

**Management of Social and Educational Institutions**

Code: 101675  
 ECTS Credits: 6

Degree	Type	Year	Semester
2500260 Social Education	OB	3	1

**Contact**

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**Use of languages**

Principal working language: catalan (cat)  
 Some groups entirely in English: No  
 Some groups entirely in Catalan: Yes  
 Some groups entirely in Spanish: No

**Prerequisites**

The subject Management Institutions is eminently socio- professional, so from a practical oriented and applied that involve students in the process of socio- management program or a real activity. Part of the theoretical courses and skills acquired in: Educational Contexts (first year ) and the organization and groups ( second year ) Degree in social education. Therefore we recommend the domain of content worked in those subjects related to the area of Knowledge Organizational Education.

Finally, consider that approach the subject closely linked to the development of the Practicum, so some activities , methodology and content will be related to one Practicum Guide

**Objectives and Contextualisation**

Non-formal organizations representing a range of forms, functions and very different purposes that require a specific study within the scope of the Organization of Educational Institutions. This area has become a veritable industry in recent years has represented emerging new forms of professionalism. However this has meant an increase in research, expansion into new sectors and job profiles, and a change in certain forms of educational intervention.

This course acquired a series of knowledge and skills related to the field of institutional management, more specifically, students in this course should be able to:

- Improve organizational processes.
- Relate the concepts and processes specific management institutions Organization Institutions.
- Identifying the variables involved in the management of schools and their systematic and global.
- Understanding the organizational dynamics and organizational processes that take place in schools.
- Apply different intervention strategies in the processes of institutional management

**Skills**

- Generate innovative and competitive proposals in research and professional activity.
- In an articulated manner, design plans, programs, projects, activities and tasks in various socio educational contexts.
- Manage social education institutions.
- Participate and get involved in the events, meetings and events of the institution to which one belongs.

- Understand and become involved in institutional realities in order to integrate and develop professionally.

## Learning outcomes

1. Apply techniques and resources to the different levels of planning.
2. Contribute ones thoughts and ideas about sociocultural processes in the immediate environment to academic activities.
3. Contribute viable and plausible ideas and alternatives to conflictive or critical institutional situations.
4. Demonstrate competence in institutional planning processes.
5. Disseminate and promote institutional services and initiatives through different channels and media.
6. Establish systematic models between different organizational functions: planning, delegation, resource management, coordination, control and improvement.
7. Identifying synergies between organisational processes and institutional management.
8. Know elements of culture in relation to the participation model.
9. Master the specific theories, tools and resources for managing schools.
10. Perform specific actions for institutional management through the processes of: Analysis, performance and improvement.
11. Properly formulate aspects of planning in schools.
12. Provide viable ideas for institutional improvement.
13. Reflecting on and analysing the phenomena of the institutional environment in order to understand the key factors that participate in them and to intervene in order to improve them.

## Content

1. ORGANIZATION AND MANAGEMENT INSTITUTIONS
  2. MANAGEMENT INSTITUTIONS
  3. PLANNING
  4. THE DISTRIBUTION OF FUNCTIONS AND TASKS
  5. COORDINATION
  6. IMPLEMENTATION AND CONTROL
  7. EVALUATION FOR IMPROVEMENT: THE QUALITY MANAGEMENT

8. MANAGEMENT AND GENDER: WOMEN LEADERSHIP

## Methodology

The approach of the course is clearly exploratory and experiential based on an active role in the training process of students. We propose a model of organized labor in three types of activities that have as central organizational processes and project management services and institutions in social and educational.

1. **Development of the class content of the agenda: exhibits, explanations, case studies, etc.** To introduce the theoretical and provide tools and instruments for the management of centers, programs and services. The sessions are complemented by thoughtful reports on the situation.

## 2. Development, implementation and evaluation of project management (Conference of Social Education) .

It is designed to develop and evaluate a project and its actual management. This implies the compulsory attendance of 3 full days with overnight stay at the Jornades d'Educació Social that will take place in the framework of the course. Teachers will let students know the accurate dates at the beginning of the course. The actual development of the project should be allowed to apply, reflect and acquire skills of organizational functions.

## 3. Reading, reflection and discussion of a manual on management of educational institutions.

Involves reading and the subsequent deepening of individual work on the text of reference.

This approach to the matter involves regular attendance in class, active participation, reading texts and proposed involvement in the project. All students o pass the subject should be involved in the design, development and implementation of the project. The program specify additional conditions of students who do not develop any of the phases of the project

## Activities

Title	Hours	ECTS	Learning outcomes
<b>Type: Directed</b>			
PLENARY SESSION	15	0.6	8, 9, 13
theoretical explanation	30	1.2	1, 3, 12, 8, 4, 5
<b>Type: Supervised</b>			
SUPERVISON GROUPAL TASK	30	1.2	1, 2, 12, 4, 5, 13
<b>Type: Autonomous</b>			
MANAGEMENT REPORT	75	3	1, 12, 4, 9, 6, 13

## Evaluation

To demonstrate that the student be evaluated attended a minimum of 80% of the sessions (large group and seminar) and has worked effectively in your workgroup.

Attendance at the conference is required. Only in exceptional cases justified highly complementary actions can be programmed partial value of the hours that a student can not attend the activity.

The final evaluation will consider:

- Individual written on the reference manual (25%). Individual exercise, novemer.
- report on the management process analysis (25%). Couple exercise, december.
- Report on the final character design, development and evaluation of the proposed Conference (50%). Group work, february

Other indications:

To pass the course, it is necessary, at least, to pass the Memòria with a 5 and the other evidences with a 4, as a minimum grade.

All estuadiants to pass the subject should be involved in the design, development, implementation and evaluation of the Project.

Program explicit conditions for students who can not attend to the development of the project or part of it. If plagiarism is detected evidence of this evaluation will not be reviewed and the rating will be 'suspended'.

Evidence assessment will be reviewed and returned in a period not exceeding 15 days.

For any reference to evaluation we refer to the prescriptions of the "Criteria and evaluation pautes generals Faculty of Education."

## Evaluation activities

Title	Weighting	Hours	ECTS	Learning outcomes
FINAL REPORT ACTIVITY	25	0	0	1, 2, 3, 12, 8, 4, 5, 9, 6, 10, 11, 7, 13
INDIVIDUAL TEST	25	0	0	3, 8, 9, 7
MANAGEMENT REPORT: ANALYSIS	50	0	0	8, 4, 11, 13

## Bibliography

### REFERÈNCIA

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### GENERAL

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