



## Information about the subject

**Degree:** Bachelor of Arts Degree in Law

**Faculty:** Faculty of Legal, Economic and Social Sciences

**Code:** 310405 **Name:** Seminars and Skills

**Credits:** 6,00 **ECTS Year:** 4 **Semester:** 2

**Module:** Skills for the Development of the Profession

**Subject Matter:** Applied Law **Type:** Compulsory

**Department:** -

**Type of learning:** Classroom-based learning

**Languages in which it is taught:** Spanish

### Lecturer/-s:

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## Module organization

### Skills for the Development of the Profession

Subject Matter	ECTS	Subject	ECTS	Year/semester
Communication	6,00	Information and Communication Technologies	6,00	1/1
Applied Law	18,00	-Bachelor's Thesis	12,00	4/2
		Seminars and Skills	6,00	4/2

## Recommended knowledge

Not required

## Prerequisites

The End of Degree Project will be oriented to the evaluation of competencies associated with the degree. The public defense of the degree cannot be done until the student has exceeded 75% of the total credits of the degree (180 ECTS).



## Learning outcomes

At the end of the course, the student must be able to prove that he/she has acquired the following learning outcomes:

- R1 The student can have contact with the practice of law.
- R2 The student should become familiar with the legal problems that arise on a daily basis in companies, law firms, organizations and associations, and public, administrative and judicial institutions that make up the legal framework in which they will have to carry out their own professional activity.
- R3 The student will be able to develop personal performance through the skills required to achieve a truly comprehensive training.
- R4 To foster in the student their critical and reflective capacity, to promote decision making and to put into practice their capacity of analysis and synthesis of legal phenomena.
- R5 The student will obtain work experience in the activity of the lawyer.
- R6 The student will be able to reflect in his/her Final Degree Project, all the learning outcomes associated to the curriculum of the Degree in Law.
- R7 To communicate in an efficient, structured and orderly manner the most relevant aspects in the Final Degree Project.
- R8 To be able to integrate and apply with professional criteria, creativity, initiative and methodology, the knowledge and techniques acquired during the degree. To consolidate and increase the knowledge and skills received throughout the degree in the criteria to be applied during their professional life.
- R9 To provide effective and efficient solutions to problems that arise in their Final Degree Project, using the knowledge, techniques, skills and abilities achieved and developed during the degree.



## Competencies

Depending on the learning outcomes, the competencies to which the subject contributes are (please score from 1 to 4, being 4 the highest score):

GENERAL		Weighting			
		1	2	3	4
CG1	Knowledge of the Science being studied, in this case of the science of Law, fundamentally of the most practical branches, with their international and economic implications and their specialized language.	X			
CG2	Analysis and synthesis capacity				X
CG3	Capacity for organization and planning	X			
CG4	Problem-solving capacity.	X			
CG5	Computer skills related to the field of knowledge.	X			
CG6	To be able to effectively obtain information from books and specialized journals, and from other sources.	X			
CG7	Critical reasoning when analysing information.				X
CG8	Ethical commitment to information management.	X			
CG9	Oral and written communication skills in their native language in relation to the Science of Law.		X		
CG11	Professional relationships: be able to establish and maintain relationships with other relevant professionals and institutions.		X		
CG12	To be able to develop audiovisual presentations.	X			
CG13	Information management capacity.	X			
CG14	Ability to work as a team and collaborate effectively with others.			X	
CG15	Ability to work in interdisciplinary teams.				X



CG16 Ability to develop and maintain one's own competencies, skills and knowledge according to the standards of the profession.

X

SPECIFIC	Weighting			
	1	2	3	4
CE1 To become aware of the Law as an orderly system of legal norms regulating social relations.			X	
CE2 Understanding of the different ways of creation of Law in its historical evolution and in its current reality, assimilating the existence of subordinate and supranational legal systems and the forms in which they are articulated.				X
CE3 Ability to use constitutional principles and values as a working tool in the interpretation of the legal system.			X	
CE4 Ability to understand and know how local, regional, state, community, and international institutions work, in their genesis and as a whole, and to identify the competent institution or administration in each case as well as the sectoral law applicable in each case.		X		
CE5 Ability to identify the rights and obligations of the natural persons in all the areas of Law and give legal form to their acts of will.			X	
CE6 Ability to identify and know the rights of the workers and their means of defence.			X	
CE8 Ability to know the law applicable to intra-community transactions and to international transactions outside the community and the means of enforcing it.			X	
CE9 Ability to enforce legal norms with the economic environment.				X
CE10 Ability to negotiate accounting instruments,			X	
CE12 Ability to know the forms of taxation in our legal system.			X	
CE13 Ability to identify conduct that involves a breach of the legal system and its consequences.			X	
CE16 Acquisition of a critical conscience in the analysis of the legal system and acquisition of values and ethical principles.			X	
CE17 Understanding and knowledge of the anthropological foundations of culture, language and our social environment.			X	



CE18	To learn how to use the existing legal bibliographic information.				X
CE19	Ability to handle the different legal sources (legal, jurisprudential and doctrinal).				X
CE20	Mastery of computer techniques in obtaining legal information and communication of legal data (Internet, databases of legislation, jurisprudence, bibliography).				X
CE21	Ability to read and interpret legal texts.				X
CE22	Ability to make legal arguments.				X
CE23	Ability to write legal texts. Basic knowledge of legal argumentation.				X
CE24	Development of legal oratory. Ability to express oneself appropriately in front of an audience.				X
CE26	Assumption of the necessary interdisciplinary vision of legal problems.				X



## Assessment system for the acquisition of competencies and grading system

Assessed learning outcomes	Granted percentage	Assessment method
	10,00%	Oral presentation of individual/group work.
	10,00%	Attendance, active participation and favourable attitude in the subject/ course/ module
	15,00%	Attendance and active participation in seminars, tutored interviews and practical activities
	45,00%	Submission of the final supervised individual work
	20,00%	Submission of the final group work

### Observations

The final group work will be the practical case of the judge and will be 20% of the grade. The rest of the activities will be worth 15%, corresponding to "attendance and active participation in seminars, tutored interviews and practical activities" The activities delivered after the deadline may obtain a maximum score of 5. For the second call, what is not delivered in the first call may be delivered, but only a 5 may be obtained.

### MENTION OF DISTINCTION:

According to Article 22 of the Regulations governing the Evaluation and Qualification of UCV Courses, the mention of "Distinction of Honor" may be awarded by the professor responsible for the course to students who have obtained, at least, the qualification of 9 over 10 ("Sobresaliente"). The number of "Distinction of Honor" mentions that may be awarded may not exceed five percent of the number of students included in the same official record, unless this number is lower than 20, in which case only one "Distinction of Honor" may be awarded.

## Learning activities

The following methodologies will be used so that the students can achieve the learning outcomes of the subject:



- M1 Group work sessions supervised by the teacher. Study of legal cases, both true and fictitious. Significant construction of knowledge through student interaction and activity. Critical analysis of values and social commitment.
- M2 Supervised monographic sessions with the student's participation.
- M9 Supervised monographic sessions with shared participation.
- M10 Application of interdisciplinary knowledge.
- M11 Personalised attention and in small groups. Period of instruction and/or orientation carried out by a tutor with the aim of reviewing and discussing the materials and topics presented in the classes, seminars, readings, completion of assignments, etc.
- M12 Set of written and/or oral tests used in the initial, formative or summative evaluation of the student.
- M13 Group preparation of readings, essays, resolution of problems, seminars, papers, dossiers, etc., to be presented or delivered in theory classes, practical classes, and/or small group tutorials.
- M14 Student's study: individual preparation of readings, essays, problem-solving, seminars, works, reports, etc. to present or deliver in the theoretical classes, practical classes and/or small group tutorials.





## IN-CLASS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Practical cases. M1	R1	39,40	1,58
Seminar. M2	R2	10,00	0,40
Tutorial. M11	R4	22,00	0,88
Presentation of individual work. M10	R2	8,00	0,32
<b>TOTAL</b>		<b>79,40</b>	<b>3,18</b>

## LEARNING ACTIVITIES OF AUTONOMOUS WORK

	LEARNING OUTCOMES	HOURS	ECTS
Individual work. M14	R3	70,60	2,82
<b>TOTAL</b>		<b>70,60</b>	<b>2,82</b>



## Description of the contents

Description of the necessary contents to acquire the learning outcomes.

### Theoretical contents:

Content block	Contents
Common Part	<ul style="list-style-type: none"><li>- Curriculum, Cover letter and job interview.</li><li>- Personal brand</li><li>- Professional outings -</li><li>- Visit CARD</li><li>- Employment forum</li></ul>
Professions	Professions
Workshops	<ul style="list-style-type: none"><li>- Communication Workshop</li><li>- Negotiation Workshop</li></ul>

### Temporary organization of learning:

Block of content	Number of sessions	Hours
Common Part	5,20	10,40
Professions	15,50	31,00
Workshops	19,00	38,00



## References

Not needed

HARRIS, J. "The art of persuasion", Ediciones Obelisco, Barcelona, ??2021

POLITO, R., "How to speak well in public", Editorial Edaf. Last edition.

URY, W, FISHER, R., "Get the yes. The art of negotiating without giving up", 2011

DURÁN, A. "Personal brand". Last edition.

JIMÉNEZ ALONSO, J. "How to successfully pass any job interview", Orientation for employment.  
Last edition



## Addendum to the Course Guide of the Subject

Due to the exceptional situation caused by the health crisis of the COVID-19 and taking into account the security measures related to the development of the educational activity in the Higher Education Institution teaching area, the following changes have been made in the guide of the subject to ensure that Students achieve their learning outcomes of the Subject.

**Situation 1: Teaching without limited capacity** (when the number of enrolled students is lower than the allowed capacity in classroom, according to the security measures taken).

In this case, no changes are made in the guide of the subject.

**Situation 2: Teaching with limited capacity** (when the number of enrolled students is higher than the allowed capacity in classroom, according to the security measures taken).

In this case, the following changes are made:

### 1. Educational Activities of Onsite Work:

All the foreseen activities to be developed in the classroom as indicated in this field of the guide of the subject will be made through a simultaneous teaching method combining onsite teaching in the classroom and synchronous online teaching. Students will be able to attend classes onsite or to attend them online through the telematic tools provided by the university (videoconferences). In any case, students who attend classes onsite and who attend them by videoconference will rotate periodically.

In the particular case of this subject, these videoconferences will be made through:

☒ Microsoft Teams

☐ Kaltura



## **Situation 3: Confinement due to a new State of Alarm.**

In this case, the following changes are made:

### **1. Educational Activities of Onsite Work:**

All the foreseen activities to be developed in the classroom as indicated in this field of the guide of the subject, as well as the group and personalized tutoring, will be done with the telematic tools provided by the University, through:

☒ Microsoft Teams

☐ Kaltura

Explanation about the practical sessions:

Not needed



## 2. System for Assessing the Acquisition of the competences and Assessment System

### ONSITE WORK

#### Regarding the Assessment Tools:

☒

The Assessment Tools will not be modified. If onsite assessment is not possible, it will be done online through the UCVnet Campus.

☐

The following changes will be made to adapt the subject's assessment to the online teaching.

Course guide		Adaptation	
Assessment tool	Allocated percentage	Description of the suggested changes	Platform to be used

The other Assessment Tools will not be modified with regards to what is indicated in the Course Guide.

#### Comments to the Assessment System:

The only change will be the one related to "attendance and participation". In the case that the teaching is 100% online, the Dean's guidelines will be followed. If it is decided not to value the "attendance and participation" that percentage of the note will not be counted. It will neither add nor subtract, it will not be counted