# Methods and Practice of Planning

## Prof. Renata Viganò

***COURSE AIMS AND INTENDED LEARNING OUTCOMES***

The course aims to provide students with theoretical-critical, methodological, and practical knowledge and planning skills, necessary for the exercise of the professional activities for which the degree course prepares them.

At the end of the course, students will be able to:

* Know and understand the themes, problems, and contents of the planning methodology in the educational and training fields.
* Critically analyse the interventions in the educational and training fields by correctly applying their knowledge of planning methodology
* Correctly use the concepts, language, methodological, and practical planning skills, both to develop projects and to implement them specifically
* Demonstrate operational knowledge in practical situations relating to the planning activity, also with reference to independent judgment, communication skills, team collaboration.

***COURSE CONTENT***

– Planning as an essential dimension of professionalism in education and training.

– Planning approaches and methods.

– Planning aspects and actions: analyse the context - analyse the needs - define the objectives - identify the resources and constraints - choose the means and tools - plan the action plan - define the budget - coordinate and lead the work team - implement the project - monitor and evaluate the project.

– Planning for an announcement (notes).

***READING LIST***

1. FOR ATTENDING STUDENTS

The aims and teaching methods of the course do not include the use of one or more textbooks as a reference reading list for the exam.

Reference materials for the study and preparation for the exam will be made available and/or indicated by the lecturer through the Blackboard platform at the end of each lecture week

Students may optionally consult the following volumes as further help and support for the individual study of the topics covered:

* L. Paradiso (2020). *La progettazione educativa e sociale. Metodi, metodologie, strumenti*. Firenze: Mondadori Università
* P.P. Cavagna (2016). *Manuale per la progettazione pedagogica ed educativa professionale*. Ghilarza: Edizioni Scientifiche Cavagna.

1. FOR NON-ATTENDING STUDENTS

* The materials made available by the lecturer on the Blackboard platform (slides, examples, readings)
* L. Paradiso (2020). *La progettazione educativa e sociale. Metodi, metodologie, strumenti*. Firenze: Mondadori Università
* P.P. Cavagna (2016). *Manuale per la progettazione pedagogica ed educativa professionale*. Ghilarza: Edizioni Scientifiche Cavagna.

For any special needs concerning the reading list, students can directly contact the lecturer.

***TEACHING METHOD***

The course will combine lectures, presentations of examples, case analyses, discussions, practical exercises, guided individual and/or group activities that will be periodically proposed to students (aimed at allowing students to self-assess their learning progress).

Classroom lectures will be complemented by various distance learning resources. The material used during lectures will be made available to students on the Blackboard platform.

***ASSESSMENT METHOD AND CRITERIA***

1. *Method for attending students*

The final exam is based on the students’ presentation of a paper, according to the lecturer’s instructions. The paper should explain students’ knowledge and critical understanding of the topics covered by the course, and their operational skills and related competencies.

Analytical guidelines to develop the paper and the related evaluation criteria will be provided during lectures and made available on the Blackboard platform.

The exam mark will be awarded based on the assessment of the written paper.

The lecturer may reserve the right, only in special cases, to call the student for a short oral interview to supplement the assessment of the written paper.

1. *Method for non-attending students*

The final exam consists of two parts: passing a written test designed to verify the knowledge of the contents of the reading list textbooks for the exam, followed by an oral interview. Students are allowed to access the oral exam only if they have achieved a minimum score of 18/30 in the written test.

***NOTES AND PREREQUISITES***

Prerequisites for attending is mastery of the fundamental elements of the methodology of research in the educational and training fields. Students who do not have these skills are advised to read the following textbooks (*which are not included in the textbooks for the exam*):

R. Viganò, *Pedagogia e sperimentazione,* Vita e Pensiero, Milan, 2002 (2nd ed.).

R. Viganò, *Metodi quantitativi nella ricerca educativa,* Vita e Pensiero, Milan, 1999.

The course attendance requires students’ access to the Blackboard platform. Students are required to regularly consult the Blackboard IT platform, where notices and updates will be communicated from time to time and learning materials will be made available.

The lecturer will not reply to emails containing requests for information already provided on the platform.

Further information can be found on the lecturer's webpage at http://docenti.unicatt.it/web/searchByName.do?language=ENG or on the Faculty notice board.