



IDENTIFYING DATA

Drafting and execution of projects

Subject	Drafting and execution of projects			
Code	V02G031V01404			
Study programme	Grado en Biología			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Mandatory	4th	2nd
Teaching language	Spanish			
Department				
Coordinator	Gallego Veigas, Pedro Pablo González Cespón, José Luis			
Lecturers	Barreal Modroño, M. Esther Gallego Veigas, Pedro Pablo González Cespón, José Luis Pedrol Bonjoch, María Nuria			
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General description	<p>This matter will enter to the student in the methodology, direction, management and organisation of projects of investigation/company in the field of the Biology. After *cursar the matter, the student has to be able to draft, and schedule projects of investigation/company related with the Biology.</p> <p>Schedule of classes: Available in http://bioloxia.uvigo.es/es/docencia/horarios</p>			

Training and Learning Results

Code	
A2	Students should know how to apply their knowledge to their work or vocation in a professional way. They also should have the competences that are usually proved through the elaboration and defence of arguments and the resolution of problems within their study field.
A3	Students should prove ability for information-gathering and interpret important data (usually within their study field) to judge relevant social, scientific or ethical topics.
A4	Students should be able to communicate information, ideas, issues and solutions to all audiences (specialist and unskilled audience).
B2	Manage scientific-technical information using diverse and reliable sources. Analyze data and documents and interpret them critically and rigorously, including considerations on their social relevance and in the professional field of Biology.
B4	Draft and write reports, documents and projects related to Biology. Proceed to their presentation and debate in the teaching and specialized areas, highlighting the competences of the degree.
B5	Develop capacities for creativity, innovation and entrepreneurship, in academic and social relevant fields as well as in interaction with the productive sector.
B7	To aim for quality objectives in the development of the activity done and incorporate ethical principles, which should prevail in the professional practice of Biology.
C10	Identify biological and biotechnological processes and their potential applications, in particular in health, agri-food and environmental fields.
C12	Writing reports and technical dossiers, as well as directing and executing projects on topics related to biology and its applications.
C13	Provide training, participate in R+D+i projects, communicate results and disseminate knowledge. Contribute to the social projection of biology and to raising awareness of the environment.
C14	Advise, assess and supervise scientific-technical, ethical, legal and socio-economic aspects related to biology and its applications.
D3	Commitment to sustainability and the environment. Equal, sensible and efficient use of resources.
D4	Collaborate and work in teams or multidisciplinary groups, promote negotiation skills and the ability to reach agreements.

Expected results from this subject			
Expected results from this subject	Training and Learning Results		
Know the professional competitions that the title and the legislation award to the Graduated in Biology.	A2	B7	C14
Know the typology of projects and own studies of the professional fields of the biologist.		B4 B5	
Know and handle the concepts and the relative terminology to the Editorial and Execution of Projects.		B2	C10 C13
Obtain information and interpret results of projects.	A3	B2	C13
Know the methods of management and evaluation of projects.		B2 B4	
Know, understand and apply the relative valid legislation to the management, evaluation and execution of projects.	A2	B2 B7	
Know use the general methodology for the editorial and preparation of projects and studies.	A4	B4	C12 C13
Know the basic concepts of economy for the realisation of projects and studies.	A2		
Comprise the phases of development of a project elaborating *cronogramas, studies of feasibility and of profitability.	A2		C10 C14
Apply knowledges and relative technology to the Editorial and Execution of Projects in appearances related with the development and implantation of the systems of management.	A2		C14
Participate in the direction, editorial and execution of projects.	A2 A3 A4	B4	C12 C13
Comprise the social projection of the Editorial and Execution of Projects and his repercussion in the professional exercise.	A2 A4	B2	C10 C14
Apply knowledges of Editorial and Execution of Projects to advise, supervise and *peritar on scientific appearances-technical, ethical, legal and partner-economic related with the Biology.			C14 D3 D4

Contents

Topic	
Block 0	Presentation of the matter
Block 1.	Professional competitions of the biologist. Projects of study in biology. Professional competitions of the biologist. Documents and Studies: assessments, and public biddings in biology. Patent rights and intellectual: companies of technological base. *Emprendimiento, innovation and *autoempleo.
Block 2.	Practical methodology for the preparation of projects and studies. Projects. Definition and structure. Biological memory Memory of activity of a biological process graphic Documentation Presupposed of machinery and equipment. Technicians of planning of projects. Communication of results: oral and written.

Planning

	Class hours	Hours outside the classroom	Total hours
Introductory activities	2	0	2
Lecturing	11	11	22
Practices through ICT	8	8	16
Collaborative Learning	8	16	24
Seminars	9	9	18
Report of practices, practicum and external practices	0	20	20
Project	0	20	20
Objective questions exam	2	6	8
Presentation	6	14	20

*The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.

Methodologies

Description

Introductory activities	Presentation *amena of the educational guide, detailing the specialisation of the *profesorado and his relation with the thematic blocks. They expose the dynamics and ways of work. Creation of groups of work Explanation of the evaluation of the subject
Lecturing	Sessions of theoretical teaching where the/to professor/offers it an overview of the subject to treat, indicating the key concepts for his understanding.
Practices through ICT	Activity of acquisition of knowledges, basic skills and handle of specific programs of the different sections of the project.
Collaborative Learning	Description and *desarrollo of a multidisciplinary project (with students of other degrees when it was possible). They will employ methodologies like *Design *Thinking, Learning in Service and Learning Based in Problems to design the project.
Seminars	Sessions of handle of real documents so that they know the typology of the main projects in the field of the biology.

Personalized assistance

Methodologies	Description
Seminars	They will make different seminars that will comprise a part of theory and another of work in groups. It will loan attention *individualizada for each case.
Practices through ICT	They will make different practical in the classroom in individual format and in small groups, *tuteladas by the professors of the matter.

Assessment

	Description	Qualification	Training and Learning Results			
Report of practices, practicum and external practices	The students of the matter, in small groups, made a report on the appearances *bilógicos of the project	35	A2 A3 A4	B2 B4 B5 B7	C10 C12 C13 C14	D3 D4
Project	The students of the matter, in small groups, made a project of activity to design the productive activity related with the biological field	35	A2 A3 A4	B2 B4 B5 B7	C10 C12 C13 C14	D3 D4
Objective questions exam	Proofs for evaluation of the competitions purchased that include questions of short answer on theory and works made.	10		B5 B7	C10 C14	
Presentation	In the case that the projects are *colaborativos, the students, in multidisciplinary groups (engineers, will present the complete project in a professional day. *If there were not students of other degrees (project *colaborativo), this percentage *redistribuirá of the following way: 5% it will add to the Report (total 40%) 5% will add to the Project (total 40%) 10% will reserve for the *autoevaluación of the work in team, that will evaluate by means of a *rúbrica specific (total 10%)	20	A2 A3 A4	B2 B4 B5 B7	C10 C12 C13 C14	D3 D4

Other comments on the Evaluation

continuous Evaluation: To surpass the matter will be indispensable to obtain in each one of the 4 proofs, at least a 30 % of the total of the global punctuation of the said proof. In case to surpass this limit in all they the global qualification will be the sum *prorrateada, according to the percentages described, of the 4 *probas. The matter considers no surpassed when no if scope said limit in all or some/*s of the *probas, or the global qualification do not reach the 5. In whose case:1.- In the record will appear SUSPENSE with the lowest qualification that obtained in the proofs that did not surpass the limit or with the corresponding global note.2.- The student will have to surpass the parts that did not reach the minimum in the second announcement. The rest of the parts save until the following announcement, as long as they surpassed the 5.Each individual examination made will have a factor of weighting on the work *grupal (project) that evaluates .The dates of presentation of the memory and of project if they will expose in the class of presentation and will be able to consult in the platform *MooVi.global Evaluation:He student that opt by the global evaluation will owe of individual form make he examination, deliver a memory of biological appearances, another of appearances of engineering and wool oral presentation of him complete project.To surpass the matter will be indispensable to obtain in each one of the 4 proofs, at least a 30 % of the total of the global punctuation of the said proof. In case to surpass this limit in all they the global qualification will be the sum *prorrateada, according to the percentages described, of the 4 proofs.The dates of the examinations can consult in the

following link: <http://bioloxia.uvigo.es/eres/docencia/examenes>

Sources of information

Basic Bibliography

Complementary Bibliography

Navas López, J.A. y Guerras Marín, L.A., **La Dirección Estratégica de la Empresa. Teoría y Aplicaciones**, 2007, www.biologosdegalicia.org,

Correa, I., **Manual de licitaciones públicas**, 2002,

Palomar Olmeda, A., **Guía de concursos y licitaciones**, 2002,

Camprubí i García, Pere, **La profesión de Biólogo**, 1997,

PmBok Guide, **A guide to the Project Management Body of Knowledge**, 2014,

Antinio Colmenar, **Gestión de proyectos con microsoft project 2010**, 2011,

Harold Kerzner, **Project management. A systems approach to planning, scheduling and controlling**, 2011,

González Cespón, José Luis, **Apuntes de la materia**,

Recommendations

Subjects that continue the syllabus

Final Year Dissertation/V02G030V01991

Subjects that are recommended to be taken simultaneously

Final Year Dissertation/V02G030V01991

Subjects that it is recommended to have taken before

Quality management and control/V02G030V01911

Other comments

The *UVIGO, through the Area of Employment and *Emprendimiento (https://*www.*uvigo.*gal/ls/university/*administracion-personal/*organizacion-administrative/unit-employment-*emprendimiento) offers a series of activities that form part of the cycle *EMPREGARte of 4 hours of length and allow to complete professional competitions:

*Autocoñecemento: or *teu *proxecto professional

*Coñecemento *do labour market: as and *onde look for *emprego

Letter of presentation and preparation *dun CV

You processes of selection: psychotechnical test, dynamics of group and glimpsed of selection

Like understanding to payroll and labour information for *dummies

Look for and *atopar *traballo in Europe

recommend You *encarecidamente make said workshops.

Also, it recommends assist to the fairs of employment *EMPREGOinCAMPUS that celebrate in the three campora of the *UVIGO:

Campus of Pontevedra: 23 - 27 September of 2024.

Campus of Vigo: February of 2025

Campora of *Ourense: February/March of 2025

These fairs serve so that have a first direct contact with them and can deliver your CV. Length between 4-8 *h.