

## TUTORIAL ACTION PLAN

### Introduction

FPCEE Blanquerna has always advocated an integral education of university students taking into account personal, academic, and professional aspects. For this reason, from its origins, we have been working to implement an educational style and services that meet this objective of accompanying students in their personal, academic, and professional development.

Updated methods, humanistic education, tutorial guidance, and social commitment have been and still are the main axes for the preparation of prospective professionals trained at FPCEE Blanquerna. This is the framework for Blanquerna's tutorial action plan.

### Blanquerna Tutorial Action Plan

The tutorial action plan (PATB in Spanish) at university is understood as the set of systematic and coordinated actions that are aimed at guiding, monitoring and accompanying students throughout their university stay, both degree and postgraduate, with the objective of contributing to the integral education of prospective professionals.

PATB Objectives concerning Master's Courses:

<b>Intervention Moments</b>	<b>Academic Area</b>	<b>Professional Area</b>	<b>Personal Area</b>
At university entry	-Inform about academic organization and Faculty dynamics, as well as all the possibilities and services offered to students.	-Find synergies to relate different educational proposals with competences needed in the professional field of their choice. -Explore professional fields related to their master's course.	-Watch over initial welcome and inform about personal attention and guidance services.
Throughout the course	-Explore curricular possibilities of every course. -Follow up qualifications. -Suggest improvement and	-Promote skills to plan professional development. -Help them to choose practice itineraries and to carry out	-Encourage teamwork and communication skills. -Promote relationships inside the Faculty

	innovation activities.	practicum self-evaluations.	and the university, as well as encouraging national and international exchange with specific projects.
At the end of the master's course	-Inform and assess the possibility of continuing with other studies or educational possibilities.	-Get to know services that support professional integration.	-Deal with personal needs and situations that can arise depending on individual differences.

To develop these PATB objectives, FPCEE Blanquerna has developed different spaces, teaching roles, and services that materialize the tutorial action, with the seminar tutor being the main reference, and the master's course managing team being responsible for general coordination and following up the assessment.

### **The Seminar Setting**

The seminar represents one of the main identity traits of the Faculty and becomes a privileged space where a group of 12-15 students interact with a teacher-tutor who acts as a guide and reference to guide and stimulate the students' learning.

The aim of this teaching space is to promote the students' integral education in contact with reality, to collaborate in the construction of their professional profile.

The seminar's functions can be summarized as follows:

- Guiding and following up students.
- Experiencing a working and intellectually stimulating atmosphere.
- Providing students with the teacher-tutor's intellectual and professional experience.
- Promoting the capacity for interdisciplinary synthesis and applicability and transferability of knowledge in professional practice.
- Promoting the acquisition of strategies and techniques for autonomous work.
- Encouraging their capacity for dialogue, argumentation, rhetoric, and opinion contrasting.

The seminar's teacher-tutor, apart from being responsible for leading the seminar as a group, also has to attend to every one of its members.

Among the actions they have to take in this respect, personalized attention stands out as specified as follows:

- Carrying out individual interviews (at the beginning of the course, throughout the course, and at the end of every semester).
- Presentation of FPCEE Blanquerna and its different services and spaces.
- Explanation of academic regulations.
- Presentation of students' rights and duties and promotion of student participation via student representatives and different actions and spaces.
- Attendance to assessment meetings.
- Following up practical activities.
- Assessment of academic progress.
- Guidance to reinforce and/or expand competences.
- Referral to some service.
- Professional and study continuation guidance.

Apart from the seminar space with a teacher-tutor as the main reference, FPCEE Blanquerna has set up and designed a series of services that have an impact on the PATB. The most important ones are as follows:

### **Language Self-Access Centre**

The Self-Access Centre is a service with different resources so that users can learn autonomously.

### **Library**

The Library at Blanquerna Faculty of Psychology, Educational and Sports Sciences (FPCEE Blanquerna) is part of the network of 13 libraries that Ramon Llull University has at the moment, with 1,438 reading points, 1,186,796 volumes, and 14,378 periodical subscriptions in paper.

Furthermore, URL also participates in the Digital Library of Catalonia.

The library offers a series of services, among which there is guidance for students and training users in the use of electronic resources.

### **Student Guidance and Information Service (SIOE)**

The Faculty has a Student Guidance and Information Service mainly addressed at students in order to provide them with information and guidance in all the areas of university life.

Furthermore, the SIOE also develops a task of attention and guidance for prospective students and/or their families when they ask about some of our degree, postgraduate, or doctorate courses. Those candidates with some kind of disability that want to start courses at the Faculty get special attention.

## **Academic Secretary**

The Academic Secretary at FPCEE Blanquerna, with long opening hours to attend students from both morning and afternoon master's courses, provides students with information and guidance on the academic regulations and different administrative paperwork.

## **Service for the Management of Practice Placements in Educational Centres**

This service is responsible for managing relationships with centres to carry out practice placements for all degree and master's courses of the Faculty. Furthermore, it advises students on their election of practice centre and manages their stay.

## **Professional Promotion Bureau (GPP)**

The GPP has three areas of action:

- *Guidance Service for Professional Development*: provides students with information and helps them identify strengths and weaknesses in their CVs. Guidance via individualized interviews allows us to define professional competences and goals.
- *Employment Bureau*: Our employment bureau of graduates promotes professional integration and active permanence in the labour market.
- *Alumni* (former Blanquerna Professional Association): This is a legally founded, non-profit association of professionals, created by a group of former students. The Association has the aim of actively working for the social and professional recognition of its members; guiding and providing information; creating spaces for dialogue and exchange of professional and personal experiences; creating links with other activities and associations.

## **Personal Guidance Service (SOP)**

For 14 years, our Faculty has worked for and led the creation of different projects that have helped to make inclusion within university life effective. One of such projects is the Personal Guidance Service (SOP in Spanish), which includes different attention programmes. The support given from SOP intends to help students to understand the difficulties that they may have in their daily life and that affect their development as a person, as well as to promote autonomy and management of personal resources.

## **Blanquerna Sports**

Blanquerna, via agreement with sports organizations, offers a wide range of sports, physical and leisure activities in different facilities of free access for the university community.

### **Blanquerna Solidarity Action**

The project Blanquerna Solidarity Action is a complement to the education and/or professional occupation developed in all the centres belonging to Fundació Blanquerna as clear evidence of the educational ideals that the foundation aims at: solidarity, freedom-responsibility, human dignity, and the will to serve.

### **Education and International Programmes Vice Dean's Office**

The internationalization of FPCEE Blanquerna, responsibility of the Vice Dean's Office for Education and International Programmes, is twofold:

- a. Mobility of students, through mobility programmes that the Faculty and the University are subscribed to.
- b. Mobility of teachers.

Finally, we should add that the selection of teachers at the Faculty, as well as their organization, promotes the tutorial action and sensitivity towards accompanying university students, while at the same time it encourages capacity of analysis, self-regulation and contact with professional reality.