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1.- PROPUESTA DE REDACCIÓN PARA EL APARTADO 4

Se propone utilizar la redacción incluida en este documento para el apartado 4 de las guías docentes, teniendo en cuenta que el texto en gris se puede modificar completando la información, incluyendo u omitiendo alguno de los párrafos según lo requiera la asignatura.

1.1. Para asignaturas: *Methodology, learning tasks, syllabus, bibliography and resources*

4.1. Methodology

The methodology followed in this course is oriented towards the achievement of the learning objectives. It is based on M1 M2 M3 that favor the development/acquisition of C1 C2 C3¹. A wide range of teaching and learning tasks are implemented, such as AF1, AF2, AF3, ...

Students are expected to participate actively in the class throughout the semester.

Classroom materials will be available via Moodle. These include a repository of the lecture notes used in class, the course syllabus, as well as other course-specific learning materials, including a discussion forum.

Further information regarding the course will be provided on the first day of class.

4.2. Learning tasks

This is a 6 ECTS course organized as follows:

- AF1 (XX ECTS: XX hours). *Si procede, breve explicación (máx. 4 líneas)*
- AF2 (XX ECTS: XX hours). *Si procede, breve explicación (máx. 4 líneas)*
- AF3 (XX ECTS: XX hours). *Si procede, breve explicación (máx. 4 líneas)*
- ...

4.3. Syllabus

The course will address the following topics:

Lectures

Section 1. ...

Topic 1. ...

Topic 2. ...

4.4. Course planning and important dates

(información específica del curso que no se ha mencionado anteriormente)

Further information concerning the timetable, classroom, office hours, assessment dates and other details regarding this course will be provided on the first day of class or please refer to the "Facultad/Escola/Departamento of"² website (*pueden incluir los links que deseen*).

1.2. Para Trabajos Fin de Grado o Máster: *Methodology, learning tasks, syllabus, bibliography and resources — dissertation*

4.1. Methodology

The aim of the *Dissertation* is to enable students to apply and develop a range of skills and competences acquired throughout the Degree. Students are expected to show their competence in planning, writing

¹ M = metodología, C = competencias/objetivos, AF = Actividades formativas.

² Puede escribirse en español entre comillas o en inglés siguiendo la traducción oficial de la universidad.



and defending a piece of research on a topic. This process is mainly based on the student's autonomous work but his/her progress will be supervised by a supervisor in tutorials throughout the academic year.

4.2. Learning tasks

The student is expected to attend an induction section in which guidelines for initial dissertation preparation will be provided.

To prepare the dissertation draft, the student is expected to engage in autonomous work (use of the library, reviewing the literature, writing the draft of the dissertation and revising the draft).

Additionally, the student can set up regular appointments for office hour consultation.

4.3. Syllabus

Each student will choose a topic for his/her dissertation from one of the following research lines:

- ...

4.4. Course planning and important dates

Schedule of basic activities under the supervisor's guidance:

1. Determining your topic, scope and purpose. It is strongly advised that the choice of topic and scope for your dissertation is completed by the first two weeks of the second semester.
2. Planning individual tutorials.
3. Progress reports (draft revisions).
4. Final editing and proofreading. The final version of the *Dissertation* will be handed in to the supervisor at least two weeks before the deadline for official submission.

(Si procede, incluir otras fechas importantes).

2. EJEMPLOS POR MACROÁREAS DE CONOCIMIENTO

A modo de ejemplo se incorporan varias propuestas por área de conocimiento

2.1 EJEMPLO: ARTE Y HUMANIDADES

4. Methodology, learning tasks, syllabus, bibliography and resources

4.1. Methodology

The methodology followed in this course is oriented towards the achievement of the learning objectives. It is based on active methodologies that favor the development of critical thinking. A wide range of teaching and learning tasks are implemented, such as lectures, practice sessions, autonomous work and assessment tasks.

Students are expected to participate actively in the class throughout the semester.


Classroom materials will be available via Moodle. These include a repository of the lecture notes used in class, the course syllabus, as well as other course-specific learning materials, including a discussion forum.

Further information regarding the course will be provided on the first day of class.

4.2. Learning tasks

This is a 6 ECTS course organized as follows:

- **Lectures** (2 ECTS: 20 hours).

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- **Practice sessions** (2 ECTS: 20 hours). Students are expected to use ICTs for their assignments and create documents individually and collaboratively.
- **Autonomous work** (1.5 ECTS: 15 hours).
- **Assessment tasks** (0.5 ECTS: 5 hours). A set of written and oral assignments and exams.

4.3. Syllabus

The course will address the following topics:

Topic 1. Arts in the university

Topic 2. Humanities in the university

...

4.4. Course planning and important dates

Further information concerning the timetable, classroom, office hours, assessment dates and other details regarding this course will be provided on the first day of class or please refer to the "Facultad de Filosofía y Letras" website and Moodle (<http://fyl.unizar.es>, <https://moodle2.unizar.es>).

2.2. EJEMPLO: CIENCIAS

4. Methodology, learning tasks, syllabus, bibliography and resources

4.1. Methodology

The methodology followed in this course is oriented towards the achievement of the learning objectives. It favors the understanding of the different chemical processes that occur in the environment. A wide range of teaching and learning tasks are implemented, such as theory sessions, laboratory sessions and assignments.

Students are expected to participate actively in the class throughout the semester.

Classroom materials will be available via Moodle. These include a repository of the lecture notes used in class, the course syllabus, as well as other course-specific learning materials, including a discussion forum.


Further information regarding the course will be provided on the first day of class.

4.2. Learning tasks

This is a 6 ECTS course organized as follows:

- **Lectures** (2 ECTS: 20 hours). Lecture notes and a set of problems (and their corresponding solutions) will be available for the students. At the end of each topic, some of the problems will be solved in class by the teacher and the rest will be done individually. The lecturer will also assign, from those unsolved problems, 2 problems to groups of 4-5 students, which they will submit to the teacher.
- **Laboratory sessions** (2 ECTS: 20 hours). Two-hour sessions that take place approximately every 2 weeks in room 4 (Building X). Students are provided in advance with task guidelines for each session.
- **Assignments** (0.5 ECTS: 10 hours). In small groups or in pairs students work on lab reports and different assignments during the course.
- **Autonomous work** (1.5 ECTS: 15 hours).

4.3. Syllabus

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The course will address the following topics:

Section 1. Biology

Topic 1. The body and the cells

Section 2. Geology

Topic 2. Stones and rocks

Laboratory sessions

- Session 1. ...

4.4. Course planning and important dates

Provisional course planning:

- Week 1: topic 1
- Week 2: topic 2
- Week 3: student presentations
- ...

Further information concerning the timetable, classroom, office hours, assessment dates and other details regarding this course will be provided on the first day of class or please refer to the "Facultad de Ciencias" website and the department website (<https://ciencias.unizar.es>, ...).

2.3. EJEMPLO: CIENCIAS DE LA SALUD

4. Methodology, learning tasks, syllabus, bibliography and resources

4.1. Methodology

The methodology followed in this course is oriented towards the achievement of the learning objectives. It favors the acquisition of knowledge related to biostatistics, and health services. A wide range of teaching and learning tasks are implemented, such as lectures, practice sessions, assignments, and autonomous work.

Students are expected to participate actively in the class throughout the semester.


Classroom materials will be available via Moodle. These include a repository of the lecture notes used in class, the course syllabus, as well as other course-specific learning materials, including a discussion forum.

Further information regarding the course will be provided on the first day of class.

4.2. Learning tasks

This is a 6 ECTS course organized as follows:

- **Lectures** (2.5 ECTS: 20 hours). Whole group sessions of 50 minutes each one. The professor will explain the theoretical contents, which are available in advance on the virtual platform Moodle.
- **Practice sessions** (1.5 ECTS: 20 hours). Sessions where students work with case studies and problem-solving tasks.
- **Assignments** (1 ECTS: 21 hours). In small groups, students will prepare an essay (which includes bibliographical research, analysis, summary, scientific rigor, coherence of expression and citations). They will submit a written copy at the end of the course and will do an oral presentation.

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- **Autonomous work** (1 ECTS: 10 hours). Time devoted to study the course contents and prepare the sessions and assignments.

4.3. Syllabus

The course will address the following topics:

Lectures

Topic 1. Introduction to Health and Disease

Topic 2. Main concepts of modern health

...

Practice sessions

- Session 1. ...

4.4. Course planning and important dates

Further information concerning the timetable, classroom, office hours, assessment dates and other details regarding this course will be provided on the first day of class or please refer to the "Facultad de Medicina" website and the Degree website (<http://medicina.unizar.es>, <http://moodle2.unizar.es>).

2.4. EJEMPLO: CIENCIAS SOCIALES Y JURÍDICAS

4. Methodology, learning tasks, syllabus, bibliography and resources

4.1. Methodology

The methodology followed in this course is oriented towards the achievement of the learning objectives. It is based on active participation, case studies, teamwork etc. that favor the development of communicative skills and critical thinking. A wide range of teaching and learning tasks are implemented, such as lectures, practice sessions, autonomous work, tutorials, and assessment tasks.

Students are expected to participate actively in the class throughout the semester.

Classroom materials will be available via Moodle. These include a repository of the lecture notes used in class, the course syllabus, as well as other course-specific learning materials, including a discussion forum.


Further information regarding the course will be provided on the first day of class.

4.2. Learning tasks

This is a 6 ECTS course organized as follows:

- **Lectures** (1 ECTS: 20 hours). The teacher presents theoretical contents illustrated with relevant examples.
- **Practice sessions** (1 ECTS: 20 hours). They can include discussion and presentation of case studies, practical work outside the classroom (field work or visits), and seminars.
- **Autonomous work** (1 ECTS: 20 hours). Students do tasks such as study, readings, preparation of practice sessions and seminars, and summative assignments.
- **Tutorials** (0.5 ECTS: 5 hours). Office hours can be used to solved doubts and for follow-up of students' learning progress.
- **Assessment tasks** (0.5 ECTS: 5 hours). A final written examination.

4.3. Syllabus

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The course will address the following topics:

- Topic 1. Education in Secondary Education
- Topic 2. Spanish law
- Topic 3. Economics and the society
- ...

4.4. Course planning and important dates

Further information concerning the timetable, classroom, office hours, assessment dates and other details regarding this course will be provided on the first day of class or please refer to the "Facultad de Derecho" website (<https://derecho.unizar.es>).

2.5. EJEMPLO: INGENIERÍA Y ARQUITECTURA

4. Methodology, learning tasks, syllabus, bibliography and resources

The methodology followed in this course is oriented towards the achievement of the learning objectives. It is based on participation and the active role of the student favors the development of communication and decision-making skills. A wide range of teaching and learning tasks are implemented, such as lectures, assignments, computer lab sessions, autonomous work, and tutorials.

Students are expected to participate actively in the class throughout the semester.

Classroom materials will be available via Moodle. These include a repository of the lecture notes used in class, the course syllabus, as well as other course-specific learning materials, including a discussion forum.

Further information regarding the course will be provided on the first day of class.

4.2. Learning tasks

This is a 6 ECTS course organized as follows:

- **Lectures** (1 ECTS: 20 hours). Lectures run for 3 weekly hours. The teacher explains the course contents and solves representative applied problems. These problems and exercises can be found in the problem set provided at the beginning of the course. Regular attendance is highly recommended.
- **Computer lab sessions** (1 ECTS: 15 hours). Sessions will take place every 2 weeks (6 sessions in total) and they last 2.5 hours each. Students will work together in groups doing tasks such as practical demonstrations, measurements, calculations, and the use of graphical and analytical methods.
- **Assignments** (0.5 ECTS: 15 hours). Students will complete assignments, problems and exercises related to concepts seen in laboratory sessions and lectures. Assignments will be submitted at the beginning of every sessions so as to be discussed and analyzed. If they are submitted later, students will not be able to take the assessment test.
- **Autonomous work** (0.5 ECTS: 75 hours). Students are expected to spend about 75 hours to study theory, solve problems, prepare sessions, and take exams.
- **Tutorials** (3 ECTS: 30 hours). Teacher's office hours allow students to solve questions and discuss unclear course contents. It is advisable to come with clear and specific questions.

4.3. Syllabus

The course will address the following topics:



Lectures

Topic 1. Technology

- 1.1. ICTs
- 1.2. Evolution of technology

Topic 2. Machines ...

Computer lab sessions

- Session 1. ...
- Session 2. ...

4.4. Course planning and important dates

Further information concerning the timetable, classroom, office hours, assessment dates and other details regarding this course will be provided on the first day of class or please refer to the EINA website (<http://eina.unizar.es>).

3.GLOSARIO

Español	Inglés	Breve descripción
Actividad	Activity	Cualquier tipo de propuesta didáctica que tiene como objetivo el dominio de una habilidad o un procedimiento concreto o la comprensión de conceptos.
Clase magistral	Lecture	Sesión que consiste en la exposición de contenidos teóricos por parte del profesor con escasa interacción por parte del alumnado. Se realiza con el grupo completo de estudiantes. <ul style="list-style-type: none"> • clases con el grupo completo de estudiantes = large group sessions • clases con grupos reducidos de estudiantes = small group sessions
Clase práctica o clase de problemas y casos	Practice session	La mayoría de las titulaciones se dividen en clases teóricas y en clases prácticas donde se aplica de formapráctica los contenidos teóricos en forma de ejercicios, tareas o trabajos. Puede realizarse con el grupo completo de clase o dividirse en dos o más subgrupos (dependiendo del número de estudiantes).
Clase teórica	Theory session	Sesión de explicación de contenidos teóricos que presenta un carácter más interactivo y participativo que la clase magistral. En algunas titulaciones puede entremezclarse con contenidos prácticos, ej. la explicación teórica se alterna con ejercicios. Se realiza con el grupo completo de estudiantes.
Estudio personal	Autonomous work and study	Cualquier actividad no presencial del estudiante que implique el estudio de la asignatura y



/individual		preparación de las clases y trabajos.
Evaluación (o pruebas de evaluación)	Assessment	<p>Implica cualquier método de evaluación de adquisición de conocimientos del estudiante a lo largo de la asignatura. Por favor, si conocen el formato de la prueba a realizar, indíquelo claramente.</p> <ul style="list-style-type: none"> • entrevistas = interviews (Interacción verbal entre el entrevistador y el entrevistado) • exámenes = exams (el examen concreto, ya con fecha y soporte físico) <ul style="list-style-type: none"> ✓ Preguntas de opción múltiple/test = multiple-choice questions ✓ Preguntas cortas = short answer questions ✓ Preguntas de desarrollo = essay-type questions ✓ Preguntas de problemas/parte práctica = problem-solving questions/practical part ✓ Examen de prácticas (laboratorio, clínicas, etc.) = practical exam • pruebas de evaluación = examination (pruebas en general. Normalmente toman la forma de exámenes). Tipos de evaluación: • evaluación continua = continuous assessment (system) • evaluación global = global assessment (system) • examen final = final exam (ination). Tiene lugar al final del cuatrimestre académico. • examen parcial = midterm exam. Se realiza a mitad de cuatrimestre sobre varios temas de la asignatura), test (se realiza al acabar la lección/tema, es más informal). • otros/trabajos = assignments (para ver tipos de assignments vaya a trabajos).
Práctica en laboratorio	Laboratory session or lab session	Sesiones prácticas en laboratorio. Se realizan con grupos pequeños de estudiantes. Son más frecuentes en lab sesión en titulaciones de las ramas de ciencias, salud e ingenierías.
Prácticas	Internship	Ya sean curriculares o extracurriculares, el estudiante tiene la oportunidad de realizar



(externas)		actividades formativas en la propia universidad o en entidades colaboradoras, tales como empresas, instituciones y entidades públicas y privadas en el ámbito nacional e internacional.
Seminario	Seminar	Son sesiones prácticas en las cuales los estudiantes tienen un papel más protagonista que el profesor y que se utilizan para discutir y debatir temas teóricos y prácticos relacionados con el programa de la asignatura. Se realizan con grupos pequeños de estudiantes.
Taller	Workshop	Es una sesión muy práctica de co-aprendizaje, donde todos sus participantes construyen socialmente conocimientos y valores, desarrollan habilidades y actitudes, a partir de sus propias experiencias.
Tarea	Task	Propuestas didácticas que tienen como objetivo la integración del saber, saber hacer y saber ser, movilizándolo todos los recursos disponibles de la persona y permitiendo la transferencia de saberes a la vida cotidiana.
Trabajo (ver ejemplos de trabajos)	Work	Se refiere al trabajo, de manera abstracta, que tiene que realizar el estudiante para aprobar la asignatura ya sea durante las clases o de forma autónoma. Ej. <ul style="list-style-type: none">• trabajo autónomo = autonomous work (actividades no presenciales)• trabajo durante el curso = coursework• trabajo en grupo = group work• trabajo en parejas = pair work