

**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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## Teaching groups languages

You can check it through this [link](#). To consult the language you will need to enter the CODE of the subject. Please note that this information is provisional until 30 November 2023.

## Prerequisites

Non-formal education organizations represent a series of very diverse forms, functions and purposes that require a specific study in the field of Organization of Educational Institutions. In recent years, this area has become a true emerging sector that has represented new forms of professionalisation. This, however, has meant an increase in lines of research, expansion to new sectors and job profiles and a change in certain forms of socio-educational intervention.

The subject Management of Socio-Educational Institutions has an eminently professionalizing character, which is why it is oriented from a practical and applied perspective that will involve students in a process of socio-educational management of a program with real activities. Learning in an experiential case articulates the training proposal of this subject.

It starts from the theoretical assumptions and skills acquired in previous subjects, especially: Educational contexts (first year) and Organization and groups (second year) of the Degree of Social Education. Therefore, it is recommended to master the contents worked on in these subjects linked to the Beginning Area of Educational Organization.

It should be considered that the focus of the subject is closely linked to the development of the Practicum, so some activities, methodology and content will be related to the Practicum Guide 1.

To finish, to say that the orientation of the subject is radically different from that of other subjects of the Degree, the development of the sessions is the responsibility of the students with motivation, work, dedication, respect and involvement.

## 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

## **Competences**

- 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 one's 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. 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 OF EDUCATIONAL INSTITUTIONS: FUNCTIONS
2. PLANNING: FROM STRATEGY TO OPERATIONALIZATION OF ACTION
3. DISTRIBUTION OF FUNCTIONS AND TASKS
4. THE COORDINATION
5. THE EXECUTION AND CONTROL OF THE ACTION
6. EVALUATION AND INSTITUTIONAL IMPROVEMENT

## Methodology

The proposal of this subject is based on active, competence-based and experiential learning based on challenges, which conditions the training activities that are proposed:

### 1) Participatory master classes

To introduce theoretical aspects, reflect on the tools and instruments for the management of centers, services and programs and, above all, analyze cases, reflect, debate and transfer learning.

### 2) Reading, reflection and debate of a manual on the management of educational institutions

It involves reading, understanding and reflecting on a reference manual.

### 3) Development of Training Days

Mandatory activity that involves traveling and staying overnight (x2) outside the Campus. It is based on the principles of competence and experiential learning based on challenges. The Conferences are an unparalleled training space to be able to apply, transfer and check the acquisition of the skills associated with the subject. People who for duly justified and accredited reasons cannot attend part of the Conference will have to do specific work on the development phase of the same number of hours for which the absence has been accredited. This activity could have a specific cost.

The designed methodology requires a regular, daily and responsible presence in large group and seminar sessions. Attendance at large group sessions (plenaries) is mandatory at 80%.

Annotation: Within the schedule set by the centre or degree programme, 15 minutes of one class will be reserved for students to evaluate their lecturers and their courses or modules through questionnaires.

## Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
APLICACIONES	30	1.2	1, 3, 8, 4, 5
PLENARY SESSION	15	0.6	8, 9, 12
Type: Supervised			
SUPERVISION GROUPAL TASK	30	1.2	1, 2, 4, 5, 12
Type: Autonomous			
REPORT	75	3	1, 4, 9, 6, 12

## Assessment

### REGIME OF CONTINUOUS ASSESSMENT

The evaluation of the subject will be continuous and consistent with the active and experiential learning model. For the final qualification, three types of evidence will be considered:

a) Test (25%). Individual test on the reference manual that will be scheduled for 7/XI

b) Diary (25%). Individual delivery of a Journal of Sessions with the collection of data, reflections and experiences that will be scheduled for 19/XII

b) Report (50%). Group work of the Training Days that will be scheduled for 16/I

Other indications:

- To calculate the final grade, a minimum grade of four (4) points must be obtained in each of the 3 pieces of evidence.
- The evaluation evidence can be retrieved on a single occasion if they obtain a lower score of four (4) points.
- If plagiarism is detected in the evaluation evidence, the grade will be 'failed' (URKUND of more than 60%).
- The evaluation evidence will be reviewed and returned within a period of approximately 20 days, as long as force majeure does not interfere.
- The qualification of 'Not Presented' is applied when any of the 3 evaluation evidences is not presented.
- Attendance will be mandatory in 80% of large group sessions (plenaries).
- The typology of the activities developed at the Training Days obliges to consider in the evaluation of the Report, aspects of an attitudinal nature; thus, in order to approve this evidence, it is necessary to show an attitude compatible with the educational profession.
- For any other reference to the evaluation, we refer to the prescriptions of the "Criteria and general evaluation guidelines of the Faculty of Education Sciences".

#### SINGLE ASSESSMENT REGIME

For the assessment of students in the single assessment regime, the same system will be applied as in the continuous assessment.

The 3 pieces of evidence (Exam 25%; Journal 25% and Report 50%) must be handed in or completed on January 16, 2024.

The review of the final qualification will follow the same procedures and deadlines as the continuous assessment.

### Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
EXAM BOOK	25	0	0	9, 7
FIELD DIARY	25	0	0	1, 2, 3, 8, 4, 5, 9, 6, 10, 11, 7, 12
SEMINAR REPORT	50	0	0	1, 2, 3, 8, 4, 5, 9, 6, 10, 11, 7, 12

### Bibliography

#### BASIC

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b) Gairín, J. & Castro, D. (2021). El Contexto Organizativo como espacio de intervención. Síntesis, Madrid

#### COMPLEMENTARY

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## **Software**

NO