

Name	Extra-curricular Traineeship		Field of study	-	
Classification	Extracurricular Course/Project		School	Polytechnic Institute of Bragança	
Academic Year	2023/2024	Year of study	-	Level	-
Type	Semestral	Semester	1	ECTS credits	6.0
Code	9999-940-1004-00-23				
Workload (hours)	162	Contact hours	T -	TP -	PL -
			TC -	S -	E 162
			OT -	O -	

T - Lectures; TP - Lectures and problem-solving; PL - Problem-solving, project or laboratory; TC - Fieldwork; S - Seminar; E - Placement; OT - Tutorial; O - Other

Name(s) of lecturer(s) Vera Alexandra Ferro Lebres

#### Learning outcomes and competences

At the end of the course unit the learner is expected to be able to:

1. Know the dynamics of the host institution, regarding its organizational and operations structure.
2. To show skills complementary to their academic training.
3. Assess and identify needs and opportunities for intervention in the area of technical and scientific activity
4. Execute the work plan, following the proposed and agreed steps.
5. Reflect, report and communicate about activities developed, objectives achieved, learning and skills acquired.

#### Prerequisites

Before the course unit the learner is expected to be able to:  
No specific requirements.

#### Course contents

Extracurricular Internship aims to provide the student with a first contact with the work activity, namely through its integration in a company/institution. This will allow the student to develop skills and learn in a real work context, on an imersive context.

#### Course contents (extended version)

1. Integration in an External Institution/company.
2. Acquisition of new skills for your personal and professional development.
3. Imersion in world of work.
4. Report and presentation of final results.

#### Recommended reading

1. Johnson, K. W. (2021). Business and Management Internships: Improving Employability Through Experiential Learning. Reino Unido: Taylor & Francis.
2. Internships: Quality Education Outside of Class. (2020). Estados Unidos: Cognella, Incorporated.
3. Internships, Employability and the Search for Decent Work Experience. (2021). Suíça: Edward Elgar Publishing Limited.
4. Cross-Cultural Undergraduate Internships: A Toolkit for Empowering the Next Generation. (2023). Reino Unido: Emerald Publishing Limited.

#### Teaching and learning methods

Practical application of acquired knowledge. Under the guidance of experienced professionals, acquiring relevant skills for your future career. It allows the integration of theory and practice, promoting the development of skills and the acquisition of practical knowledge. Prepare students for professional challenges and provides an enriching and contextualized learning environment.

#### Assessment methods

- Final internship report - (Regular, Student Worker) (Final, Supplementary, Special)

#### Language of instruction

Portuguese

#### Electronic validation

Vera Alexandra Ferro Lebres	Luis Manuel Santos Pais
28-10-2023	27-02-2024