Universidad Zaragoza

Academic Year/course: 2024/25

63294 - The Production Environment of Administration, Marketing, Tourism Management, Community Service and Job Orientation Processes

Syllabus Information

Academic year: 2024/25
Subject: 63294 - The Production Environment of Administration, Marketing, Tourism Management, Community Service and Job Orientation Processes
Faculty / School: 107 - Facultad de Educación
Degree: 584 - Master's Degree in Teaching Compulsory Secondary Education
590 - University Master's Degree in Teaching, specializing in Geography and History
591 - Master's Degree in Teaching, specializing in Philosophy
592 - Master's Degree in Teaching, specializing in Business and Economics
593 - Master's Degree in Teaching, specializing in Mathematics
594 - Master's Degree in Teaching, specializing in Technology and Computer Science
595 - Master's Degree in Teaching, specializing in Biology and Geology
596 - Master's Degree in Teaching, specialization in Physics and Chemistry
597 - Master's Degree in Teaching, specializing in Spanish Language and Literature. Latin and Greek
598 - Master's Degree in Teaching, specialization in Foreign Language: French
599 - Master's Degree in Foreign Language Teaching: English
600 - University Master's Degree in Teaching, specializing in Music and Dance
601 - University Master's Degree in Teaching, specializing in Industrial and Construction Processes
602 - University Master's Degree in Teaching, specializing in Administration, Marketing, Tourism, Services to the Community and FOL
603 - Master's Degree in Teaching, specializing in Sanitary, Chemical, Environmental and Health Processes Agri-food
ECTS: 6.0
Year: 1
Semester: Second semester
Subject type: Optional
Module:

1. General information

The general objective of this subject is that students, who in the future will teach professional training, develop the necessary skills to use in their work the instruments and legal regulations that define the National System of Qualifications and Professional Training These approaches are aligned with the Sustainable Development Goals (SDGs) of the United Nations Agenda 2030, so that the acquisition of the learning results of the subject provide training and competence to contribute to some extent to their achievement.

2. Learning results

In order to pass this subject, the following learning results must be demonstrated

1.To know the instruments and actions of the National Qualifications System and the legal regulations in which they are framed and apply them in the tasks of a professional teacher in an educational centre.

2.To acquire the competence Sense of Initiative and Entrepreneurship.

3.To analyse Environmental, Occupational Health and Safety, Quality, Corporate Social Responsibility regulations, and assess the importance of their implementation.

4.To analyse the interpersonal relationships that develop in the work environment of the corresponding specialties

5.To know and/or contribute to the achievement of the Sustainable Development Goals (SDGs) from professional practice and personal life

3. Syllabus

1. The National System of Qualifications and Professional Training.
2. Levels of qualification and relationship with the qualifications issued in the educational system.
3. Sense of initiative and entrepreneurial spirit.
4. Prevention of occupational hazards and health. Occupational accidents.
5. Environmental protection and waste management.
6. Quality management.
7. Sustainable management model and Corporate Social Responsibility.

4. Academic activities

The teaching methodologies used are as follows:

- Expository sessions.
- Active learning methodologies
- Work preparation
- Oral presentation and discussion of papers.
- Pedagogical activities outside the classroom (evaluable if they are within school hours).
- Tutoring. The tutorials will be conducted in person or telematically, also monitoring will be done via email and the Moodle platform of the University of Zaragoza.
- Schedule of face-to-face sessions and presentation of papers: We recommend consulting the updated schedules and dates

at https://estudios.unizar.es/estudio/ver?id=659 and the dates for the presentation of activities and papers will be published in the Digital Teaching Ring (Moodle Platform).

5. Assessment system

Types of tests, evaluation criteria and levels of requirement

Students must demonstrate that they have achieved the intended learning results through the following assessment activities. The evaluation system of this subject will develop evaluation procedures and criteria following the **continuous evaluation and global evaluation approaches:**

Continuous assessment:

The procedures, instruments and criteria for continuous evaluation will be the following:

1. **Student activities and tests.** (30% of the final grade) Students must complete all the activities that the teacher determines for each didactic unit. They will be evaluated according to the adequacy to the requirements and the quality of the work used in its realization.

2. **Portfolio.** (40% of the final grade). Evaluation of a portfolio made by the student, following the following **indications and criteria**: It should reflect and deepen the theories, models and most relevant principles acquired in the subject and the realization of individual activities, attaching bibliographical and normative references, necessary for the deepening, cases and examples of their application and a critical analysis made by the student.

   The Portfolio will not be an aggregate of the individual activities but will have to have a coherence whose thread will be the choice of a training cycle of the student's specialty on which the portfolio will be developed. In the evaluation of the portfolio its appropriateness, clarity, richness and depth of the critical as well as spelling and presentation will be specially valued.

3. **Portfolio defence.** (30% of the final grade), presentation and oral defence of the portfolio following these criteria: clarity of the presentation, ability to motivate the rest of the classmates for the debate, active participation in the debate, ability to defend and argue their own ideas.

The final grade will require that the student has obtained at least 50% of the grade in each of the evaluation activities or instruments. The grade of the continuous evaluation will be communicated at least three days prior to the global test.

Fraud or total or partial plagiarism in any of the assessment tests will result in not passing the subject and achieving the minimum grade, in addition to the disciplinary sanctions that the university decides for these cases.

Global test and second call:

Students may request a single evaluation from the teacher at the beginning of the term.

Students who do not pass the continuous evaluation or who would like to improve their grade will also take this single evaluation , in any case, the best of the grades obtained will prevail . The procedures, instruments and criteria for single or global evaluation will be the following:

1. **Exam** (50% of the final grade). Examination of developmental questions. Criteria for assessment: clarity, precision and knowledge of the various concepts, theories and models, and their ability to interrelate and critically analyse the concepts.

2. **Portfolio.** (50% of the final grade). Evaluation of a portfolio made by the students, following the following **indications and criteria**: It should reflect and deepen the theories, models and most relevant principles acquired in the subject and the realization of individual activities similar to those of the rest of their classmates, attaching bibliographical and normative references , necessary for the deepening, cases and examples of their application and a critical analysis made by the student. The Portfolio will not be an aggregate of the individual activities but will have to have a coherence whose thread will be the choice of a training cycle of the student's specialty on which the portfolio will be developed. In the evaluation of the portfolio its appropriateness, clarity, richness and depth of the critical as well as spelling and presentation will be specially valued. The portfolio should be handed in when the student is present for the written exam.

The final grade will require that the student has obtained at least 50% of the grade in each of the evaluation activities or instruments.

Fraud or total or partial plagiarism in any of the assessment tests will result in not passing the subject and achieving the minimum grade, in addition to the disciplinary sanctions that the Quality Assurance Committee decides for these cases.

In any case, as part of the evaluation, the teacher may request, at random, the oral defence of the test or assignment submitted

in writing, for the verification of the grade.

Fifth and sixth calls

In the event that a 5th or 6th summons is necessary, a global test will be carried out in the same terms as described above, and the correction procedure established by the University of Zaragoza will be followed.

Finally, it must be taken into account that the Regulations of the Rules of Coexistence of the University of Zaragoza will apply to irregularities committed in the evaluation tests by means of academic fraud, as well as the application of article 30 of the Regulations of Rules of Learning Assessment in relation to irregular practices other than academic fraud.

6. Sustainable Development Goals

4 - Quality Education
5 - Gender Equality
8 - Decent Work and Economic Growth