

COURSE SYLLABUS

1. COURSE DESCRIPTION

Degree:	Geography and History
Double Degree:	Not Applicable
Course:	Senior Essay in English (Trabajo de Fin de Grado)
Module:	History
Department:	Geography, History and Philosophy
Semester:	1º y 2º
Total Credits:	12
Year:	4
Type of Course:	Required
Course Language:	English

Teaching model:	
a. General/background:	
b. Theory-into-practice/ developmental knowledge building:	
c. Guided Academic Activities:	

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2. COURSE COORDINATOR

3. ACADEMIC CONTEXT

3.1. Course Description and Objectives

The Senior Essay consists of the student's elaboration of an academic, scientific or professional work under the guidance of a professor who teaches in the same degree program, to demonstrate the acquisition of skills associated with the degree and basic competencies defined for university graduates in the Spanish Framework for Grading in Higher Education.

3.2. Contribution to the Training Plan

The Senior Essay completes the academic and professional training within the Degree in Geography and History, integrating knowledge acquired over four courses in order to resolve professional and/or scientific problems. It entails the student's most extensive assignment undertaken, and requires considerable organizational effort, discipline and global vision. It represents the best opportunity to demonstrate and apply the competencies acquired during the academic trajectory.

Within the framework of the degree's bilingual program, students have the option of taking this twelve-credit course in English. The student and tutor will select the working language by mutual agreement in their first meeting and employ it in all facets of the work.

3.3. Recommendations or Prerequisites

The Senior Essay takes place during the fourth and final course of the Degree in Geography and History, when most of the subjects from previous courses have already



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been mastered. The competencies presented as the degree's general objectives should have been acquired before the Senior Essay, since its aim is to demonstrate and affirm them.

Students who seek to undertake the Senior Essay in English must provide the tutor sufficient evidence of a written as well as spoken command of that language.

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4. SKILLS

4.1 Degree Skills Developed during this Course

- A capacity for analysis and synthesis.
- To present and to defend clearly the objectives and results of work undertaken.
- To develop a critical consciousness.
- To be able to communicate correctly on a high level, in speech and writing, in the language chosen (English or Spanish).
- To elaborate and defend one's own arguments.
- To approach knowledge in an active way, showing autonomy, initiative, planning and organization capabilities, entrepreneurial spirit and creativity.
- To know the basics of the historical disciplines and to apply different historiographical perspectives to diverse periods and contexts.

4.2. Course-specific Skills

According to the Royal Decree 1027/2011, which establishes the Spanish Framework for Grades in Higher Education, the Senior Essay will enable the degree-concluding student to demonstrate fulfillment of the following goals:

- To have acquired advanced knowledge and demonstrated an understanding of its theoretical and practical aspects as well as the method of research for the corresponding field, with a depth that reaches the frontiers of knowledge
- To be able, through arguments or procedures autonomously elaborated and sustained, to apply knowledge and problem-solving skills to work, professions, academic or scientific environments that require the use of creative and innovative ideas.
- To have the ability to compile and interpret data and information as a basis for conclusions reached, including reflection on matters of social, scientific or ethical nature in the work undertaken.
- To be capable of responding to complex situations that require the development of new solutions, in the academic as well as the professional world.
- To be able to communicate knowledge, methods, ideas, problems and solutions in the area studied to specialized groups as well as to the general public.
- To be able to organize the learning process in an autonomous way, in academic as well as work and professional environments.

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1. COURSE CONTENT (COURSE TOPICS)

- Methodological sessions with the tutors will serve to identify the methodology that will be applied and adapted to the modality selected. The norms that regulate the Senior Essay specific the following modalities:
 1. Projects with scientific content
 2. Projects creating businesses or analyzing their viability
 3. Projects for intervention
 4. Technical studies
- The analysis and resolution of cases specific to the area of the degree
- Work sessions to analyze the resources and sources available
- Work sessions to establish the structure that the final document that will be submitted for evaluation should have. The Senior Essay should include:
 1. An introduction that describes the object of study and its antecedents (the state of the art)
 2. Objectives, work plan, sources and methodology. The formulation and testing of a hypothesis.
 3. The results or the technical report, including their critical and reasoned discussion.
 4. Synthesis and conclusión.
 5. Bibliography.

2. METHODOLOGY AND RESOURCES

Based on the student's dedication of 25 hours of total work per ECTS credit, the Senior Essay entails 300 hours of work on the part of the student. During this time, meetings with the professor will be combined with the student's autonomous work.

During the course the student should perform the following tasks:

- To select, together with the project's tutor, the subject of research. (The student should contact the tutor before 15 October in order to establish a first meeting. The student is responsible for establishing contact with the professor before this date.
- Together with the tutor, to determine the methodology, work plan, and bibliography to be employed in the project.
- To read the sources and the bibliographical works selected and seek information autonomously.

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- Meet with the tutor at least twice to control the progress of the research (See Appendix I: Sheets for following the tutorial sessions)
- To draft a project that will be approved by the tutor.
- To write the complete Work. The Work (or Essay) will have an extension from 30 to 50 pages (without including the Appendices and Bibliography) and a structure similar to that of a scientific report.
- To present the Work orally to a tribunal.

FOLLOW-UP

Sheets for following the tutorial sessions are provided in Appendix I. These sheets to control the work undertaken by the student will be completed by the tutor in the different meetings taking place in person or virtually (for those students who work virtually from abroad). The worksheets have been designed to be completed easily and rapidly, with the goal of being able to evaluate whether or not the student has followed the tutor's recommendations. Once the tutor has undertaken the work of orienting and directing the student, the final result of the Senior Essay is the student's exclusive responsibility, unlike the outcome of other tutorial processes on higher levels of university training, in which the final result entails an evaluation of the director's work. A single tutor may direct different projects the same way, and their authors may obtain very different grades, according to the quality of the students' execution of the projects proposed. The principal roles of the tutor are: helping the student focus and define the object of study; advising the student about methodology; helping the student identify the problems that may emerge during the process of work; informing the student in the case that the process or result of the work is insufficient (the final report). The director is responsible for guaranteeing a sufficient orientation, but not for the final quality of the work. The sheets will be turned in as an appendix along with the final work so that the tribunal may also evaluate the working process, according to the criteria the director has registered, and not only the final result.

The student should provide the tutor with the definitive version of the Senior Essay ten days before the date established by the Dean's Office for its submission. This period is established so that the Tutor has sufficient time to read the work and approve it or not. A tutor may decide to abbreviate the stipulated period, allowing the student to provide a definitive copy of the work within fewer than ten days of the final deadline.

DISTANCE LEARNING

The Senior Essay may be elaborated from a distance only in cases when the student is undertaking a period of mobility. In the case of a student undertaking a period of mobility, tutorial sessions with the professor may be held through the Virtual Learning Platform, Skype or e-mail, at the professor's discretion. Beyond this provision, neither the course methodology nor the student's obligations should differ from those established for on-campus learning.

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3. ASSESSMENT

Evaluation of the Senior Essay will take place through a public defense in the presence of a tribunal made up of three professors. Those students who opt to write the Senior Essay in English must present it in English as well. There will be two convocations each year for the evaluation of Senior Essays. The tutor's approval will be required in order to present the work in either of these convocations and proceed to its public defense. The follow-up sheets will also be attached and, optionally, the tutor may also choose to attach a more detailed evaluation report.

Within a period established by the Dean's office, the students must provide the Faculty's administrator with three bound copies of the work, one for each member of the Tribunal, with the tutor's approval, as well as a digital copy to be stored. The digital copy should be submitted through the "Tareas" section of the Virtual platform in a single pdf document with the student's name included in the name of the archive.

No work will be accepted unless accompanied by the tutor's approval.

The student who does not submit the work within the stipulated period, will be considered "not present" for the purposes of evaluation and may present it in the next evaluation period.

The Dean of the Humanities Faculty will provide the tribunal with a checklist for the evaluation of Senior Essays to ensure that it takes place according to the criteria of validity and replicability. This checklist is similar to others already existing in our university environment, yet adapted to the needs of this degree. It is attached to this guide as Appendix II.

A NOTE REGARDING PLAGARISM

It is important for the student to be aware of the seriousness of the situation that detection of plagiarism in the Senior Essay would entail. Plagiarism may be due to the inclusion of textual fragments or information from different sources without indicated its origin or due to an unclear or inappropriate system of citation that does not properly associate ideas with their authors. In the case of suspicion, the tutors have tools that can be used to detect plagiarism at their disposition, such as the anti-plagiarism service, SafeAssign, integrated into the Virtual Learning Platform.¹

¹ On plagiarism see, Title II Chapter II Article 14 of the regulations approved by the UPO's Governing Council on 18 July 2006: "En la realización de trabajos el **plagio** y la utilización de material no original, incluido aquel obtenido a través de internet, sin indicación expresa de su procedencia y, en su caso, permiso de su autor, podrá ser considerada causa de **suspense** de la asignatura, sin perjuicio de que pueda derivar en **sanción académica**. Corresponderá a la Dirección del Departamento responsable de la asignatura, oídos el profesor responsable de la misma, los estudiantes afectados y cualquier otra instancia académica requerida por la Dirección del departamento, decidir sobre la posibilidad de solicitar la apertura del correspondiente **expediente sancionador**."

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5. GENERAL BIBLIOGRAPHY

REGULATIONS

Agreement of the Extraordinary Governing Council on 20 April 2012, approving the regulatory norms for the Senior Essay. Available in:

http://www.upo.es/bupos/Bupo_8_2012/ACG_20abr_2012_p2.pdf

OTHER BIBLIOGRAPHY

The tutors will recommend the most adequate bibliography according to the subjects and objectives of the students' different projects.



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Appendix I

FOLLOW-UP SHEET FOR THE SENIOR ESSAY FOR THE DEGREE IN HISTORY AND GEOGRAPHY

STUDENT:				
DIRECTOR:				
Nº Meeting	Date	Time	Student's signature	Director's signature
Description of the advances made:				
Enumeration of the problems discussed:				
Points for the next meeting:				
Date of the next meeting:				



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Appendix II EVALUATION CHECKLIST (Humanities model)

PRESENTATION (Up to 1 point)	
Presentation. Includes cover and index. Presented with the spacing, type and size of letter stipulated, justified text. Works are cited correctly and the bibliography is presented adequately.	
CONTENT (Up to 7 points)	
An introduction including a description of the object of study and the antecedents (state of the art)	
Objectives and Objetivos y approach to the work plan. Formation and testing of hypothesis.	
Application of the methodology.	
Results or technical report with a critical and reasoned discussion of the results.	
Synthesis and conclusión.	
Quality of academic writing.	
EXPOSICIÓN: (Up to 2 points)	
Clarity and reasoning of the exposition of the work undertaken	
Adequacy of the resources used in the exposition to the time stipulated for it.	
Adequacy and coherence in the responses to the questions asked.	
TOTAL	
PROCESS (+/- 1 correction point) ⁱ	

ⁱ The Tribunal may wish to consider the documentation presented by the Director (follow-up sheets, final report...) that reflects the working process. This criteria may also be reflected in the final grade with up to one negative or positive point of correction in the final grade out of 10.