



Course guide

240502 - 240502 - Human Preparation for Workplace

Last modified: 16/05/2023

Unit in charge: Barcelona School of Industrial Engineering
Teaching unit: 749 - MAT - Department of Mathematics.

Degree: BACHELOR'S DEGREE IN INDUSTRIAL TECHNOLOGY ENGINEERING (Syllabus 2010). (Optional subject).

Academic year: 2023 **ECTS Credits:** 3.0 **Languages:** Catalan, Spanish

LECTURER

Coordinating lecturer: Peña Carrera, Marta

Others: Peña Carrera, Marta

DEGREE COMPETENCES TO WHICH THE SUBJECT CONTRIBUTES

Transversal:

1. SELF-DIRECTED LEARNING. Detecting gaps in one's knowledge and overcoming them through critical self-appraisal. Choosing the best path for broadening one's knowledge.
2. EFFICIENT ORAL AND WRITTEN COMMUNICATION. Communicating verbally and in writing about learning outcomes, thought-building and decision-making. Taking part in debates about issues related to the own field of specialization.
3. ENTREPRENEURSHIP AND INNOVATION: Knowing about and understanding how businesses are run and the sciences that govern their activity. Having the ability to understand labor laws and how planning, industrial and marketing strategies, quality and profits relate to each other.
5. SUSTAINABILITY AND SOCIAL COMMITMENT. Being aware of and understanding the complexity of social and economic phenomena that characterize the welfare society. Having the ability to relate welfare to globalization and sustainability. Being able to make a balanced use of techniques, technology, the economy and sustainability.
6. TEAMWORK. Being able to work as a team player, either as a member or as a leader. Contributing to projects pragmatically and responsibly, by reaching commitments in accordance to the resources that are available.

TEACHING METHODOLOGY

The course is designed as a combination of sessions that a teacher deploys by means of descriptions, characterizations, explanations... Also there are some participatory activities of students (personal actions, talks...), individual activities and a communal formative appraisal (without / with written texts), and besides some independent tasks on several spheres. There is a support of backdrop (narrations, reports ...), localised at the virtual campus Atenea.

The teacher uses some conventional methods and some unconventional methods of teaching (discussions...). The students have an effective function, using active methodology. They exist a lot of different manners to aid the attainment of the learning. There are several concretely prepared documents, which are handed for his reading. The methodology promotes the contributions. The course is constructed with the aid of the students by means of team work. The system promotes the deliberation too.

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LEARNING OBJECTIVES OF THE SUBJECT

This course opens the mind on the relevance of values, attitudes and generic competences in the access at a workplace and to preserve this workplace. The course enhances the preparation in some of these areas.

A purpose is a promotion of the dedication of time to obtain a supplemental education inside this frame in the future, simultaneously at the development of the scientific and technological formation

The course prepares around some values, skills and qualities of a person for the engineering work at a social context. Another aim is the training on tasks, responsibilities and commitments usual of the engineers along his life.

A mission is an injection about some realities of the communication, posing an accent at the area of business communication. Is relevant to advise the students around the prominence of the communication as a component of excellence at the companies and about the function of the communication at the world.

Another intention of the course is the offer of a practical interpretation of the functions of individuals in a work team and a transmission of concepts and methodological analysis to guide students around the participation in work teams.

The labour of directors has acquired in recent years an indicative function in social groups, having a big effect concerning several professional decisions at the business management. It is important an awareness linked to some of his elements.

An additional purpose is an assistance for students of engineering, dedicated to a smoother integration at the reality of the profession.

The course seeks besides a movement of the people involved in engineering to a more active and critical position on the world.



STUDY LOAD

Type	Hours	Percentage
Hours medium group	30,0	100.00

Total learning time: 30 h

CONTENTS

1. Responsibility

Description:

Technological society. What/who is an engineer? Commitment. Engineering and human values. Ethical codes. Ethic training.

Full-or-part-time: 15h

Theory classes: 6h

Guided activities: 4h 30m

Self study : 4h 30m

2. Communication

Description:

Components. To listen actively. Persuasion. Communication in organizations. Rumors in companies. Communication on conflicts.

Full-or-part-time: 15h

Practical classes: 6h

Guided activities: 4h 30m

Self study : 4h 30m

3. Climate

Description:

Positive environments. Negative environments. Relationship between people within a company. Mediation. Motivation. Dynamics at work.

Full-or-part-time: 15h

Theory classes: 6h

Guided activities: 4h 30m

Self study : 4h 30m

4. Leadership

Description:

Styles. Models. Dialogue. Negotiation. Administration. Management.

Full-or-part-time: 15h

Theory classes: 6h

Guided activities: 4h 30m

Self study : 4h 30m



5. Insertion

Description:

Interview. Attributions. Agreements. Contracts. Statistics. Miscellany.

Full-or-part-time: 15h

Theory classes: 6h

Guided activities: 4h 30m

Self study : 4h 30m

GRADING SYSTEM

The academic methodology seeks the implication of the student. The professor does , fundamentally, a formative appraisal, with a system of feedback, which serves to perceive assimilations of that is doing . The teacher takes a final exam with an essay test where, in addition to the assesment referred to the conceptual core, the educator assesses whether the students come to a reflective conclusion on the topics covered.

At participatory activities the students organises teams. Each team must consider the actions indicated for each session. .

The teacher can obtain the final qualification taking into account the assistance (weight of the order of a 10%), the appraisals while the formative process is developing (weight of the order of a 45%) and the final examination (weight of the order of a 45%)

ADDENDUM: AMENDMENTS TO THE EVALUATION CRITERIA WILL APPLY TO THE CURRENT COURSE, CONSIDERING AGREEMENTS OF MANAGEMENT BODIES, APPROPRIATELY TRANSFERRING WEIGHT TO THE EVALUATION DURING THE COURSE OR TO THE FINAL EXAMINATION

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Students are organized into teams in participatory activities. Each team must address certain issues that arise throughout the sessions.

As guidance, the final mark takes in account assistance (weight with an order of magnitude of 10%), some assessments during the educational process (weight with an order of magnitude of 45%) and the final exam (weight with an order of magnitude of 45%)

BIBLIOGRAPHY

Basic:

- Golobardes, E. [et al.]; Madrazo, L. [et al.]. Guia per a l'avaluació de competències en l'àrea d'enginyeria i arquitectura [on line]. Barcelona: Agència per a la Qualitat del Sistema Universitari de Catalunya, 2009 [Consultation: 20/04/2023]. Available on: http://www.ub.edu/cubac/sites/default/files/enginyeria_i_arquitectura.pdf.
- Belbin, R. M. Equipos directivos : el porqué de su éxito o fracaso. 3th ed. Bilbao: Belbin Associates, 2011. ISBN 9781856178075.
- Adell, R, Corona, J., Guarner, F., Torras, J. Dirigir en el siglo XXI. Bilbao: Deusto, 2002. ISBN 8423419118.
- García Jiménez, Jesús. La comunicación interna. Madrid: Díaz de Santos, 1998. ISBN 8479783778.
- Amadeo, Imma ; Jordi Solé. Curs pràctic de redacció. Barcelona: Educaula 62, 2009. ISBN 9788492672073.
- Pozo, Montserrat del. Aprendizaje inteligente. 3a ed. Barcelona: Tekman Books, 2014. ISBN 9788461516483.

Complementary:

- Goleman, Daniel. La práctica de la inteligencia emocional. Barcelona: Kairós, 1999. ISBN 847245407X.

RESOURCES

Other resources:

Texts of complementary support are introduced