumstances and uses the appropriate resources for the tasks, proving a high level of oral and written competence in English (French or German) and Spanish and the ability to reflect on the experience and learn from it. The student has presented all reports with both tutors on time and attended all tutorials.

### Aprobado (Pass):

The student has managed to work in a team and relate to superiors, albeit with some difficulties; is capable of organizing his/her work; has complied with tasks, attended regularly and shown punctuality, with occasional faults. In general, s/he adapts to circumstances and uses the adequate resources for the tasks at hand. Shows an acceptable level of oral and written competence in English (French or German) and Spanish, and the ability to learn from the experience. The student has presented most reports to both tutors and attended some tutorials.

### Suspenso (Fail):

The student has not complied with the assigned tasks and not completed the internship satisfactorily.

## Suggested percentages

| Assessment                            | Percentage | Assessment criteria  |
|---------------------------------------|------------|--|
| Assessment by the institutional tutor | 40%        | Acquisition of both the generic and specific competences as expressed in the institutional report.   |
| Assessment by the academic tutor      | 40%        | Language level: Level of English and Spanish- and French or German if applicable.<br>Completeness of final report.<br>Presentation of final report.<br>Capacity to analyze and reflect on experience.<br>Capacity to relate academic training to career skills.<br>Acquisition of both the generic and specific competences as expressed in the institutional report, the student's final report, interviews and tutorials |
|                                       | 20%        | Degree of compliance with all (formal) requirements.<br>(preparatory sessions, presentation of internship documentation, CV writing attendance and punctuality, degree of participation in interviews and tutorials)   |

## 6. ANNEX-SPECIFIC INTERNSHIP OFFERING

Internship offerings may change over the year, without previous announcement, as companies can decide changes. Most of these will be during the Spring semester but the Fall and Summer are other possibilities. Likewise, some may take place abroad.

Probable internships:

Translation companies and agencies

Publishing companies

Video-game language testing

Consulting firms

Tourism

agencies

Archives

Enterprises

Work linked to international relations at the University

For more information go to the web site link Prácticas

Alumnos: [https://portal.uah.es/portal/page/portal/servicio\\_orientacion](https://portal.uah.es/portal/page/portal/servicio_orientacion)

## 7. BIBLIOGRAFÍA / REFERENCES

Drugan, J. 2013. *Quality in Professional Translation. Assessment and Improvement*. London: Bloomsbury.

Frederick, H. and King, M. A. 2009. *The Successful Internship: Personal, Professional, and Civic Development in Experiential Learning*. Belmont, CA: Cengage Learning.

Gouadec, D. 2007. *Translation as a Profession*. Amsterdam/Philadelphia: John Benjamins.

## 8. DISPOSICIÓN ADICIONAL

La Universidad de Alcalá garantiza a sus estudiantes que, si por exigencias sanitarias las autoridades competentes impidieran la presencialidad total o parcial de la actividad docente, los planes docentes alcanzarían sus objetivos a través de una metodología de enseñanza aprendizaje y evaluación en formato online, que retornaría a la modalidad presencial en cuanto cesaran dichos impedimentos.

The University of Alcalá guarantees that, if due to health requirements, the public authorities prevent teaching activity from taking place on the University's premises, the teaching plans' objectives will be met through an online teaching and evaluation methodology. The UAH commits to return to face-to-face teaching as soon as said impediments cease.

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<sup>i</sup> Art. 29 del Reglamento de Prácticas Externas para los Estudios de Grado de la UAH en el que se recoge: *El régimen de convocatorias será el previsto con carácter general en la normativa de evaluación, si bien la convocatoria extraordinaria estará condicionada al calendario académico y a las particularidades de las prácticas de cada plan de estudios.*