ENGLISH FRIENDLY COURSES (EFC) 2021/2022 – CAMPUS OF ÁLAVA

https://www.ehu.eus/es/web/lan-harreman-gizarte-langintza-fakultatea/incoming-students
Coordinator: rel-laborales.internacional@ehu.eus

In addition to the general offer of courses taught in English, some Centers offer for incoming students English Friendly Courses (EFC): subjects taught in Spanish or Basque, in which the syllabus summary, lecturer tutoring, examinations and/or papers are available in English.

English Friendly Courses taught in SPANISH:

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<th>COURSE</th>
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<th>SCHEDULE ¹</th>
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<td>Bachelor's Degree in Social Work</td>
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<td>25945 Sociología y Trabajo Social</td>
<td>Sep. 2021- Jan. 2022</td>
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<td>25965 Animación Sociocomunitaria</td>
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<td>25934 Diseño y evaluación de proyectos sociales</td>
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<td>25932 Trabajo Social con Grupos</td>
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<td>25929 Habilidades sociales y de la comunicación para el trabajo social</td>
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<td>25953 Aproximación a la realidad profesional</td>
<td>Jan. 2022- May 2022</td>
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¹ SCHEDULE: Morning (M)/ Afternoon (A): begins at 13.30.
By clicking the subject’s name, its Syllabus will appear.
COURSE GUIDE 2021/22

Faculty  160 - Faculty of Labour Relations and Social Work. Álava Department
Degree  GTRABA10 - Bachelor’s Degree in Social Work

Cycle  Not Applicable
Year  First year

COURSE

25945 - Sociology and Social Work

Credits, ECTS: 6

COURSE DESCRIPTION

BREVE DESCRIPCIÓN:

LA ASIGNATURA SE INTEGRA EN EL SIGUIENTE MÓDULO:
MODULO C: PROCESOS Y PROBLEMAS SOBRE LOS QUE ACTÚA EL TRABAJO SOCIAL

SINTESIS

Aproximación a la Sociología y aplicación de la perspectiva sociológica a la disciplina del Trabajo Social. En esta asignatura además de explicar cómo se realiza una investigación sociológica, se tratan los siguientes contenidos: los inicios de la Sociología, las aportaciones fundamentales de sus fundadores para comprender la organización de las sociedades en que viven; las principales perspectivas sociológicas; la relación entre sociedad, grupos sociales e individuo; los conceptos de orden social, conflicto social, burocracia, poder, legitimidad; la cultura y el proceso de socialización, sus fases y mecanismos, proceso de interiorización de papel social; estratificación social, clase y estatus; cambio social y otras cuestiones relacionadas con estos temas. Todos ellos enfocados al análisis de las distintas situaciones sociales en el ámbito del Trabajo Social.

REQUISITOS

Se fijan como requisitos mínimos para aprobar la asignatura la aprobación tanto de los contenidos teóricos como de los de carácter práctico, definidos en los siguientes apartados de temario y evaluación. Por tanto, es imprescindible tener aprobados los dos tipos de contenido para poder obtener la calificación final de la asignatura.

COMPETENCIES/LEARNING RESULTS FOR THE SUBJECT

SUBJECT: Sociology and Social Work

BRIEF DESCRIPTION:

Introduction to Sociology emphasizing the union with Social Work. In addition, how a sociological research has to be done is explained.
Explanations about the beginnings of Sociology as well as founders’ main ideas.
Explanations about the main theories and concepts in Sociology and its praxis in the analysis of the different social situations in the area of the Social Work.

COMPETENCES

- To understand and to use correctly the sociological fundamental concepts (differing those related to the social structure and to the social change) for the recognition and approximation to the different social problems (1, 10).
- To know the functioning of the human societies and the principal trends and social processes for a correct diagnosis of the different social problems (1, 10).
- To consider and to document correctly a sociological project to apply to the analysis of the different social problems (3, 5, 9).
- From a sociological perspective to contextualize theoretically the analysis of the different social problems to improve in their knowledge (1, 10, 5).

CONTENIDOS TEÓRICO-PRÁCTICOS

THEORY:
Introduction
1. What Sociology is?
2. Classical authors in Sociology
3. Main theories in Sociology
   How to think about society? Sociological tools (in every theme examples from the Social work and used)
4. Culture
5. Personality y socialization
6. Role and status
7. Order y social control
8. Social groups
9. Social Institutions
10. Social stratification
11. Social change

PRAXIS:
A team practical work to give to the teacher the day of the exam. Every group will present a summary in class. Every group will choose a collectivity and they will do a descriptive approximation using the sociological procedure. The aim is that the students are capable to do a correct selection of different data sources and to approach a topic of the area of the Social Work from a sociological perspective.

TEACHING METHODS
Each educational modality can be carried out across different formative activities. Besides the indicated ones in the picture, we can mention other formative activities necessary for the suitable development of competences of this subject:
- Working in small groups in class
- Essays
- Discussion papers
- Readings

TYPES OF TEACHING

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Legend:
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GL: Applied laboratory-based groups
GO: Applied computer-based groups
GCL: Applied clinical-based groups
TA: Workshop
TI: Industrial workshop
GCA: Applied fieldwork

Evaluation methods
- Continuous evaluation
- End-of-course evaluation

Evaluation tools and percentages of final mark
- Written test, open questions 60%
- Teamwork assignments (problem solving, Project design) 40%

ORDINARY EXAMINATION PERIOD: GUIDELINES AND OPTING OUT
- Working in small groups in class
- Essays
- Discussion papers
- Readings

EXTRAORDINARY EXAMINATION PERIOD: GUIDELINES AND OPTING OUT
Dado que la prueba final supone un 70% de la evaluación total, para renunciar a la convocatoria bastará con no presentarse a dicha prueba final y la calificación será: NO PRESENTADO.

MANDATORY MATERIALS

Basic bibliography

BIBLIOGRAFIA

Detailed bibliography
Journals
- Revista Española de Sociología
- Revista Española de Investigaciones Sociológicas
- Revista Internacional de Sociología
- Revista INGURUAK

Web sites of interest
www.eustat.es
www.ine.es
www.eurostat.eu.int
www.cis.es

OBSERVATIONS
La falta de corrección ortográfica y gramatical así como una inadecuada redacción serán motivo de suspensión.
COURSE GUIDE 2021/22

Faculty 160 - Faculty of Labour Relations and Social Work. Álava Department
Degree GTRABA10 - Bachelor’s Degree in Social Work
Cycle Not Applicable
Year Fourth year

COURSE
25965 - Social and Community Animation
Credits, ECTS: 6

COURSE DESCRIPTION
The subject SOCIO-COMMUNITY ANIMATION is integrated within the optional module and in the minor of COMMUNITY PROMOTION (30 Ects). It is an annual course and is optional.
The "Community Promotion" itinerary provides training focused on the community and the social action carried out in and from it. From the perspective of a global intervention, it deals with the mobilization of social relationships in order to weave spaces for coexistence and opportunities for collective action.
This subject, which is based on the valuation of socio-community animation as an indispensable tool of social work, aims to contribute to the acquisition of skills, critical vision and sufficient knowledge to recognize ways that promote the strengthening of social collectives and the dynamics of community development.

COMPETENCIES/LEARNING RESULTS FOR THE SUBJECT
- The concept of leisure and free time from a socio-community involvement.
- The historical process of SC Animation in the mission / vision of the Institutional Social Service.
- Eco-territory: the physical space, equipment, citizen profile for animation and community development.
- Methodology: the process. Volunteering characteristics, recruitment strategies.
- The means and techniques of communication for raising awareness, energizing and involvement of the community.

CONTENIDOS TEÓRICO-PRÁCTICOS
Theme 1. The concept of Leisure and Free Time from a sociocommunity implication
Theme 2. The historical process of SC Animation in the mission / vision of the Institutional Social Service.
Theme 3. Ecoterritory: The physical space, equipment, citizen profile proper to animation and community development.
Topic 5. Media and communication techniques to raise awareness, energizing and involvement of the community.

TEACHING METHODS
Each teaching modality can be carried out through different training activities. In addition to those indicated in the table, which correspond directly to the competences described in this subject, we could mention other training activities necessary for the adequate development of competences in this subject.

TYPES OF TEACHING

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Legend: M: Lecture-based S: Seminar GA: Applied classroom-based groups
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TA: Workshop TI: Industrial workshop GCA: Applied fieldwork groups

Evaluation methods
- Continuous evaluation
- End-of-course evaluation

Evaluation tools and percentages of final mark
- Individual assignments 50%
- Teamwork assignments (problem solving, Project design) 50%

ORDINARY EXAMINATION PERIOD: GUIDELINES AND OPTING OUT
Development of a dossier, blog.
Other individual work; exercises, problems or practical cases, etc.
Preparation and, where appropriate, presentation of group work and projects.
EXTRAORDINARY EXAMINATION PERIOD: GUIDELINES AND OPTING OUT

Same conditions and requirements as in the ordinary call for applications.

MANDATORY MATERIALS

BIBLIOGRAFÍA

Basic bibliography

Detailed bibliography


Journals

Observations

It is important to frequently check the space for this subject on the Egela platform, where the necessary materials, complementary texts and instructions will be posted. It is also important to check the Egela to find out about possible changes in the programme or in the assessment, as the assessment will be based on those published on Egela.

All written work will be required to comply with the criteria for correct writing. In general, they must use the language of the area and the ideas must be organised and written in a clear and understandable way, complying with grammatical and spelling rules. Work that fails to meet these requirements, as well as the basic requirements of academic reports, will be rejected and graded as NOT SUBMITTED.
COURSE GUIDE

Faculty: 160 - Faculty of Labour Relations and Social Work. Álava Department
Degree: GTRABA10 - Bachelor’s Degree in Social Work
Cycle: Not Applicable
Year: Third year

COURSE

COURSE DESCRIPTION

DESCRIPTION OF THE SUBJECT: COMMUNITY SOCIAL WORK

The objectives pursued with this subject are several: a) the study of the community as an object and subject of intervention in Social Work; b) the location of Social Work in its wider context of intervention; c) knowledge of the methodology of community intervention; and d) learning about different community intervention experiences, preferably in the context closest to the student.

Given the holistic nature of the module, the subject of Community Social Work, taught in the first term, is coordinated with that of Project Design and Evaluation, taught in the second term. This is done through a diagnosis of a social and community nature that later takes the form of a social project. In this way a work theme is proposed annually, which is dealt with in more detail during the third year of the degree course, in the two initial phases of the method of social work based on social reality and in the laboratory for the assessment phase.

COMPETENCIES/LEARNING RESULTS FOR THE SUBJECT

COMPETENCES

Specific competences:

Understand the link and interaction between the individual-family, group and collective dimensions of social work, and the theoretical and methodological basis of community intervention. Critical reflection on the social environment. Identify the object, subjects and objectives of community social work. Acquire instruments to revitalise the social fabric. Learn to make a participative community diagnosis. Understand the importance of multidisciplinary work and work in community intervention networks.

CONTENIDOS TEÓRICO-PRÁCTICOS

THEORETICAL-PRACTICAL CONTENT

The subject covers the following theoretical-practical content:

Subject 1. Introduction to Community Social Work
Subject 2. Theoretical basis of Community Social Work
Subject 3. The community dimension of Social Work
Subject 4. Methodology and application

TEACHING METHODS

METHODOLOGY

The subject is taught in three formats:

a) Theoretical sessions (45 hours, 3 per week)
b) Practical sessions (15 hours, 1 per week)
c) Tutorials

In a cross-cutting way, the subject covers the gender perspective, the human rights approach, social and environmental sustainability and participation.

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GCA: Applied fieldwork groups
Evaluation methods

- Continuous evaluation
- End-of-course evaluation

Evaluation tools and percentages of final mark

- Individual assignments  30%
- Teamwork assignments (problem solving, Project design)  60%
- PARTE-HARTZE A ETA EKARPENA  10%

ORDINARY EXAMINATION PERIOD: GUIDELINES AND OPTING OUT

ASSESSMENT SYSTEM

This subject is under continuous assessment.

On one hand, the student has to carry out a community diagnosis in groups of 4 and hand it in at the end of the subject period.

TOOLS AND GRADING PERCENTAGES

a) Group work on community diagnosis: 60%
b) Critical reflection on three texts related to the subject: 30%
c) Class participation: 10%

PROCEDURE FOR REQUESTING FINAL ASSESSMENT

"In all cases the student will have the right to be assessed via the final assessment system, regardless of whether he/she has participated in continuous assessment. To do so, the student must present his/her withdrawal from continuous assessment in writing to the professor(s) responsible for the subject. He/she will have 9 weeks for termly subjects and 18 weeks for annual ones, starting from the beginning of the term or year (respectively), in accordance with the centre's academic calendar. The teaching guide for the subject may set a longer period" (art. 8.3.).

The requirements for students who choose the final assessment system are the same as indicated: three individual essays based on texts related to the subject and a community diagnosis, which in this case will also be individual.

NOTE:

In case of having to do the evaluation online due to COVID-19, both for the continuous assessment and the final assessment system, the requirements (individual / group)are the same and they will be delivered through EGela (online platform), at the same day and time provided in the ordinary and/or extraordinary call.

WITHDRAWAL FROM THE CALL

In the case of continuous assessment: "a student may withdraw from the call in a period that, as a minimum, will be up to one month before the completion date of the teaching period for the corresponding subject. This withdrawal must be presented in writing to the professor(s) responsible for the subject" (art. 12.2).

In the case of final assessment: "non-presentation at the examination on the official exam date will mean the student desists from the corresponding call" (art. 12.3).

EXTRAORDINARY EXAMINATION PERIOD: GUIDELINES AND OPTING OUT

In the extraordinary call, the same evaluation system established for the ordinary call will be maintained.

MANDATORY MATERIALS

Subject notes are not delivered. Instead, the basic bibliography indicated in the following Bibliography section will be required reading.
Basic bibliography


Detailed bibliography


**Journals**
- http://www.entornosocial.es
- http://www.intervencionsocial.com
- http://revistas.ucm.es
- http://fsw.sagepub.com
- http://www.zerbitzuan.net
- http://www.tscat.cat
- http://rua.ua.es
- http://www.caritas.es
- http://www.ucim.es
- http://www.cgtrabajosocial.com

**Web sites of interest**
- http://www.cgtrabajosocial.com
- http://ifsw.org
- http://www.tsred.org
- http://institutomm.ning.com
- http://www.socialworkonline.com
- http://www.clinicalsocialwork.com
- http://www.socialworkpolicy.org
- http://www.nisw.org.uk
- http://www.plancomunitario.org
- http://www.partehartuz.org

**OBSERVATIONS**

Upon verifying proof of a copy of an evaluation test, this will be rated with the suspense score for each student involved, without prejudice to the responsibility that may correspond. If the verification occurs during the development of the test, it can be interrupted immediately for the person involved (art. 11.3.).

During the development of an evaluation test at the UPV/EHU, the use of books or notes, as well as telephone or electronic devices will be prohibited. At the time of the test, the places where students can deposit unauthorized materials may be indicated, if necessary, so that they are out of the reach of the students (Protocol on academic ethics, point 3, page 5).
COURSE GUIDE 2021/22

Faculty 160 - Faculty of Labour Relations and Social Work. Álava Department
Degree GTRABA10 - Bachelor’s Degree in Social Work
Cycle Not Applicable
Year Third year

COURSE
25934 - Social Project Design and Assessment
Credits, ECTS: 6

COURSE DESCRIPTION
This subject is part of Module A: Social Work: Basic Principles, Methodologies, Theories and Techniques. It examines the design and evaluation of social projects within an overall understanding of the planning, management and evaluation process involved in social interventions. Work is done on the different levels of planning: plan, programme and project and, specifically, the design of social projects from a theoretical-practical perspective.

COMPETENCIES/LEARNING RESULTS FOR THE SUBJECT
The subject corresponds to the module M01CM06: Design, implement and evaluate plans, programmes and projects for intervention, and also the learning outcomes of the module: Learn about and apply the methodology and techniques of social work to individuals, families, groups, communities and organisations, designing and evaluating the projects.
The specific competences of the subject are:
The ability to recognise the principles, criteria and stages of social projects.
Analysis of differences between the types of social projects.
Learn about the process of design, formulation, implementation and evaluation of social projects.
Learn about the performance of social workers in this area.

CONTENIDOS TEÓRICO-PRACTICOS
The subject examines the following theoretical-practical content:

1. Planning
General aspects of planning: principles, criteria, types and process
Planning in social work
Levels of planning: plan, programme and project

2. Design of social projects
Nature
Basis
Objectives
Participating population
Activities and methodology
Location
Scheduling
Human, material and technical resources
Budget
Evaluation
Annexes
Design of the evaluation of social projects

3. Definition, objectives and characteristics of the evaluation
Types of evaluation
Content and indicators for evaluation
Participants and persons responsible for the evaluation
Evaluation activities and techniques

4. Drawing up of the final report
Across the board, the subject examines gender perspective, participation, the human rights approach, interculturality and social and environmental sustainability in the project cycle.

TEACHING METHODS
The subject involves an active methodology based on project-based learning, specifically around a single social project. Whenever possible, service learning will be fostered, i.e. a social project that responds to a demand from a particular
social entity or group.

Training activities include:

- Lectures on theoretical content, establishing a dialogue and debate with the students.
- Concept map on the planning process and the project cycle.
- Reading and comparison of manuals for project design.
- Examples of projects and terms of public tenders for the funding of projects, together with forms and report formats for monitoring and evaluation.
- Practical work on the project in the classroom.
- Application of planning and management tools: logical framework, problem solving and objectives tree, Gantt chart, budgetary tables in Excel.
- Presentations by students on the projects designed, with feedback from the professor.

Students will have tutorials to address doubts and review methodological aspects of their project.

### TYPES OF TEACHING

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### Evaluation methods

- Continuous evaluation
- End-of-course evaluation

### Evaluation tools and percentages of final mark

- Multiple choice test 20%
- Teamwork assignments (problem solving, Project design) 80%

### ORDINARY EXAMINATION PERIOD: GUIDELINES AND OPTING OUT

This will be done by handing in parts the project for review and return, and presenting the final project within the established timescale. The social project will be handed printed on paper following formatting guidelines, correct spelling and quotation (APA 6). The deadline for handing in the project will be the official date of the exam. Students will present and defend their project verbally, with 15 minutes at their disposal to do this. The verbal defence will take place in the last two weeks of the term, within the classroom. This presentation will be supported by ICTs. (80% of the mark).

Students will do an exam, consisting on questions type test and an exercise (20% of the mark).

### EXTRAORDINARY EXAMINATION PERIOD: GUIDELINES AND OPTING OUT

In the extraordinary call, the same evaluation system set for the ordinary call is maintained.

To renounce the extraordinary call, it will be enough not to appear to it

### MANDATORY MATERIALS

Planning tools as logical framework, problem solving and objectives tree, Gantt chart, budgetary tables in Excel.

### BIBLIOGRAFIA

**Basic bibliography**

- Rights an Economic Change No 9.

**Detailed bibliography**

Geneva.

Journals

Web sites of interest

OBSERVATIONS
COURSE GUIDE 2021/22

Faculty 160 - Faculty of Labour Relations and Social Work. Álava Department
Degree GTRABA10 - Bachelor’s Degree in Social Work
Cycle Not Applicable
Year Second year

COURSE
25932 - Group Social Work
Credits, ECTS: 6

COURSE DESCRIPTION
Summary:
In this subject, the following areas are studied theoretically and practically: General notions of what a group is. The process of belonging, reference factors and internal/external elements that define or modify it. Teamwork and the team. The role of social work in the group. Type of professional activity in self-help, mutual help and social support groups. Methodology of group work. Analysis of experiences of intervention in group social work. Main group techniques (group dynamics, meeting techniques and sociogram). The Institution as a group with special consideration. All these themes are directly applicable to the study of different real-life cases proposed by the professor. The students, organised in work teams, will design a group social intervention over the duration of the course.

COMPETENCIES/LEARNING RESULTS FOR THE SUBJECT

COMPETENCES AND LEARNING OUTCOMES: (Consult Module C of the document titled ANECA#8216; for accreditation of the qualification. It can be found on the Faculty website).
1. Learn about, and differentiate between, different types of groups that can be subject to intervention in group social work phase, and the role of the social worker in them.
2. Learn about, understand and reflect critically on a range of social phenomena, situations and problems (both existing and emerging) with a view to developing skills for working with groups.
3. Acquire and apply different techniques and skills to improve the lives and social opportunities of individuals and groups through the group.
4. Learn about ways of intervening with groups to contribute to taking decisions based on their needs, circumstances, risks and resources; to promote their participation in the processes of their surroundings and increase their ability to act and take the initiative socially.
5. Learn how to design, implement and evaluate projects for intervention with groups, or based on groups.

CONTENIDOS TEÓRICO-PRÁCTICOS

THEORETICAL PROGRAMME
1. INTRODUCTION TO SOCIAL WORK WITH GROUPS
2. THE GROUPS. Importance of the groups
3. THE ROLE OF THE SOCIAL WORKER IN THE GROUP. Main roles of the social worker in the group, and Leadership.
4. WORKING METHODOLOGY FOR SOCIAL WORK WITH GROUPS
   - Intervention phases: Start-up. Implementation. Evaluation
5. MAIN GROUP TECHNIQUES
   - Types of techniques - Group dynamics. - Meeting techniques - Sociogram.
6. SOCIAL WORK INSTITUTIONS AND ORGANISATIONS

TEACHING METHODS
- Case Studies
- Viewing videos
- Guided discussions

TYPES OF TEACHING

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Legend: M: Lecture-based S: Seminar GA: Applied classroom-based groups

Evaluation methods
- Continuous evaluation
- End-of-course evaluation

Evaluation tools and percentages of final mark
CONTINUOUS EVALUATION
- 60% of the final mark: theoretical-practical written exam (theory and exercises / classroom practical work)
- 40% of the final mark: Group work (written work, whose sections will be handed over on time for their supervision. Oral presentation at the end of the term).
It is essential to pass the theoretical exam and the group work separately to obtain a final mark for the subject, and therefore to pass it as a whole.

FINAL EVALUATION
- For the final evaluation, the content and the percentages to be assessed will be the same as in the continuous assessment, unless the practical part will consist of an individual project to be handed in on the day of the exam.
- For students who, having passed the practical work phase, still have this subject pending: after confirming, before the date of the exam, the condition stated above, their final and only exam will be the theoretical-practical exam, accounting for 100% of the final mark.

EXTRAORDINARY EXAMINATION PERIOD: GUIDELINES AND OPTING OUT
The same rules and procedures will be maintained as for an ordinary evaluation.

MANDATORY MATERIALS
Theoretical and practical content available in the eGela platform, and others provided and worked on in the classroom.

BIBLIOGRAFÍA
Basic bibliography


Detailed bibliography

Journals
- Group work applications across the social work curriculum
- Groupwork
- Social Work with Groups

Web sites of interest
Association for the Advancement of Social Work with Groups.

OBSERVATIONS
The lack of spelling and grammar correction as well as an inadequate writing will be reason for suspense.
Course Guide 2021/22

| Faculty | 160 - Faculty of Labour Relations and Social Work. Álava Department |
| Degree | GTRABA10 - Bachelor’s Degree in Social Work |
| Cycle | Not Applicable |
| Year | First year |

Course

25929 - Social Skills and Communication for Social Work

Credits, ECTS: 6

Course Description

Taught in the second term of the first year, and it is compulsory. It focuses on the analysis of skills and techniques to communicate effectively, and also an examination of communication from general perspectives and different epistemological, theoretical and methodological suppositions.

It is part of the Module of Social Work: Basis, methodology, theories and techniques of Social Work (54 ECTS). It is related to Intervention Techniques in Social Work (2nd year) and Individual-Family Social Work (2nd year).


Competencies/Learning Results for the Subject

Cross-cutting competence:
Develop the ability to communicate orally and in writing, at a first level; know the principles of effective communication and identify them in one's personal and social context, expressing one's own ideas with social skill (empathy, assertiveness and active listening) and communicative efficiency (coherence between verbal and non-verbal language).

Specific competences:
1. Learn about the theoretical suppositions and bases of communication.
2. Acquire communication skills for interpersonal relations in social work and in professional activity in general.
3. Acquire verbal, paralinguistic and non-verbal skills and techniques to guide interventions.
4. Acquire skills to establish an empathic relationship and effective communication with other people.
5. Apply active listening strategies.
6. Learn assertive techniques.
7. Apply alternative solutions and general skills that facilitate communication and social skills.

Learning outcomes:
1. Learn the principles of effective communication and identify them in one's personal and social context.
2. Apply theoretical and practical criteria of communication to respond to particular problems in SW.
3. Learn the elements of communication and interpret them in the professional context.
4. Understand the concepts of empathy, active listening and assertiveness, from personal reflection and their repercussions on professional practice.
5. Interpret and provide alternative solutions in real cases where there are problems of communication.

Contenidos Teórico-Prácticos

1. Communication and SW
   - Helping relationship +
   - Effective communication.
   - Elements and types of communication.
   - Effective communication processes.
2. Social skills
   - Social skills and competence
   - Behavioural, paralinguistic and verbal elements.
3. Basic skills and strategies
   - Assertiveness
   - Empathy
   - Active listening
4. Other skills: Inform, advise, support, tranquillise, encourage, interpret, re-contextualise, orientate, counsel, negotiate...

Teaching Methods

Types of teaching
Lectures
Practical work in class
Autonomous work.
Individual and/or group tutorials.
TYPES OF TEACHING

<table>
<thead>
<tr>
<th>Types of teaching</th>
<th>M</th>
<th>S</th>
<th>GA</th>
<th>GL</th>
<th>GO</th>
<th>GCL</th>
<th>TA</th>
<th>TI</th>
<th>GCA</th>
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</thead>
<tbody>
<tr>
<td>Hours of face-to-face teaching</td>
<td>30</td>
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<tr>
<td>Horas de Actividad No Presencial del Alumno/a</td>
<td>45</td>
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Legend:
- M: Lecture-based
- S: Seminar
- GA: Applied classroom-based groups
- GL: Applied laboratory-based groups
- GO: Applied computer-based groups
- GCL: Applied clinical-based groups
- TA: Workshop
- TI: Industrial workshop
- GCA: Applied fieldwork groups

Evaluation methods
- Continuous evaluation
- End-of-course evaluation

Evaluation tools and percentages of final mark
- Individual assignments 60%
- Teamwork assignments (problem solving, Project design) 40%

ORDINARY EXAMINATION PERIOD: GUIDELINES AND OPTING OUT

ASSESSMENT SYSTEMS
- Continuous assessment
- Written exam 35%
- Individual work 20%
- Group work (dynamic presentation): 25%
- Group work (relationship between theory and situations of daily life): 20%

Request for final assessment:
The student should present his/her withdrawal from continuous assessment in writing to the professor responsible for the subject within 9 weeks of the start of the year.

Final assessment:
- Written exam: 70%
- Individual work: 30%
Non-presentation means automatic withdrawal.

Every test has to be passed.

Withdrawal from the call:
This must be presented in writing at least one month before the completion of classes.
In final assessment, non-presentation at the official exam will represent automatic withdrawal.

EXTRAORDINARY CALL: GUIDANCE and WITHDRAWAL
The assessment requirements and criteria for the extraordinary call are the same as in the ordinary call.

EXTRAORDINARY EXAMINATION PERIOD: GUIDELINES AND OPTING OUT

The requirements and evaluation criteria are the same as in the ordinary call.

MANDATORY MATERIALS
Plataforma egela.

BIBLIOGRAFÍA

Basic bibliography

Detailed bibliography


Journals

Alternativas. Cuadernos de Trabajo Social
ISSN:1133-0473
 ISSN-e:1989-9971
Entidad responsable: Universidad de Alicante. Departamento de Trabajo Social y Servicios Sociales
http://rua.ua.es/dspace/handle/10045/5269

Bits: Boletín informativo trabajo social
ISSN: 1578-9578
Periodicidad: Trimestral
Inicio: 2002
http://www.uclm.es/bits/sumario/sumario.asp

Cuadernos de Trabajo Social
ISSN: 0214-0314
ISSN electrónico: 1988-8295
Escuela de Trabajo Social. Servicio de Publicaciones de la Universidad Complutense de Madrid. ctrabajo@trs.ucm.es
http://www.ucm.es/BUCM/revistasBUC/portals/modules.php?name=Revistas2&id=CUTS

Discurso y Sociedad
ISSN: 188-4606
Universidad Austral de Chile
www.dissoc.org

Documentos de trabajo social: Revista de trabajo y acción social
ISSN: 1133-6552
Periodicidad: Cuatrimestral
Inicio: 1993
http://www.trabajosocialmalaga.org/revistadts/

Humanismo y trabajo social (Escuela Universitaria de Trabajo Social de la Universidad de León)
ISSN: 1696-7623
Periodicidad: Anual

ISSN 10235
Inicio: 2002
http://www4.unileon.es/trabajo_social/revista.asp

Margen: revista de trabajo social y ciencias sociales.
ISSN: 0327-7585.
Periodicidad: Trimestral.
http://www.margen.org/

ISSN: 1605-4806
Revista digital.
www.razonypalabra.org.mx

Perspectivas: revista de trabajo social
ISSN: 0717-1714
Periodicidad: Semestral
Inicio: 2005
http://www.revistaperspectiva.com/edicion.php

Portularia: Revista de Trabajo Social
ISSN: 1578-0236
Periodicidad: Anual
Inicio: 2001

Trabajo social hoy
ISSN: 1134-0991
Periodicidad: Trimestral
Inicio: 1993
http://www.comtrabajosocial.com/

Trabajo social y salud
ISSN: 1130-2976
Periodicidad: Cuatrimestral
Inicio: 1987
http://www.revistadetrabajosocialysalud.es/

Web sites of interest

Psicológica (URL: www.uv.es.psicologica)
  Cognitiva (URL: www.pinkerton.catchword.com)
  Applied Cognitive Psychology (URL: www3.interscience.wiley.com)
  Cognitive Psychology (URL: www.sciencedirect.com)

http://historiasdecasaabierta.blogspot.com
www.dissoc.org
Taller de habilidades sociales: http://www.psicologia-online.com/autoayuda/hhss/HHSS.htm
Mapa de habilidades sociales: http://www.down21.org/act_social/relaciones/1_h_sociales/habilidades_mapa.htm
Comunicación y HHSS: http://www.vgt-aena.galeon.com/comunicacion.html
El arte de relacionarse http://www.revista.consumer.es/web/es/20010101/interiormente
Algunos trucos para mejorar las habilidades sociales: http://www.cop.es/colegiados/A-00512/habil.html
Asertividad en el trabajo: http://www.asimetcapacitacion.cl/asertividad.htm
http://www.mtas.es/insht/ntp/ntp_667.htm
http://www.psicocentro.com/cgi-bin/articulo_s.asp?texto=art3a001

OBSERVATIONS
COURSE GUIDE 2021/22

Faculty  160 - Faculty of Labour Relations and Social Work. Álava Department
Degree  GTRABA10 - Bachelor’s Degree in Social Work
Cycle  Not Applicable
Year  Third year

COURSE

25953 - Introduction to Professional Exercise

Credits, ECTS: 6

COURSE DESCRIPTION

The basic purpose of this course is to provide an introduction to professional practice in social work, based on the main sectors of the population and within the framework of systems of social protection. Knowledge of professional functions in the different intervention areas and of the tools used in these tasks. Alongside this, work is done on communication skills, concentrating on active listening and effective communication. The course will also enter into aspects of epistemology and professional identity.

Subject course forming part of MODULE E: PRACTICUM AND FINAL DEGREE PROJECT

IMPORTANT: Passing the subject course Introduction to Professional Practice is a requirement for then enrolling for the Practicum in the 4th year of the Degree in Social Work.

COMPETENCIES/LEARNING RESULTS FOR THE SUBJECT

This subject course helps to develop the following competencies in Module E:

- Engaging in critical/creative thought, pursuing alternative lines of reasoning to conventional ones and sustaining an argument in the time allowed for this.
- Assessing the information supplied by social research and professional practice, as a strategy for boosting subject knowledge and professional practice.

CONTENIDOS TEÓRICO-PRACTICOS

- Functions and professional role of the social worker in relation to the main sectors of the population needing support and within the framework of the different systems of social protection.
- Documentary media and tools used by social workers: field diary, social report, social projects, etc.
- Oral and written communication skills, concentrating on active listening and effective communication.

MODULES OF THE SUBJECT COURSE:
1. Intervention areas, functions and tools in social work.
2. Epistemology and social work.

TEACHING METHODS

Based on active methodologies and collaborative work. The activities planned are aimed at acquiring methodological skills (knowing how to do) and attitudes (knowing how to be) and improving oral and written expression and use of information and communication technologies. They build up personal abilities and skills to work cooperatively and help to learn to deal more effectively with information from different sources, organisation and planning of work. A fundamental part of this is autonomous work by students in combination with the other group learning activities.

Teaching type: Seminar. Seminars develop the skills linked to the professional sphere, instrumental and communication skills, and help students to make more efficient use of information and written and oral expression. All this is based on small discussion groups with 4 or 5 people, video sessions and practical exercises. These foster individual responsibility and decision-making.

LEARNING ACTIVITIES:
- Reading texts and individual reflection before the working sessions in the module.
- Group reflection and debates in the classroom, complemented by supporting material.
- Analysis of job and professional practice using the World-Café technique (practicum students) and interviews with professionals.
- Preparing a Work Report (group).
- Preparing My Proposed Approach to Professional Practice (individual).
Evaluation tools and percentages of final mark

- Individual assignments 40%
- Teamwork assignments (problem solving, Project design) 40%
- Participation e implicación en la asignatura. 20%

ORDINARY EXAMINATION PERIOD: GUIDELINES AND OPTING OUT

Marks are given for the following work, all of which must be passed in order to gain an average mark:
- Individual work: My Proposed Approach to Professional Practice - 60%
- Group work (individual in final mode): Work Report - 40%

The following is also an essential requirement for continuous assessment:
- Individual recording of reflections about the different tasks set (each student must upload it to eGela before the group work session and by the dates set).
- Attendance at classes.

EXTRAORDINARY EXAMINATION PERIOD: GUIDELINES AND OPTING OUT

The same system as the ordinary call.

MANDATORY MATERIALS

BIBLIOGRAFÍA

Basic bibliography

First module:

Second module:

Third module:
4 Modulua: Gizarte langileen identitatea

http://www.trabajosocialmalaga.org/archivos/revista_dts_numeros/DTS_documentos_trabajo_social45_.pdf

Detailed bibliography


First module:
VÁZQUEZ AGUADO Octavio (1988): Pensar la epistemología del trabajo social. Alternativas: cuadernos de trabajo social, nº 6, pág. 269-286

Second module:

Third module:
C.G.T.S. (2012): Código deontológico de trabajo social

Journals

- AZARBE. Universidad de Murcia.
http://revistas.um.es/azarbe
- CUADERNOS DE TRABAJO SOCIAL Universidad Complutense de Madrid.
http://revistas.ucm.es/index.php/CUTS
- PORTULARIA - Revista de Trabajo Social - Universidad de Huelva.
www.uhu.es/publicaciones/revistas/portularia
- Trabajo Social Hoy.
- Alternativas. Cuadernos de Trabajo Social
http://rua.ua.es/dspace/handle/10045/5269
- REVISTA DE TREBALL SOCIAL.
- SERVICIOS SOCIALES Y POLÍTICA SOCIAL. Consejo General de TTSS
http://www.cgtrabajosocial.com/revista_digital_en_abierto
- DOCUMENTOS DE TRABAJO SOCIAL. Colegio de Trabajo Social de Málaga.
http://www.trabajosocialmalaga.org/revisiats/
- GIZARTERATUZ &#8211; SIIS &#8211; Boletín
http://www.siis.net/es/boletin-gizarteratuz.php
- Zerbitzuan. Viceconsejería de Asuntos Sociales del Gobierno Vasco.
http://www.zerbitzuan.net/
Web sites of interest

OBSERVATIONS
If an assessment test shows that it has been copied, all the students involved will be classified as "suspended", regardless of their responsibility. If it is proved in the evidence that a person is copying, he may be ordered to stop copying at the moment (art. 11.3).