

Información del Plan Docente

Academic Year	2018/19
Subject	25725 - Undergraduate Dissertation
Faculty / School	103 - Facultad de Filosofía y Letras
Degree	268 - Degree in Information Management
ECTS	6.0
Year	4
Semester	Second Four-month period
Subject Type	End of Grade Dissertation
Module	---

1.General information

1.1.Aims of the course

The subject and its expected results respond to the following approaches and aims:

The undergraduate dissertation is a central piece in the learning process followed by the student throughout his years of university academic training, since it directly interlinks the activities of research, intervention, and innovation. For this reason, the undergraduate dissertation becomes a key element of the curriculum that plays an important role in the assessment of the student's undergraduate achievements.

This subjects allows students to develop opportunities not only related to their personal and academic development, but also to their professional side.

Its main objective is to allow students to show the received training contents and the competences and skills acquired in an integrated way in relation to the contexts in which they will have to be applied.

1.2.Context and importance of this course in the degree

The undergraduate dissertation is a subject that is part of the general undergraduate programme in Information and Documentation. It is offered in the second four-month period of its fourth year, once the student has fulfilled the rest of the subjects that allow the acquisition of the contents, skills and competences that will be applied in a specific, real context.

It consists of a personal work that must show the knowledge, skills, aptitudes and attitudes acquired by the student throughout the whole undergraduate studies, under the direction of its professor. It is oriented towards the assessment of competences associated with the degree.

It can be directed by those faculty members that meet the requirements of the Regulations established by the University of Zaragoza.

1.3.Recommendations to take this course

Any specific recommendation to follow this subject will be provided by the academic director.

2.Learning goals

2.1.Competences

After completing this subject, the student will be more competent [Verification Memory of the Degree Program (p. 20-23 and p. 131)] to ...

1. Reinforce the theoretical and practical knowledge acquired during the undergraduate studies (GC)
2. Identify the structure and activities of the phases of a project (EC)
3. Use the techniques and skills acquired throughout the undergraduate studies (GC)
4. Use an appropriate work methodology (GC, A1)
5. Use planning techniques and project development (EC)
6. Select the appropriate information (resources...)
7. Develop analysis and synthesis (GC, A1)
8. Solve problems (GC)
9. Learn autonomously (GC, A3)
10. Be able to communicate specialized knowledge (GC, A1).

2.2.Learning goals

The student, to pass this subject, must demonstrate the following results:

- adequately describe and understand the object and processes of design, implementation and evaluation of projects related to information units and content management, as well as the mechanisms for planning the actions necessary for their development.
- enumerate and explain the methods of systematization and communication of research in social sciences, applied to the area of Information and Documentation and to academic and professional reports.
- define, list and understand the methods of systematization and presentation of the professional practice related to Information and Documentation.
- produce a written report in a clear, structured and understandable way and defend it correctly before an audience

2.3.Importance of learning goals

This subject allows the students to discover, identify and define the competences of their future professional activity, while developing and completing a project. All the activity is carried out with a critical vision that should lead the application of the theoretical contents learned throughout the curriculum, contrasting them, selecting those that are appropriate in each situation, assessing them appropriately. The student should also diagnose the different situations that occur in the real world and take the appropriate measures to solve critical situations related to them.

The undergraduate dissertation is not only important in the academic training of future graduates, but also facilitates the students' personal development process, leading them to interrelate the previously learned concepts, to develop critical thinking, and above all to improve their ability to synthesise and communicate their research and work.

3.Assessment (1st and 2nd call)

3.1.Assessment tasks (description of tasks, marking system and assessment criteria)

The student must demonstrate that it has achieved the expected learning outcomes through the following assessment activities.

The undergraduate dissertation will be assessed according to the competences included in the Verification Report of the Undergraduate Program (pages 20-23 and page 131).

25725 - Undergraduate Dissertation

The student may submit its undergraduate dissertation a maximum of two times in the same academic year.

The evaluation rubric that will be followed (global evaluation report) is published in the Moodle virtual platform. It contains a list of objective indicators and scoring criteria scaled at various levels. It is public and available to all students enrolled in the subject. This document aims to serve as a reference to all the agents involved in the process: first, the student, who is allowed to know at all times its degree of compliance with the requirements required to pass the subject (self-assessment); second, the director, who helps him determine the status of the work in its intermediate stages of development; and finally, the court, who counts on this tool to standardize its processes and marks.

The Court, as set out in the regulations of the University of Zaragoza, will be appointed by the Dean of the Faculty of Philosophy and Arts.

Marks

The undergraduate dissertation will be qualified according to the regulations that govern the rest of the subjects of the Degree (Official Degree). It will be considered passed if it obtains a grade of 5 or higher.

If the author does not defend its undergraduate dissertation in the place, date and time indicated by the court, the undergraduate dissertation will be withdrawn, receiving a NP mark (not taken).

The student will receive a negative assessment and the TFG will be considered failed when the average mark obtained does not exceed 5. In this case, the court will identify the deficiencies observed and will indicate to the student the modifications that must be introduced in the new defense, if the author decides to present again the same project - or if the student must propose a new theme for the second call.

Each member of the Court will issue a qualification according to the established criteria, and the grade will be the average of all of them.

In order to obtain an honour, the student must receive a 10 from each and every one of the members of the court. In case that several students exceed that mark and the number of honours that can be assigned, the members of all this year courts will meet and take into account the academic record of the candidate students.

The procedures for reviewing and reclaiming the marks will be those established in the evaluation regulations of the University of Zaragoza.

Grading proposal

Collects the competences in 4 blocks (it must be taken into account that some of them may be present in several sections):

- Development, planning of TFG (4, 2): 20%
- Theoretical-practical knowledge (1, 3, 6): 50%
- Contribution (7, 8, 9): 15%
- Presentation and defense (10): 15%

The act of defense will be public.

Maximum time for the oral presentation will be 10'. During this time the students can not be interrupted but on a point of order by the president. The members of the court can request extensions, points of some aspect or clarifications of concepts, for a maximum of half an hour. The student must respond to the considerations of the court for a maximum of

10 minutes.

If the undergraduate dissertation is presented by two students, both of them must attend, participate, read and defend their undergraduate dissertation.

Criteria for evaluation and qualification of the undergraduate dissertations are written in art. 7 of the Regulations of the Faculty of Philosophy and Letters. "In the assessment of the presented dissertations, the following criteria will be taken into account, among others: quality of its structure and contents, demonstrated ability to hypothesize and use the appropriate methodologies, critical thinking, linguistic correction, quality of the oral presentation and, in general, the level of achievement of the skills of the undergraduate studies".

4. Methodology, learning tasks, syllabus and resources

4.1. Methodological overview

The supervisor of the undergraduate dissertation will establish the teaching activities and the methodology considered appropriate for the achievement of the objectives proposed at the beginning of the project: general orientation classes, other individualized guidance and tutorials may be considered.

4.2. Learning tasks

This is a compulsory course of 6 ECTS credits. The supervisor has an important role in the training of the student, since the supervisor must guide the process of carrying out the undergraduate dissertation. He/she is in charge of:

- guiding the student in the definition of the content and objectives of the work, guide and advise the student in the general approach of the work and give the approval to the proposal,
- monitoring the undergraduate dissertation, supervising its implementation, indicating sources of information and clarifying any doubts that may arise,
- urging the student to make the appropriate corrections for the presentation and defense of the undergraduate dissertation and to check that they are done.
- issuing an evaluation report / rubric, which will be previously submitted to the Committee and attached to the final documentation. Through this report the supervisor decides if the dissertation meets the necessary requirements to be defended.
- giving the approval to the final report as a previous step to its submission and defense.

4.3. Syllabus

There is no specific syllabus for this course. It depends on the undergraduate dissertation topic selected by the student in agreement with the academic supervisor.

4.4. Course planning and calendar

There are 3 moments in the evaluation process:

- 1st Phase: First evaluation during the first weeks to check if the approach of the undergraduate dissertation by the student is clear and in agreement with the proposed line of research, if the work plan has been properly organised. In this phase the participants are the supervisor and the student who should elaborate an initial report and present it.
- 2nd Phase: There may be several stages. It allows to detect dysfunctions in the initial approach and offers the necessary corrections. The participant in this phase is the supervisor, who provides feedback in the form of progress reports.
- 3rd Phase: The evaluation of the final dissertation report and its public defense by a committee.

25725 - Undergraduate Dissertation

The Faculty of Philosophy and Arts will indicate each academic year the periods allowed for the submission of the undergraduate dissertations and their subsequent defense by the students. The committee will be appointed by the Dean of the Faculty and will be published in the corresponding terms established by the regulations. For information (timetable, academic and administrative activities related to the dissertation), please refer to the following website: "Facultad de Filosofía y Letras" website (<https://fyl.unizar.es>) /"Información académica" / "Trabajo de Fin de Grado/Máster"

Process of election and assignment of research lines and supervisors.

At the beginning of the course, a list with the available research lines and supervisors, as well as the number of students who can be accepted in each of them, will be made public on the website of the Faculty of Philosophy and Arts (fyl.unizar.es).

A period will be opened to file requests at the Faculty Secretariat. In each application, the student will indicate up to three research lines, their modality and supervisor, in order of preference. The modalities are the following:

- Specific academic research, specific research in laboratories,
- Specific projects carried out as a result of internships in companies or institutions,
- Equivalent projects carried out as a result of a stay in another Spanish or foreign university through an agreement or quality program.

The applications will be submitted to the Faculty Secretariat for registration and resubmitted to the Secretary of the Headquarters Department of the undergraduate programme.

The coordinator will proceed to the assignment of research lines and supervisors, respecting as far as possible the preference of the student. In case of several students select the same choice, the selection criterion is the average grade of the academic record that will be delivered by the secretary of the Faculty.

A list with the provisional assignment will be published on the department's board and in the university teaching platform, and after dealing with the claims, if any, the final list will be published. A claim may be submitted within 7 days.

The list with the definitive assignments must be communicated and approved by the Quality Assurance Committee of the Degree. It can be reclaimed within 7 days.

At any time during the procedure, a change of research line and supervisor can be requested.

4.5.Bibliography and recommended resources