

CURRICULAR WORK PLACEMENTS

UNIVERSITY MASTER'S DEGREE IN CULTURAL MANAGEMENT

Duration and definition

- Work placements are an essential part of the curriculum, with 12 ECTS and approximately **250-300 hours** allocated to them.
- They allow for knowledge acquired to be applied in professional practice and for participation in the working dynamic of a public or private company or institution with links to the cultural sector.
- They are supervised by one of UIC's teaching staff and by a manager from the company.

Documents

- Work placements are governed by an **agreement** (between the University and the company/institution), supplemented by an **annex** specific to each student.
- The agreement must be ratified by the General Secretary of the University before being signed by the parties involved.
- **In no circumstances may work placements begin without these documents being duly completed and signed.**
- **The annex will take 3 to 5 working days to prepare.**
- In cases where the work placement is outside Barcelona, the time taken for documents sent by post to arrive should be taken into account.
- **Under no circumstances will an annex be signed showing a date prior to which it was received.**

Search and execution

- As they operate subject to supply and demand, work placements cannot always be guaranteed to take place at the institution or on the dates requested. In any case, it will require teamwork between the work placements coordinator, the student and equally the company that will select the student.
- They must be compatible with the academic year's dates and timetable.
- Once accepted, work placements cannot be abandoned without a justifiable reason and without discussing it with the relevant manager of the institution and UIC's work placement coordinator. In this case, the qualification awarded will reflect that the work placement has not been completed"

Procedure

1. The work placements coordinator will hold an initial tutorial with each student and several more during the course to analyse together the work being done and the skills acquired.
2. At the start of the course, students should submit to the coordinator their CV, covering letter and completed form requesting a work placement.
3. Once work placements are assigned, the company completes the file with the data necessary for the annex.
4. The Faculty Secretariat will prepare three copies that must be signed by the company, student and Faculty before the work placement begins (one copy each is kept by the company, the student and the Faculty). The Faculty's copy must be submitted to the Secretariat (Ingrid Soriano isoriano@uic.es). **The work placement will not be valid unless the agreement and annex are duly completed and signed before the placement begins.**
6. Once completed, the student notifies the work placement coordinator and must present, **10 days prior to the completion of the work practice**, a report which includes details of functions performed, learning content, personal experiences and other factors.
7. Assessment of the work placement will be conducted in conjunction with the company, which will grade the student according to a series of criteria such as work capacity, cooperation, punctuality, responsibility, self-sufficiency and efficiency amongst others.
8. The final grade will be based 30% on the report of the student and 70% on the assessment of the tutor.
9. There is only one opportunity. If the work placement is failed, it will be necessary to enrol for the following academic year.

Important documentation for work placements

- Completed form from the student in which they express their preferences
- UIC Agreement – institution / company
- Annex: UIC – institution/company – student
- Report on the work placement by the student
- Assessment of the company's work practices tutor