

Development of professional competences I

Bachelor in Applied Modern Languages

UNIVERSIDAD NEBRIJA

TEACHING GUIDE

Subject: Development of professional competences I

Degree: Bachelor in Applied Modern Languages

Character: Compulsory

Language: English

Modality: On-site

ECTS: 6

Course: 1st

Semester: 1

Professors / Teaching Staff: Maite Uribarri

1. COMPETENCES AND LEARNING OUTCOMES

1.1. COMPETENCES

CB1 Have and understand knowledge in an area of study that is based on general secondary education, and is usually found at a level that, although supported by advanced textbooks, also includes some aspects that imply knowledge coming from the forefront of their field of study. **CB2** Apply their knowledge to their work or vocation in a professional way and possess the skills that are usually demonstrated through the elaboration and defence of arguments and the resolution of problems within their area of study.
CB3 Gather and interpret relevant data (usually within their area of study) to make judgments that include a reflection on relevant social, scientific or ethical issues.
CB4 Transmit information, ideas, problems and solutions to both a specialized and nonspecialized public.
CB5 Develop the learning skills necessary to undertake further studies with a high degree of autonomy.

CG3 Develop reasoning and exposition strategies, written and orally, within the field of study of Applied Modern Languages.
CG8 Develop the capacity of linguistic mediation to achieve understanding, acceptance of diversity and its value in intercultural communication.
CG9 Use search tools for documental resources to study foreign modern languages and use own sources to study their corresponding literatures.

CE3 Efficiently apply in professional environments the techniques and resources related to linguistic mediation, language teaching, the improvement of mediated communication through technology and intercultural conflict resolution.
CE6 Understand the complexity of linguistic facts and literary works, appreciate their aesthetic values and their meaning in their socio-political context.

1.2. Learning outcomes

When students finish this Subject, they will be able:

- To apply tools for self-knowledge, and to carry out a systematic process of detection of self-improvement areas and implementation of the corresponding measures.

- To understand the importance of emotional intelligence in personal and interpersonal effectiveness.
- To plan and manage both time and responsibilities according to a predetermined strategic criterion.
- To apply models and techniques of organization, information management, problem solving, decision making, critical reasoning, analysis and synthesis, autonomous learning, creativity, or leadership, among other aspects of interpersonal relationships.
- To self-regulate their behaviour according to the needs and demands of each situation.
- To work as part of a team in a multicultural, international and interdisciplinary environment, accepting and valuing diversity and the existence of other cultures and customs.
- To value the importance of quality in the work performed.
- To communicate effectively in the native language.
- To initiate and maintain both a job search strategy and professional development.
- To prepare the necessary documents, work samples and support methods to offer an attractive candidacy in job search processes.

2. CONTENTS

2.1. Prerequisites None.

2.2. Description of content

The student will develop their self-cognition and personal project and will work with the concepts of personal productivity and habits for academic success. The student will also develop emotional intelligence and effective personal communication.

2.3. Training activities

CODE	TRAINING ACTIVITY	HOURS	PERCENTAGE OF ATTENDANCE
A1	Theoretical-practical classes, field work sessions	12	100%
A2	Practical cases	10	0%
A3	Individual and/or group tutorials	10	100%
A4	Individual or group work	40	50%
A5	Activities carried out through virtual resources	5	0%
A6	Individual study and autonomous work	40	0%
A7	Project workshops	30	50%
A8	Tasks for assessment and final assessment	3	100%
TOTAL HOURS NUMBER		**150**	

2.4. Teaching Methodologies

Professors could choose among the following methodologies that are detailed in Subject N.10 Development of professional competences in the verified academic curriculum:

Code	Teaching methodologies	Description
MD1	Expository method/ Master class	Presentation by the teacher of the contents of each topic through explanations and presentations, along with indications on sources of information and bibliography. The active participation of the student is promoted through activities such as debates, discussion of case studies, questions and presentations. The student will previously have the didactic materials, which will include objectives, syllabus, schedule and resources.
MD2	Resolution of exercises and problems	Approach to situations and practical exercises that the student must solve.
MD3	Case study method	Systematic and in-depth examination and analysis of the different aspects and questions of real and concrete practical cases and a proposal for their resolution.
MD4	Performing work	Preparation of reports and documents in which the student must carry out bibliographic search, information gathering, document analysis, case analysis, writing and explanation of conclusions.
MD5	Project-oriented learning	Learning methodology carried out through the preparation, organization and design of projects.

3. ASSESSMENT SYSTEM

3.1. Grading system

The grading system (R.D. 1125/2003, 5th September) will be the following:

0 – 4.9 Fail (SS)

5.0 – 6.9 Pass (AP)

7.0 – 8.9 Good (NT)

9.0 – 10 Excellent (SB)

The mention of "honors" may be obtained at the proposal of the professor of the subject after completing a tutored work. The teacher must write a report evaluating the contributions of the work.

3.2. Assessment crtieria

Ordinary call

Assessment system	**Minimum weighting**	**Maximum weighting**
SE1 Attendance and participation	10%	25%
SE2 Presentation of assignments and projects (individual tasks and group work)	25%	30%
SE3 Midterm assessment	15%	20%

SE4 Final assessment	25%	50%

Extraordinary call

Assessment system	M Minimum weighting	Maximum weighting
SE2 Presentation of assignments and projects (individual tasks and group work)	40%	50%
SE4 Final assessment	50%	60%

3.3. Restrictions

Minimum passing grade
Not applied

Attendance
Students who, without justification, fail to attend more than 25% of the face-to-face classes may be deprived of the right to take the exam in the regular exam.

Writing standards
Special attention will be paid in the papers, practices and written projects, as well as in the exams, to both the presentation and the content, taking care of the grammatical and spelling aspects. Failure to meet the minimum acceptable standards may result in points being deducted in such work.

3.4. Warning Regarding Plagiarism and the Use of AI

Antonio de Nebrija University will not tolerate plagiarism or copying under any circumstances. The reproduction of paragraphs from sources other than the student's own work (the Internet, books, articles, classmates' papers, etc.) will be considered plagiarism if the original source is not cited. Citations must not be used indiscriminately. Plagiarism is a crime.
If such practices are detected, they will be considered a Serious Offense, and the penalty provided for in the Student Regulations may be applied.
The adoption of AI tools in teaching must be based on a transparent, responsible, ethical, and secure approach that fosters the development of digital competencies among students:

- The instructor will specify in each learning activity whether they plan to use Generative AI, for what purpose, and the requirements for its application.
- It is the student's responsibility to demonstrate transparent, ethical, and responsible conduct in the use of Generative AI and to adhere to the application criteria established by the instructor for each activity.
- The detection of any fraudulent conduct regarding the use of Generative AI, or failure to follow the instructor's instructions, will result in the application of the sanctions provided for in the Disciplinary Regulations.

4. BIBLIOGRAPHY

Basic bibliography

- COVEY, S. (2011). Los siete hábitos de la gente altamente efectiva. Barcelona: Paidós.
- JAMES CLEAR. (2020) Hábitos atómicos: Cambios pequeños, resultados extraordinarios. Diana editorial.
- GOLEMAN, D. (1999). La práctica de la inteligencia emocional. Barcelona: Kairós.
- JAVIER CEBREIROS. (2015) Olvida tu lenguaje corporal. La nueva forma de entender la comunicación. 7ª edición Plataforma Editorial.
- ANDERSON, CHRIS. (2018) Charlas TED: La guía oficial TED para hablar en público. Divulgación.

Complementary bibliography

- Oratoria con PNL: Aplicación de la Inteligencia Emocional y la Programación Neurolingüística para Oradores (PNL para Profesionales)
- SWITCH COMO CAMBIAR LAS COSAS CUANDO CAMBIAR ES DIFICIL Editorial VINTAGE 2011
- LOS LÍDERES COMEN AL FINAL, EDICIÓN REVISADA.2017. Ed. Empresa Activa Simon Sinek

5. PROFESSOR

You can consult the e-mail addresses of the professors and the academic and professional profile of the teaching staff at https://www.nebrija.com/carreras-universitarias/grado-en-lenguas-modernas/#docentes