Learning Camp 1 – Learn to learn

(Suomenkielinen opintojaksokuvaus sivun alaosassa)

Code: INS1PO101
Scope: 5 ECTS
Timing: 1st semester
Language: English and partly in Finnish
Curriculum: Porvoo Campus 2017
Module level: Basic studies
Module type: Compulsory

Starting level and linkage with other modules

The module is a part of basic studies in Porvoo Campus competence-based curriculum. The module advances the following competences: personal goal orientation, understanding of different learning styles, team working and listening skills, agility and professional attitude, global mindset, self-reflection skills and presentation skills and savvy use of digital tools. The module is closely linked with the other learning camps and modules throughout the studies. This module, offered in Semester 1, is part 1 of the upcoming module, offered in Semester 2, with the similar name.

Grade 1
The student is able to set personal goals to be followed and reflected upon incoming camps with guidance. S/he has a rather limited picture of the upcoming studies and her/his ability to work in an international environment. The student has a limited understanding of the Porvoo Campus learning culture and methods. S/he has difficulties in using the basic tools and platforms needed in studies. The student has difficulties with expressing oneself and understanding others. The student has a very limited ability to analyse and reflect upon him/herself as a learner. S/he displays some ability to plan the following semester together with peers and supervisors. The student is able to evaluate earlier plans and make some adjustments only when offered external assistance and support. The student participates in the project planning, implementation and evaluation with a minimal input. The student requires extra support from peers and supervisors in order to complete tasks.

Grade 3
The student is able to set a few personal goals to be followed and reflected upon incoming camps. S/he has a rather good picture of the upcoming studies and is able to work in an international environment. The student understands the Porvoo Campus learning culture and methods rather well. S/he is able to use the basic tools and platforms needed in studies. The student is able to express oneself and understand others. The student is able to analyse and reflect upon him/herself as a learner. S/he is able to plan the following semester together with peers and supervisors. The student is able to evaluate earlier plans and make some adjustments. The student participates in the project planning, implementation and evaluation independently and makes use of the advise available.The student is able to operate when the task and instructions are given.

Grade 5
The student is able to set personal goals to be followed and reflected upon incoming camps. S/he has a clear picture of upcoming studies and working in an international environment. The student understands the Porvoo Campus learning culture and methods. S/he is able to use the basic tools and platforms needed in studies. The student is able to express oneself and understand others. The

student has an excellent ability to analyse and reflect upon him/herself as a learner. S/he is able to plan and contribute towards the following semester together with peers and supervisors. The student is able to evaluate earlier plans and make adjustments. The student participates proactively and with goal-orientation in the project planning, implementation and evaluation. The student is able display a goal-oriented mindset and professional attitude.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or in other studies, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#).

Connections to business life

Guest lecturers from the industry, Haaga-Helia Porvoo alumni

Internationality

Possibility to work with multicultural team and multicultural lectures. Possible guest lecturers from international organizations. International learning materials.

Contents

- inquiry learning strategies (1st semester)
- setting goals and milestones (1st semester)
- group activities with group dynamics elements (1st semester)
- orientation to ICT-tools and digital platforms of Porvoo Campus (1st and 2nd semester)
- Haaga-Helia guidelines for writing reports (1st semester)
- business etiquette and ethics of Porvoo Campus (1st semester)
- global mindset (1st and 2nd semester)
- orientation to development methods (2nd semester)
- professional communication (2nd semester)
- academic writing and reporting (2nd semester)
- introduction to specialisation studies (2nd semester)
- personal study coaching (1st and 2nd semester)

Learning methods

All competences are implemented in learning activities jointly with other modules. The methods used in the learning activities are e.g.:

Inquiry learning

Peer-to-peer learning
Tutorials
Debates
Study tours and company visits
Lectures and workshops

Independent study and teamwork
The assessment of one's own learning

Assessment

The assessment methods may include:

Individual assignments
Goups assignments
Final deliverables
Exams
Peer assessment
Self-assessment

The self-assessment of one's own learning does not influence the module grade. The self-assessment and students' feedback to the module will be used for the module development. The feedback is collected via an electronic form.

Module instructor(s)

Darren Trofimczuk, Porvoo
Maria Vickholm, Porvoo

Learning materials

The learning materials are e.g.:

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Industry related reports and statistics

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Teacher's materials, materials prodused by students

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Learning Camp 1 - Learn to learn

Tunnus: INS1PO101
Laajuus: 5 op
Ajoitus: 1. lukukausi
Kieli: englanti ja osittain suomi
OPS: Porvoo Campus 2017
Moduulin taso: perusopinnot
Moduulin tyyppi: pakollinen

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Moduulilla ei ole lähtötasovaatimuksia. Moduuli on sidoksissa tulevaan Learning Camp 2 - kokonaisuuteen (2. lukukautena) sekä muihin moduuleihin opintojen aikana.

Osaamistavoitteet ja arviointi

Moduulissa kehitetään seuraavia osaamisalueita: itseohjautuvuus, erilaisten oppimistapojen ymmärtäminen, yhteistyötaidot, joustavuus ja ammatillisuus, globaali ajattelutapa, reflektointi- ja esiintymistaidot sekä digitaalisten työvälineiden hallinta.

Arvosana 1
Opiskelija pystyy asettamaan joitain henkilökohtaisia tavoitteita ja reflektoimaan niitä ohjatusti. Hänellä on melko rajoittunut tietämys tulevista opinnoistaan ja kyvystään työskennellä kansainvälisessä ympäristössä. Opiskelija on sisäistänyt heikosti Porvoo Campuksen oppimiskulttuurin ja -metodit. Hän osaa auttavasti käyttää opinnoissa tarvittavia perustyökaluja ja oppimisalustoja. Hän kykenee ilmaisemaan itseään ja ymmärtämään muita auttavasti. Opiskelijalla on rajoittunut kyky analysoida ja reflektoida itseään oppijana. Hän pystyy jonkin verran suunnittelemaan tulevaa lukukautta yhdessä muiden opiskelijoiden ja ohjaajien kanssa. Opiskelija kykenee arvioimaan aikaisempia suunnitelmia ja tekemään korjauksia ainoastaan kun hän saa ulkopuolista apua ja tukea. Opiskelijan panos projektin suunnitteluun, toteutukseen ja arviointiin on minimaalinen. Opiskelija tarvitsee ylimääräistä tukea muilta opiskelijoilta ja ohjaajilta suorittaakseen tehtäviä.

Arvosana 3
Opiskelija pystyy asettamaan henkilökohtaisia tavoitteita ja reflektoimaan niitä jonkin verran. Hänellä on melko hyvä tietämys tulevista opinnoistaan ja kyvystään työskennellä kansainvälisessä ympäristössä. Opiskelija on sisäistänyt melko hyvin Porvoo Campuksen oppimiskulttuurin ja -metodit. Hän osaa käyttää opinnoissa tarvittavia perustyökaluja ja oppimisalustoja. Hän kykenee ilmaisemaan itseään ja ymmärtämään muita. Opiskelijalla on kyky analysoida ja reflektoida itseään oppijana. Hän pystyy suunnittelemaan tulevaa lukukautta yhdessä muiden opiskelijoiden ja ohjaajien kanssa. Opiskelija kykenee arvioimaan aikaisempia suunnitelmia ja tekemään joitakin korjauksia. Opiskelija osallistuu itsenäisesti projektin suunnitteluun, toteutukseen ja arviointiin ja käyttää hyödykseen saatavilla olevia neuvoja. Opiskelija pystyy toimimaan saatuaan tehtävän ja ohjeet.

Arvosana 5
Opiskelija pystyy asettamaan henkilökohtaisia tavoitteita ja reflektoimaan niitä. Hänellä on selkeä tietämys tulevista opinnoistaan ja kyvystään työskennellä kansainvälisessä ympäristössä. Opiskelija

on sisäistänyt Porvoo Campuksen oppimiskulttuurin ja -metodit. Hän osaa käyttää sujuvasti opinnoissa tarvittavia perustyökaluja ja oppimisalustoja. Hän kykenee ilmaisemaan itseään ja ymmärtämään muita erinomaisesti. Opiskelijalla on hyvä kyky analysoida ja reflektoida itseään oppijana. Hän pystyy rakentavasti suunnittelemaan tulevaa lukukautta yhdessä muiden opiskelijoiden ja ohjaajien kanssa. Opiskelija kykenee arvioimaan aikaisempia suunnitelmia ja tekemään tarvittavat korjaukset. Opiskelija osallistuu proaktiivisesti projektin suunnitteluun, toteutukseen ja arviointiin ja käyttää hyödykseen saatavilla olevia neuvoja. Opiskelija on määrätietoinen ja hänellä on ammattimainen asenne.

Aikaisemmin hankitun osaamisen tunnistaminen ja tunnustaminen (AHOT)

Jos opiskelija on saavuttanut vaadittavan osaamisen esimerkiksi aikaisemmissa työtehtävissä, harrastuksissa tai muissa opinnoissa, hän voi osoittaa osaamisensa ja edetä opinnoissa ripeämmin. Katso lisätiedot ja ohjeet aiemmin hankitun osaamisen tunnistamisesta ja tunnustamisesta (AHOT): [MyNet](#).

Työelämäyhteydet

Vierailuluennoitsijat, Haaga-Helia Porvoo alumnit

Kansainvälisyys

Mahdollisuus työskennellä monikulttuurisessa tiimissä ja monikulttuuristen ohjaajien kanssa. Vierailuluennoitsijoita kansainvälisistä organisaatioista, kansainvälinen oppimateriaali.

Sisältö

- tutkivan ja kehittävän oppimisen strategiat (1. lukukausi)
- tavoitteiden ja virstanpylväiden asettaminen (1. lukukausi)
- toimiminen ryhmissä, ryhmädynamiikkaelementit (1. lukukausi)
- orientoituminen Porvoo Campuksen ICT-työkaluihin ja digitaalisiin alustoihin (1. ja 2. lukukausi)
- Haaga-Helian raportointiohjeet (1. lukukausi)
- Porvoo Campuksen business etiketti ja etiikka (1. lukukausi)
- globaali ajattelutapa (1. ja 2. lukukausi)
- orientoituminen kehittämismetodeihin (2. lukukausi)
- ammattimainen viestintä (2. lukukausi)
- akateeminen kirjoittaminen ja raportointi (2. lukukausi)
- johdanto erikoistumisopintoihin (2. lukukausi)
- henkilökohtainen omaohjaus (1. ja 2. lukukausi)

Oppimistehtävät

Kaikki kompetenssit opitaan aktiviteeteissa yhdessä muiden moduulien kanssa. Aktiviteeteissa käytössä olevat metodit ovat esimerkiksi:

Tutkiva ja kehittävä oppiminen
Vertaisoppiminen
Tutoriaalit

Väittelyt
Opintomatkat ja yritysvierailut
Luennot ja työpajat
Itsenäinen työskentely ja tiimityö
Oman oppimisen arviointi

Arviointitavat

Käytettävät arviointitavat ovat esimerkiksi

Yksilötehtävät
Ryhmätehtävät
Lopulliset tuotokset
Tentit
Vertaisarviointi
Itsearviointi

Sähköisen lomakkeen kautta annettava opintojaksopalautteeseen sisältyvä itsearviointi ja palaute eivät vaikuta moduulin arvosanaan, vaan sitä käytetään ainoastaan moduulin kehittämiseen.

Vastuuopettaja

Darren Trofimczuk, Porvoo
Maria Vickholm, Porvoo

Oppimateriaalit

Oppimateriaalit ovat esimerkiksi:

Aiheeseen liittyvä kirjallisuus

E-kirjat ja sähköiset artikkelit

Verkkotutoriaalit

Yritysten internet-sivut

Toimialaan liittyvät raportit ja tilastot

Erilaiset mediat

Sosiaalisen median kanavat

Tehtävät, kokeet

Ohjaajien materiaalit, opiskelijoiden tuottama materiaali

Learning Camp 2 – Development methods

Code: INS1PO102
Scope: 5 ECTS
Timing: 2nd semester
Language: English
Curriculum: Porvoo Campus 2017
Module level: Basic studies
Module type: Compulsory

Starting level and linkage with other modules

The module is a part of basic studies in Porvoo Campus competence-based curriculum. The module advances the following competences: goal orientation, business thinking, understanding of the role of research in business processes, analysing skills, academic writing and presentation skills, critical thinking, self-reflection and savvy use of digital tools. The module is closely linked with the other modules throughout the studies.

Grade 1

The student has a limited picture of the research approaches and has difficulties in naming qualitative and quantitative data collection methods. The student shows some ability to collect the data needed for the research, but needs assistance and support in organising and analysing the material. The student participates in the project planning, implementation, reporting and evaluation with a minimal input. The student requires extra support from peers and supervisors in order to complete tasks.

Grade 3

The student is familiar with the research approaches and can explain and provide practical examples of qualitative and quantitative data collection methods. The student is able to design and implement the data collection so that the material is fairly comprehensive and representative, as well as to analyze the data appropriately and carefully so that conclusions can be drawn. The student participates in the project planning, implementation, reporting and evaluation independently and makes use of the advise available. The student is able to operate when the task and instructions are given.

Grade 5

The student is familiar with the research approaches and is able to assess the suitability of different data collection methods for different research tasks. The student is able to design and implement the data collection so that the material is comprehensive, representative and reliable, and to analyze the data appropriately and carefully so that it is possible to make meaningful and justified conclusions. The student participates proactively and with goal-orientation in the project planning, implementation, reporting and evaluation. The student is able display a goal-oriented mindset and professional attitude.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or in other studies, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at MyNet.

Connections to business life

Possible guest lecturers from the industry or Haaga-Helia Porvoo alumni

Internationality

Possibility to work with international team and international lectures. Possible guest lecturers from international organizations and partner universities. International learning materials.

Contents

- Research process
- Secondary data sources
- Types of research
- Qualitative and quantitative data collection methods
- Data analysis methods
- Digital tools used in data collection and reporting
- Academic writing and reporting

Learning methods

All competences are implemented in learning activities jointly with other modules. The methods used in the learning activities are e.g.:

Inquiry learning
Tutorials
Lectures and workshops
Independent study and teamwork
The assessment of one's own learning

Assessment

The assessment methods include:

Research report
Peer assessment

The self-assessment of one's own learning does not influence the module grade. The self-assessment and students' feedback to the module will be used for the module development. The feedback is collected via an electronic form.

Module instructor(s)

Eva Holmberg, Porvoo
Marina Karlqvist, Porvoo
Tiina Jokinen, Porvoo
Anu Seppänen, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Industry related reports and statistics

Relevant media, news agencies, quality press, etc.

Social networking tools

Instructors' own materials, materials produced by students.

Business Basics for Tourism Professionals 1

Code: BUS1RG101
Scope: 5 ECTS
Timing: 1st semester
Language: English
Curriculum: Porvoo Campus 2017
Module level: Basic studies
Module type: Compulsory

Starting level and linkage with other modules

The module has no prerequisites. This module is linked with all the level 1 modules of the Campus 2017 curriculum. This module, offered in Semester 1, is part 1 of the upcoming module, offered in Semester 2, with the similar name. The module contents will be implemented through semester projects.

Learning objectives and assessment

The module is a part of basic studies in Porvoo Campus competence-based curriculum and advances the following competences: e.g., understanding profitability, awareness of basic processes and operations in organisations, entrepreneurial and business mindset, ability to analyse the operational environment and savvy use of digital tools. There are also other parallel implementations of this module with the same objectives yet with a different industry specific focus.

Grade 1
The student is aware of the basic processes and operations in organisations. S/he understands the requirements of profitable business at some level and is able to estimate the profitability of operations and products with assistance. S/he is able to choose and use professional ICT tools in planning and estimating business operations when aided and guided by others. The student utilizes reliable sources. The student participates in the project planning, implementation and evaluation with a minimal input. S/he is able to operate when the task and instructions are given and when aided by other students and the supervisors.

Grade 3
The student has a some command on the basic processes and operations in organisations. S/he understands the requirements of profitable business and is able to estimate the profitability of operations and products. S/he is able to choose and use professional ICT tools in planning and estimating business operations. The student utilizes versatile and reliable sources. The student participates in the project planning, implementation and evaluation independently and makes use of the advise available. S/he is able to operate when the task and instructions are given.

Grade 5
The student understands and follows the current economic discussion from versatile, reliable and international sources. S/he has a good command on the basic processes and operations in organisations. The student understands the requirements of profitable business and is able to estimate the profitability of operations and products. S/he is able to choose and use professional ICT tools in planning and estimating business operations. The student utilizes versatile and reliable

international sources. The student participates proactively and with goal-orientation in the project planning, implementation and evaluation. S/he is able display entrepreneurial and business oriented mindset as well as act proactively.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or in other studies, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at MyNet.

Connections to business life

Company visits and possible guest lecturers and workshops from different companies and organizations.

Internationality

Possibility to work with international teams and instructors. Guest lecturers from international organisations and partner universities. International learning materials.

Contents

- Business model planning (1st semester)
- Business operations and processes (2nd semester)
- Business calculations and estimations of profitability and financing (1st and 2nd semester)
- Business ownership models and liabilities (2nd semester)
- Professional ICT tools (1st and 2nd semester)

Learning methods

All of the competences are implemented in learning activities jointly with other modules. The methods used in the learning activities are e.g.:

Inquiry learning
Peer-to-peer learning
Tutorials
Debates
Study tours and company visits
Lectures and workshops
Independent study and teamwork
The assessment of one's own learning

Assessment

The assessment methods are defined in the implementation plans. The assessment methods may include:

Individual assignments
Final deliverables
Exams
Peer assessment
Self-assessment
Commissioners' assessment

The self-assessment (through Winha) of one's own learning does not influence the module grade. The self-assessment and students' feedback to the module will be used for the module development. The feedback is collected via an electronic form.

Instructor(s) responsible

Annika Konttinen, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Industry related reports and statistics

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Business Basics for Tourism Professionals 2

Code: BUS1RG102
Scope: 5 ECTS
Timing: 2nd semester
Language: English
Curriculum: Porvoo Campus 2017
Module level: Basic studies
Module type: Compulsory

Starting level and linkage with other modules

The module has no prerequisites. This module is linked with all the level 1 modules of the Campus 2017 curriculum. The module contents will be implemented through semester projects.

Learning objectives and assessment

The module is a part of basic studies in Porvoo Campus competence-based curriculum and advances the following competences: e.g., understanding profitability, awareness of basic processes and operations in organisations, entrepreneurial and business mindset, ability to analyse the operational environment and savvy use of digital tools. There are also other parallel implementations of this module with the same objectives yet with a different industry specific focus.

Grade 1
The student is aware of the basic processes and operations in organisations. S/he understands the requirements of profitable business at some level and is able to estimate the profitability of operations and products with assistance. S/he is able to choose and use professional ICT tools in planning and estimating business operations when aided and guided by others. The student utilizes reliable sources. The student participates in the project planning, implementation and evaluation with a minimal input. S/he is able to operate when the task and instructions are given and when aided by other students and the supervisors.

Grade 3
The student has a some command on the basic processes and operations in organisations. S/he understands the requirements of profitable business and is able to estimate the profitability of operations and products. S/he is able to choose and use professional ICT tools in planning and estimating business operations. The student utilizes versatile and reliable sources. The student participates in the project planning, implementation and evaluation independently and makes use of the advise available. S/he is able to operate when the task and instructions are given.

Grade 5
The student understands and follows the current economic discussion from versatile, reliable and international sources. S/he has a good command on the basic processes and operations in organisations. The student understands the requirements of profitable business and is able to estimate the profitability of operations and products. S/he is able to choose and use professional ICT tools in planning and estimating business operations. The student utilizes versatile and reliable international sources. The student participates proactively and with goal-orientation in the project

planning, implementation and evaluation. S/he is able display entrepreneurial and business oriented mindset as well as act proactively.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or in other studies, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#).

Connections to business life

Company visits and possible guest lecturers and workshops from different companies and organizations.

Internationality

Possibility to work with international teams and instructors. Guest lecturers from international organisations and partner universities. International learning materials.

Contents

- Business model planning (1st semester)
- Business operations and processes (2nd semester)
- Business calculations and estimations of profitability and financing (1st and 2nd semester)
- Business ownership models and liabilities (2nd semester)
- Professional ICT tools (1st and 2nd semester)

Learning methods

All of the competences are implemented in learning activities jointly with other modules. The methods used in the learning activities are e.g.:

Inquiry learning
Peer-to-peer learning
Tutorials
Debates
Study tours and company visits
Lectures and workshops
Independent study and teamwork
The assessment of one's own learning

Assessment

The assessment methods are defined in the implementation plans. The assessment methods may include:

Individual assignments
Final deliverables

Exams
Peer assessment
Self-assessment
Commissioners' assessment

The self-assessment of one's own learning does not influence the module grade. The self-assessment and students' feedback to the module will be used for the module development. The feedback is collected via an electronic form.

Instructor(s) responsible

Annika Konttinen, Porvoo
Niina Moilanen, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Industry related reports and statistics

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Tourism Environment Analysis 1

Code: OPE1RG101
Scope: 5 ECTS
Timing: 1st semester
Language: English
Curriculum: Porvoo Campus 2017
Module level: Basic studies
Module type: Compulsory

Starting level and linkage with other modules

The module has no prerequisites. This module is linked with all the level 1 modules of the Campus 2017 curriculum. This module, offered in Semester 1, is part 1 of the upcoming module, offered in Semester 2, with the similar name. The module contents will be implemented through semester projects.

Learning objectives and assessment

The module is a part of basic studies in Porvoo Campus competence-based curriculum and advances the following competences: e.g., understanding of operational environment (e.g. stakeholders and networks), applying business law and regulations to common situations, value chain understanding, understanding basic functions of macroeconomics and global mindset. There are also other parallel implementations of this module with the same objectives yet with a different industry specific focus.

Grade 1
The student has some understanding of the concept and the terminology of the operational environment. S/he uses only a few sources and needs assistance to find relevant information. S/he finds it challenging to analyse the operational environment. S/he is able to choose and use some research and development methods as well as digital tools when aided and guided by others. S/he can identify a few stakeholders and networks in both domestic and international markets. The student finds it challenging to work in an international team and/or global context. The student participates in the project planning, implementation and evaluation with a minimal input. The student is able to operate only when the task and instructions are given and when s/he is aided by other students and the supervisors.

Grade 3
The student understands and is able to define the concept and the terminology of the operational environment. S/he is able to search for relevant sources and use them independently. S/he is able to analyse the operational environment by choosing and using research and development methods as well as digital tools. S/he can identify and analyse the core stakeholders and networks in both domestic and international markets. The student is able to work in an international team and/or global context. The student participates in the project planning, implementation and evaluation independently and makes use of the advise available. The student is able to operate when the task and instructions are given.

Grade 5
The student understands and is able to define the concept and the terminology of the operational

environment. S/he is able to search for relevant information actively and independently from versatile sources. The student is able to assess the reliability of the sources and use them with skill. S/he is able to analyse the operational environment by choosing and using relevant research and development methods as well as digital tools. S/he can identify and analyse the core stakeholders and networks in both domestic and international markets. The student works extraordinary well in an international team and/or global context. The student participates proactively and with goal-orientation in the project planning, implementation and evaluation. The student is able to operate proactively with an entrepreneurial mindset.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or in other studies, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at MyNet.

Connections to business life

Company visits, guest lecturers and workshops in cooperation with different companies and organisations.

Internationality

Possibility to work with international teams and instructors. Guest lecturers from international organisations and partner universities. International learning materials.

Contents

- Analysis of the operational environment (1st and 2nd semester)
- Basics of macro and microeconomics (1st semester)
- Legal environment (2nd semester)
- Digital environment (1st and 2nd semester)
- Core actors, organisations and networks operating in local, domestic and international markets (1st and 2nd semester)

Learning methods

All of the competences are implemented in learning activities jointly with other modules. The methods used in the learning activities are e.g.:

Inquiry learning
Peer-to-peer learning
Tutorials
Debates
Study tours and company visits
Lectures and workshops
Independent study and teamwork
The assessment of one's own learning

Assessment

The assessment methods are defined in the implementation plans. The assessment methods may include:

Individual assignments
Final deliverables
Exams
Peer assessment
Self-assessment
Commissioners' assessment

The self-assessment (through Winha) of one's own learning does not influence the module grade. The self-assessment and students' feedback to the module will be used for the module development. The feedback is collected via an electronic form.

Instructor(s) responsible

Annika Konttinen, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Industry related reports and statistics

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Tourism Environment Analysis 2

Code: OPE1RG102
Scope: 5 ECTS
Timing: 2nd semester
Language: English
Curriculum: Porvoo Campus 2017
Module level: Basic studies
Module type: Compulsory

Starting level and linkage with other modules

The module has no prerequisites. This module is linked with all the level 1 modules of the Campus 2017 curriculum. The module contents will be implemented through semester projects.

Learning objectives and assessment

The module is a part of basic studies in Porvoo Campus competence-based curriculum and advances the following competences: e.g., understanding of operational environment (e.g. stakeholders and networks), applying business law and regulations to common situations, value chain understanding, understanding basic functions of macroeconomics and global mindset. There are also other parallel implementations of this module with the same objectives yet with a different industry specific focus.

Grade 1
The student has some understanding of the concept and the terminology of the operational environment. S/he uses only a few sources and needs assistance to find relevant information. S/he finds it challenging to analyse the operational environment. S/he is able to choose and use some research and development methods as well as digital tools when aided and guided by others. S/he can identify a few stakeholders and networks in both domestic and international markets. The student finds it challenging to work in an international team and/or global context. The student participates in the project planning, implementation and evaluation with a minimal input. The student is able to operate only when the task and instructions are given and when s/he is aided by other students and the supervisors.

Grade 3
The student understands and is able to define the concept and the terminology of the operational environment. S/he is able to search for relevant sources and use them independently. S/he is able to analyse the operational environment by choosing and using research and development methods as well as digital tools. S/he can identify and analyse the core stakeholders and networks in both domestic and international markets. The student is able to work in an international team and/or global context. The student participates in the project planning, implementation and evaluation independently and makes use of the advise available. The student is able to operate when the task and instructions are given.

Grade 5
The student understands and is able to define the concept and the terminology of the operational environment. S/he is able to search for relevant information actively and independently from versatile sources. The student is able to assess the reliability of the sources and use them with skill.

S/he is able to analyse the operational environment by choosing and using relevant research and development methods as well as digital tools. S/he can identify and analyse the core stakeholders and networks in both domestic and international markets. The student works extraordinary well in an international team and/or global context. The student participates proactively and with goal-orientation in the project planning, implementation and evaluation. The student is able to operate proactively with an entrepreneurial mindset.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or in other studies, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at MyNet.

Connections to business life

Company visits, guest lecturers and workshops in cooperation with different companies and organisations.

Internationality

Possibility to work with international teams and instructors. Guest lecturers from international organisations and partner universities. International learning materials.

Contents

- Analysis of the operational environment (1st and 2nd semester)
- Basics of macro and microeconomics (1st semester)
- Legal environment (2nd semester)
- Digital environment (1st and 2nd semester)
- Core actors, organisations and networks operating in local, domestic and international markets (1st and 2nd semester)

Learning methods

All of the competences are implemented in learning activities jointly with other modules. The methods used in the learning activities are e.g.:

Inquiry learning
Peer-to-peer learning
Tutorials
Debates
Study tours and company visits
Lectures and workshops
Independent study and teamwork
The assessment of one's own learning

Assessment

The assessment methods are defined in the implementation plans. The assessment methods may include:

Individual assignments
Final deliverables
Exams
Peer assessment
Self-assessment
Commissioners' assessment

The self-assessment (through Winha) of one's own learning does not influence the module grade. The self-assessment and students' feedback to the module will be used for the module development. The feedback is collected via an electronic form.

Instructor(s) responsible

Annika Konttinen, Porvoo
Niina Moilanen, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Industry related reports and statistics

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Customer Insight 1

Code: SAL1RG101
Scope: 5 ECTS
Timing: 1st semester
Language: English
Curriculum: Porvoo Campus 2017
Module level: Basic studies
Module type: Compulsory

Starting level and linkage with other modules

The module has no prerequisites. This module is linked with all the level 1 modules of the Campus 2017 curriculum. This module, offered in Semester 1, is part 1 of the upcoming module, offered in Semester 2, with the similar name. The module contents will be implemented through semester projects.

Learning objectives and assessment

The module is a part of basic studies in Porvoo Campus competence-based curriculum and advances the following competences: e.g., customer understanding and service, understanding how to find and maintaining customers, customer lifecycle, customer analysis, focus on customer experience, communication and argumentation, active listening and rapport building and skillful communication. There are also other parallel implementations of this module with the same objectives yet with a different industry specific focus.

Grade 1
The student understands how to find and maintain customers by choosing and using research and development methods when aided and guided by others. S/he has difficulties in evaluating different customer types and changing communication accordingly. S/he has a limited ability to recognise and follow customer needs as well as focus on customer experience. The student is able to use different sales and marketing communication channels only with assistance. S/he is able to display only a poor level of customer orientation. The student participates in the project planning, implementation and evaluation with a minimal input. The student is able to operate only when the task and instructions are given and when s/he is aided by other students and the supervisors.

Grade 3
The student understands how to find and maintain customers by choosing and using relevant research and development methods. S/he is able to evaluate customer types and change communication accordingly. S/he can recognise and follow customer needs as well as focus on customer experience. The student has a rather good ability to use different sales and marketing communication channels. S/he is able display some level of customer orientation. The student participates in the project planning, implementation and evaluation independently and makes use of the advise available. The student is able to operate when the task and instructions are given.

Grade 5
The student understands how to find and maintain customers by choosing and using relevant research and development methods. S/he is able to evaluate customer types and change communication accordingly. S/he can recognise and follow customer needs as well as focus on

customer experience. S/he is able to use different sales and marketing communication channels. The student participates proactively and with goal-orientation in the project planning, implementation and evaluation. The student is able display excellent customer oriented mindset.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or in other studies, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#).

Connections to business life

Company visits, guest lecturers and workshops in cooperation with different companies and organisations.

Internationality

Possibility to work with international teams and instructors. Guest lecturers from international organisations and partner universities. International learning materials.

Contents

- Customer understanding (1st semester)
- Tools to identify customer needs and expectations (1st semester)
- Consumer behaviour (1st semester)
- Customer journey (1st semester)
- Customer experience management (1st semester)
- Sales and marketing communication (2nd semester)

Learning methods

All of the competences are implemented in learning activities jointly with other modules. The methods used in the learning activities are e.g.:

Inquiry learning

Peer-to-peer learning
Tutorials
Debates
Study tours and company visits
Lectures and workshops
Independent study and teamwork
The assessment of one's own learning

Assessment

The assessment methods are defined in the implementation plans. The assessment methods may include:

Individual assignments
Final deliverables
Exams
Peer assessment
Self-assessment
Commissioners' assessment

The self-assessment (through Winha) of one's own learning does not influence the module grade. The self-assessment and students' feedback to the module will be used for the module development. The feedback is collected via an electronic form.

Instructor(s) responsible

Annika Konttinen, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Companies' web-portals

Industry related reports and statistics

Relevant media, news agencies, quality press, etc.

Social networking tools

Instructors' own materials, materials produced by students.

Customer Insight 2

Code: SAL1RG102
Scope: 5 ECTS
Timing: 2nd semester
Language: English
Curriculum: Porvoo Campus 2017
Module level: Basic studies
Module type: Compulsory

Starting level and linkage with other modules

The module has no prerequisites. This module is linked with all the level 1 modules of the Campus 2017 curriculum. The module contents will be implemented through semester projects.

Learning objectives and assessment

The module is a part of basic studies in Porvoo Campus competence-based curriculum and advances the following competences: e.g., customer understanding and service, understanding how to find and maintaining customers, customer lifecycle, customer analysis, focus on customer experience, communication and argumentation, active listening and rapport building and skillful communication. There are also other parallel implementations of this module with the same objectives yet with a different industry specific focus.

Grade 1
The student understands how to find and maintain customers by choosing and using research and development methods when aided and guided by others. S/he has difficulties in evaluating different customer types and changing communication accordingly. S/he has a limited ability to recognise and follow customer needs as well as focus on customer experience. The student is able to use different sales and marketing communication channels only with assistance. S/he is able to display only a poor level of customer orientation. The student participates in the project planning, implementation and evaluation with a minimal input. The student is able to operate only when the task and instructions are given and when s/he is aided by other students and the supervisors.

Grade 3
The student understands how to find and maintain customers by choosing and using relevant research and development methods. S/he is able to evaluate customer types and change communication accordingly. S/he can recognise and follow customer needs as well as focus on customer experience. The student has a rather good ability to use different sales and marketing communication channels. S/he is able display some level of customer orientation. The student participates in the project planning, implementation and evaluation independently and makes use of the advise available. The student is able to operate when the task and instructions are given.

Grade 5
The student understands how to find and maintain customers by choosing and using relevant research and development methods. S/he is able to evaluate customer types and change communication accordingly. S/he can recognise and follow customer needs as well as focus on customer experience. S/he is able to use different sales and marketing communication channels. The

student participates proactively and with goal-orientation in the project planning, implementation and evaluation. The student is able display excellent customer oriented mindset.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or in other studies, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#).

Connections to business life

Company visits, guest lecturers and workshops in cooperation with different companies and organisations.

Internationality

Possibility to work with international teams and instructors. Guest lecturers from international organisations and partner universities. International learning materials.

Contents

- Customer understanding (1st semester)
- Tools to identify customer needs and expectations (1st semester)
- Consumer behaviour (1st semester)
- Customer journey (1st semester)
- Customer experience management (1st semester)
- Sales and marketing communication (2nd semester)

Learning methods

All of the competences are implemented in learning activities jointly with other modules. The methods used in the learning activities are e.g.:

Inquiry learning

Peer-to-peer learning
Tutorials
Debates
Study tours and company visits
Lectures and workshops
Independent study and teamwork
The assessment of one's own learning

Assessment

The assessment methods are defined in the implementation plans. The assessment methods may include:

Individual assignments
Final deliverables
Exams
Peer assessment
Self-assessment
Commissioners' assessment

The self-assessment (through Winha) of one's own learning does not influence the module grade. The self-assessment and students' feedback to the module will be used for the module development. The feedback is collected via an electronic form.

Instructor(s) responsible

Annika Konttinen, Porvoo
Niina Moilanen, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Companies' web-portals

Industry related reports and statistics

Relevant media, news agencies, quality press, etc.

Social networking tools

Instructors' own materials, materials produced by students.

Self and Team Leadership 1

Code: LEA1RG101
Scope: 5 ECTS
Timing: 1st semester
Language: English
Curriculum: Porvoo Campus 2017
Module level: Basic studies
Module type: Compulsory

Starting level and linkage with other modules

The module has no prerequisites. This module is linked with all the level 1 modules of the Campus 2017 curriculum. This module, offered in Semester 1, is part 1 of the upcoming module, offered in Semester 2, with the similar name. The module contents will be implemented through semester projects.

Learning objectives and assessment

The module is a part of basic studies in Porvoo Campus competence-based curriculum and advances the following competences: e.g., self-reflection and management, future work life skills, time and stress management, integrity and responsible behaviour, professional communication and career orientation. There are also other parallel implementations of this module with the same objectives yet with a different industry specific focus.

Grade 1
The student is able to practice self-reflection with guidance. The student displays limited time-management and stress management skills. The student has difficulties in giving and receiving feedback. S/he has limited sensitivity towards personal and cultural differences and difficulties in adapting to the respective environment. The student participates in the project planning, implementation and evaluation with a minimal input. The student needs support in finding motivation.

Grade 3
The student is able to practice self-reflection and critical thinking at some level. The student displays some time-management and stress management skills. The student is able to give and receive feedback. S/he understands personal differences and multicultural environments and adapts to the respective environment at some level. The student participates in the project planning, implementation and evaluation independently and makes use of the advise available. The student is goal-oriented and self-driven to a certain extent.

Grade 5
The student is able to practice self-reflection and critical thinking. The student displays time-management and stress management skills. S/he is self-disciplined and self-motivated. The student is able to give and receive constructive feedback. S/he understands personal differences and multicultural environments and adapts to the respective environment. The student participates proactively and with goal-orientation in the project planning, implementation and evaluation. The student displays a career and goal-oriented mindset.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or in other studies, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at MyNet.

Connections to business life

Company visits, guest lecturers and workshops from different companies and organisations.

Internationality

Possibility to work with international teams and instructors. Guest lecturers from international organisations and partner universities. International learning materials.

Contents

- team work and team building (1st semester)
- multiculturalism (1st semester)
- time management (1st semester)
- professional communication and ICT tools (1st and 2nd semester)
- project management (1st and 2nd semester)
- self-reflection (1st and 2nd semester)
- feedback (1st and 2nd semester)
- networking (1st and 2nd semester)
- employability and employment opportunities (2nd semester)
- personal branding and social media presence (2nd semester)

Learning methods

All of the competences are implemented in learning activities jointly with other modules. The methods used in the learning activities are e.g.:

Inquiry learning
Peer-to-peer learning
Tutorials
Debates
Study tours and company visits
Lectures and workshops
Independent study and teamwork
The assessment of one's own learning

Assessment

The assessment methods are defined in the implementation plans. The assessment methods may include:
Individual assignments

Final deliverables
Exams
Peer assessment
Self-assessment
Commissioners' assessment

The self-assessment (through Winha) of one's own learning does not influence the module grade.
The self-assessment and students' feedback to the module will be used for the module development.
The feedback is collected via an electronic form.

Instructor(s) responsible

Annika Konttinen, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Industry related reports and statistics

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Self and Team Leadership 2

Code: LEA1RG102
Scope: 5 ECTS
Timing: 2nd semester
Language: English
Curriculum: Porvoo Campus 2017
Module level: Basic studies
Module type: Compulsory

Starting level and linkage with other modules

The module has no prerequisites. This module is linked with all the level 1 modules of the Campus 2017 curriculum. The module contents will be implemented through semester projects.

Learning objectives and assessment

The module is a part of basic studies in Porvoo Campus competence-based curriculum and advances the following competences: e.g., self-reflection and management, future work life skills, time and stress management, integrity and responsible behaviour, professional communication and career orientation. There are also other parallel implementations of this module with the same objectives yet with a different industry specific focus.

Grade 1
The student is able to practice self-reflection with guidance. The student displays limited time-management and stress management skills. The student has difficulties in giving and receiving feedback. S/he has limited sensitivity towards personal and cultural differences and difficulties in adapting to the respective environment. The student participates in the project planning, implementation and evaluation with a minimal input. The student needs support in finding motivation.

Grade 3
The student is able to practice self-reflection and critical thinking at some level. The student displays some time-management and stress management skills. The student is able to give and receive feedback. S/he understands personal differences and multicultural environments and adapts to the respective environment at some level. The student participates in the project planning, implementation and evaluation independently and makes use of the advise available. The student is goal-oriented and self-driven to a certain extent.

Grade 5
The student is able to practice self-reflection and critical thinking. The student displays time-management and stress management skills. S/he is self-disciplined and self-motivated. The student is able to give and receive constructive feedback. S/he understands personal differences and multicultural environments and adapts to the respective environment. The student participates proactively and with goal-orientation in the project planning, implementation and evaluation. The student displays a career and goal-oriented mindset.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or in other studies, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at MyNet.

Connections to business life

Company visits, guest lecturers and workshops from different companies and organisations.

Internationality

Possibility to work with international teams and instructors. Guest lecturers from international organisations and partner universities. International learning materials.

Contents

- team work and team building (1st semester)
- multiculturalism (1st semester)
- time management (1st semester)
- professional communication and ICT tools (1st and 2nd semester)
- project management (1st and 2nd semester)
- self-reflection (1st and 2nd semester)
- feedback (1st and 2nd semester)
- networking (1st and 2nd semester)
- employability and employment opportunities (2nd semester)
- personal branding and social media presence (2nd semester)

Learning methods

All of the competences are implemented in learning activities jointly with other modules. The methods used in the learning activities are e.g.:

Inquiry learning
Peer-to-peer learning
Tutorials
Debates
Study tours and company visits
Lectures and workshops
Independent study and teamwork
The assessment of one's own learning

Assessment

The assessment methods are defined in the implementation plans. The assessment methods may include:
Individual assignments

Final deliverables
Exams
Peer assessment
Self-assessment
Commissioners' assessment

The self-assessment (through Winha) of one's own learning does not influence the module grade. The self-assessment and students' feedback to the module will be used for the module development. The feedback is collected via an electronic form.

Instructor(s) responsible

Annika Konttinen, Porvoo
Niina Moilanen, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Industry related reports and statistics

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Welcome to Finland 1

Code: FIN1PO101
Scope: 5 ECTS
Timing: 1st semester
Language: Finnish, English
Curriculum: Porvoo Campus 2017
Module level: Basic Studies
Module type: Compulsory

Starting level and linkage with other courses

No prerequisites for Welcome to Finland 1. Welcome to Finland 2 is linked with the module 1.

Learning objectives and assessment

This module continues the introduction to the Finnish language and society. The module is a part of basic studies in Porvoo Campus competence-based curriculum. It will give a student basic communicative skills in the Finnish language (level A1). The module will also increase cultural awareness and knowledge of Finnish study and business styles. Upon completion of the course, the student starts the integration to the Finnish society and is able to understand Finnish working life, history and culture on basic level. Also the Finnish lifestyle, customs and manners will become familiar.

Grade 1
The student has some understanding of the lesson and group work orientation. S/he can identify and understand a few contents of the course. The student participates in learning activities with a minimal input. The student is able to operate only when the task and instructions are given and when s/he is aided by other students and supervisors. The student has difficulties in accomplishing the assignments.

In his/her Finnish language skills the student can produce short sentences/texts, though he/she has many difficulties in the written/oral outcome. The student uses the essential vocabulary (personal information, family, living, shopping situations, daily routines, studies, food, transportation, different social situations) and the language constructions of the course satisfactory. The student can pronounce the Finnish words with some difficulties.

Grade 3
The student understands and is able to define contents of the course. S/he knows how to adapt Finnish study and business styles. The student is able to operate when the task and instructions are given. The student follows lessons and participates in group works well. The student completes the assignments and presents them well and independently.

In his/her Finnish language skills the student can produce short sentences/texts, though he/she has some difficulties in the written/oral outcome. The student uses quite well the essential vocabulary (personal information, family, living, shopping situations, daily routines, studies, food, transportation, different social situations) and the language constructions of the course. The student can pronounce the Finnish words without mayor difficulties.

Grade 5

S/he has professionally advanced in contents of the course. S/he shows excellent skills how to adapt Finnish study and business styles. The student follows lessons and participates actively in all assignments of the module. The assignments are done independently without difficulties and presented with strong communication skills.

In his/her Finnish language skills the student can produce short sentences/texts without mayor difficulties in the the written/oral outcome. The student uses vey well the essential vocabulary (personal information, family, living, shopping situations, daily routines, studies, food, transportation, different social situations) and the language constructions of the course. The student can pronounce the Finnish words without difficulties.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or in other studies, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognizing and validating prior learning (RPL) are available at MyNet.

Connections to business life

The course is strongly linked to Porvoo region which gives new students of Porvoo Campus a possibility to adapt more easily their new study environment and region. Company visits, visiting lecturers and self-study projects will give an idea of Finnish business culture and manners and might even help in developing future networks.

Internationality

Possibility to work and study with international fellow students.

Contents

- Finland in a nutshell: geography, Finnish cities, towns and regions (1st semester)
- Finns and the Finnish language: origins and the present time (1st semester)
- Porvoo tour and museum visits (1st and 2nd semester)
- Finnish lifestyle and manners: family life, concept of time (1st and 2nd semester)
- Finnish education system (1st and 2nd semester)
- Finnish companies (1st and 2nd semester)
- Finnish food and gastronomy (1st and 2nd semester)
- Finnish language studies: personal information, family, living, shopping situations, daily routines, studies, food, different social situations (1st semester)
- Finnish nature (2nd semester)
- Finnish language studies: daily routines, living, studies, food, travelling, different social situations (2nd semester)

Learning methods

Contact lessons
Company visits and other activities
Individual, pair and team assignments
Independent studies
The assessment of one's own learning

Assessment

Examinations
Written and oral assignments
Active participation

Course teacher(s)

Mari Austin, Porvoo
Antti Petteri Kurhinen, Porvoo
Niina Moilanen, Porvoo

Learning materials

Provided by teachers during lessons

Welcome to Finland 2

Code: FIN1PO102
Scope: 5 ECTS
Timing: 2nd semester
Language: Finnish, English
Curriculum: Porvoo Campus 2017
Module level: Basic Studies
Module type: Compulsory

Starting level and linkage with other courses

Welcome to Finland 1. Welcome to Finland 2 is linked with the module 1.

Learning objectives and assessment

This module continues the introduction to the Finnish language and society. The module is a part of basic studies in Porvoo Campus competence-based curriculum. It will give a student basic communicative skills in the Finnish language (level A1). The module will also increase cultural awareness and knowledge of Finnish study and business styles. Upon completion of the course, the student starts the integration to the Finnish society and is able to understand Finnish working life, history and culture on basic level. Also the Finnish lifestyle, customs and manners will become familiar.

Grade 1
The student has some understanding of the lesson and group work orientation. S/he can identify and understand a few contents of the course. The student participates in learning activities with a minimal input. The student is able to operate only when the task and instructions are given and when s/he is aided by other students and supervisors. The student has difficulties in accomplishing the assignments.

In his/her Finnish language skills the student can produce short sentences/texts, though he/she has many difficulties in the written/oral outcome. The student uses the essential vocabulary (personal information, family, living, shopping situations, daily routines, studies, food, transportation, different social situations) and the language constructions of the course satisfactory. The student can pronounce the Finnish words with some difficulties.

Grade 3
The student understands and is able to define contents of the course. S/he knows how to adapt Finnish study and business styles. The student is able to operate when the task and instructions are given. The student follows lessons and participates in group works well. The student completes the assignments and presents them well and independently.

In his/her Finnish language skills the student can produce short sentences/texts, though he/she has some difficulties in the written/oral outcome. The student uses quite well the essential vocabulary (personal information, family, living, shopping situations, daily routines, studies, food, transportation, different social situations) and the language constructions of the course. The student can pronounce the Finnish words without mayor difficulties.

Grade 5

S/he has professionally advanced in contents of the course. S/he shows excellent skills how to adapt Finnish study and business styles. The student follows lessons and participates actively in all assignments of the module. The assignments are done independently without difficulties and presented with strong communication skills.

In his/her Finnish language skills the student can produce short sentences/texts without mayor difficulties in the the written/oral outcome. The student uses vey well the essential vocabulary (personal information, family, living, shopping situations, daily routines, studies, food, transportation, different social situations) and the language constructions of the course. The student can pronounce the Finnish words without difficulties.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or in other studies, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognizing and validating prior learning (RPL) are available at MyNet.

Connections to business life

The course is strongly linked to Porvoo region which gives new students of Porvoo Campus a possibility to adapt more easily their new study environment and region. Company visits, visiting lecturers and self-study projects will give an idea of Finnish business culture and manners and might even help in developing future networks.

Internationality

Possibility to work and study with international fellow students.

Contents

- Finland in a nutshell: geography, Finnish cities, towns and regions (1st semester)
- Finns and the Finnish language: origins and the present time (1st semester)
- Porvoo tour and museum visits (1st and 2nd semester)
- Finnish lifestyle and manners: family life, concept of time (1st and 2nd semester)
- Finnish education system (1st and 2nd semester)
- Finnish companies (1st and 2nd semester)
- Finnish food and gastronomy (1st and 2nd semester)
- Finnish language studies: personal information, family, living, shopping situations, daily routines, studies, food, different social situations (1st semester)
- Finnish nature (2nd semester)
- Finnish language studies: daily routines, living, studies, food, travelling, different social situations (2nd semester)

Learning methods

Contact lessons
Company visits and other activities
Individual, pair and team assignments
Independent studies
The assessment of one's own learning

Assessment

Examinations
Written and oral assignments
Active participation

Course teacher(s)

Mari Austin, Porvoo
Antti Petteri Kurhinen, Porvoo
Niina Moilanen, Porvoo

Learning materials

Provided by teachers during lessons

Nordiska studier 1

Kod: NRD1PO101
Omfattning: 5 sp
Tidpunkt: 1. terminen
Språk: Svenska, finska
LP: Borgå Campus 2017
Nivå: grundstudier
Studiekursens typ: obligatorisk
Språknivåmålsättning: B1

Utgångsnivå och koppling till andra kurser

Modulen utgör en del av Borgå campus kompetensbaserade läroplan.

Modulens utgångsnivå är B1 på referensramen för de europeiska språken (CEFR) och den studerande bör ha tidigare studier i svenska på andra stadiet då kursen inleds. Språknivån i svenska testas i början och i slutet av modulen och en del av innehållet varierar enligt nivån som den studerande uppnått. Kursen integreras med terminens andra aktiviteter enligt studerandenas kunskaper och färdigheter i svenska.

Modulen främjar bl.a. följande kompetensområden: globalt tänkande, insiktsfulla muntliga och skriftliga kommunikationsfärdigheter, framtidens arbetslivsfärdigheter, argumentationsförmåga, uppträdande och yrkesfärdigheter i en mångkulturell internationell miljö.

Kunskapsmål och bedömning

Vitsord 1
Den studerande har förmågan att förstå målområdet, dess språk och kultur. Hen kan kommunicera på det lokala språket (svenska) och skapa nätverk inom det aktuella området. Hen har en viss förmåga att förstå affärslivskultur och utgångspunkter. Den studerande förmår agera enligt de uppgifter och anvisningar hen får av andra studerande och handledare. Hen kan kommunicera behjälpligt i försäljning och kundservice, samt kan ge information om produkter och tjänster ifall hen har tillgång till hjälpmedel (dator, ordbok). Hen kan en del av terminologin som används i den egna branschen.

Vitsord 3
Den studerande har förmågan att förstå målområdet, dess språk och kultur. Hen kan kommunicera på svenska och skapa nätverk tillsammans med aktörer inom branschen. Den studerande har en uppfattning om affärskultur och dess utgångspunkter. Den studerande förmår agera och utföra uppgifter med hjälp av instruktioner. Hen kan kommunicera interaktivt i försäljning och kundservice, klarar av att hålla produktpresentation på svenska, kan ge information om produkter och tjänster, samt kan den centrala branschterminologin och känner till de viktigaste aktörerna.

Vitsord 5
Den studerande har förmågan att förstå målområdet, dess språk och kultur. Hen kan framgångsrikt kommunicera på svenska och skapa nätverk tillsammans med aktörer inom branschen. Hen har en omfattande uppfattning om regionens affärskultur och dess utgångspunkter. Den studerande uppvisar prov på kultursensivitet och affärsorienterade färdigheter. Hen kan kommunicera

interaktivt och proaktivt i kundservice och försäljning, kan hålla en professionell presentation på svenska och besvara frågor, kan spontant diskutera ämnen som berör en själv och branschen, kan effektivt ge information om produkter och tjänster, samt känner väl till den centrala branschterminologin.

Identifiering och erkännande av tidigare inhämtat kunnande (AHOT)

Ifall den studerande redan under tidigare arbetsuppgifter, hobbyer eller kurser uppnått de färdigheter som krävs, kan hen validera sitt kunnande och framskrida snabbare i sina studier. Se tilläggsuppgifter och anvisningar om identifiering och erkännande av tidigare inhämtat kunnande (AHOT) på Mynet eller www-sidor.

Arbetslivskontakter

Företagsbesök, workshops samt gästföreläsare från företag och organisationer. Arbetslivsrelaterade uppgifter.

Internationella aspekter

Möjligheter att jobba i internationella team och med internationella handledare. Eventuellt svenskspråkiga gästföreläsare och samarbete med internationella partnerhögskolor och organisationer. En eventuell studieresa.

Innehåll

- Repetition av svenska (baserar sig på resultatet från nivåprovet)
- Kultur och samhälle i Finland och Sverige
- Nordiska samhällen, affärskultur och affärsverksamhetsmiljö: Finland, Sverige, Norge, Danmark och Island
- Affärslivskommunikation t.ex. e-post och presentationer

Inlärningsmetoder

I tillämpningarna används bl.a. följande inlärningsmetoder:
Forskande och utvecklande inlärning
Självständigt arbete och grupparbete under handledning
Företagsbesök och andra besök
Närundervisning on workshops
Eventuell studieresa / att arrangera en temadag
Utvärdering av den egna inlärningen ingår som en obligatorisk del av bedömningen.

Bedömningsmetoder

Individuella inlärningsuppgifter och prestationer 30 %
Gruppuppgifter 20%
Slutliga prestationer 50% (tentamen, slutdiskussion)
Själv- och kamrat bedömning
Självbedömningen påverkar inte modulvitsordet, utan används till att utveckla kursen. Den samlas in elektroniskt.

Ansvarig(a) lärare

Riitta Forsnabba, Borgå
Pia Kiviaho-Kallio, Borgå
Olav Vidjeskog, Borgå
Liisa Wallenius, Borgå
Kirsi Lehtoviita, Borgå

Läromaterial

Nätmaterial t.ex. artiklar, företagssidor
Övningar och tester
Webb-baserat material

Nordiska studier 2

Kod: NRD1PO102
Omfattning: 5 sp
Tidpunkt: 2. terminen
Språk: Svenska, finska
LP: Borgå Campus 2017
Nivå: grundstudier
Studiekursens typ: obligatorisk
Språknivåmålsättning: B1

Utgångsnivå och koppling till andra kurser

Modulen utgör en del av Borgå campus kompetensbaserade läroplan.

Modulens utgångsnivå är B1 / referensramen för de europeiska språken (CEFR) och den studerande bör ha tidigare studier i svenska på andra stadiet då kursen inleds. Språknivån i svenska testas i början och i slutet av modulen och en del av innehållet varierar enligt nivån som den studerande uppnått. Kursen integreras med terminens andra teman och uppgifter enligt studerandenas kunskaper och färdigheter i svenska.

Modulen främjar bl.a. följande kompetensområden: globalt tänkande, insiktsfulla muntliga och skriftliga kommunikationsfärdigheter, framtidens arbetslivsfärdigheter, argumentationsförmåga, uppträdande och yrkesfärdigheter i en mångkulturell internationell miljö.

Kunskapsmål och bedömning

Vitsord 1
Den studerande har förmågan att förstå målområdet, dess språk och kultur. Hen kan kommunicera på det lokala språket (svenska) och skapa nätverk inom det aktuella området. Hen har en viss förmåga att förstå affärslivskultur, dess utgångspunkter och det nordiska samhället. Den studerande förmår agera enligt de uppgifter och anvisningar hen får av andra studerande och handledare. Hen kan kommunicera behjälpligt i försäljning och kundservice, samt kan ge information om produkter och tjänster ifall hen har tillgång till hjälpmedel (dator, ordbok). Hen kan en del av terminologin som används i den egna branschen.

Vitsord 3
Den studerande har förmågan att förstå målområdet, dess språk och kultur. Hen kan kommunicera på svenska och skapa nätverk tillsammans med aktörer inom branschen. Den studerande har en uppfattning om affärslivskultur, dess utgångspunkter och det nordiska samhället. Den studerande förmår agera och utföra uppgifter med hjälp av instruktioner. Hen kan kommunicera interaktivt i försäljning och kundservice, klarar av att hålla produktpresentation på svenska, kan ge information om produkter och tjänster, samt kan den centrala branschterminologin och känner till de viktigaste aktörerna.

Vitsord 5
Den studerande har förmågan att förstå målområdet, dess språk och kultur. Hen kan framgångsrikt kommunicera på svenska och skapa nätverk tillsammans med aktörer inom branschen. Hen har en omfattande uppfattning om regionens affärslivskultur, dess utgångspunkter och det nordiska

samhället. Den studerande uppvisar prov på kultursensivitet och affärsorienterade färdigheter. Hen kan kommunicera interaktivt och proaktivt i kundservice och försäljning, kan hålla en professionell presentation på svenska och besvara frågor, kan spontant diskutera ämnen som berör en själv och branschen, kan effektivt ge information om produkter och tjänster, samt känner väl till den centrala branschterminologin.

Identifiering och erkännande av tidigare inhämtat kunnande (AHOT)

Ifall den studerande redan under tidigare arbetsuppgifter, hobbyer eller kurser uppnått de färdigheter som krävs, kan hen validera sitt kunnande och framskrida snabbare i sina studier. Se tilläggsuppgifter och anvisningar om identifiering och erkännande av tidigare inhämtat kunnande (AHOT) på Mynet eller www-sidor.

Arbetslivskontakter

Företagsbesök, workshops samt gästföreläsare från företag och organisationer. Arbetslivsrelaterade uppgifter.

Internationella aspekter

Möjligheter att jobba i internationella team och med internationella handledare. Eventuellt svenskspråkiga gästföreläsare och samarbete med internationella partnerhögskolor och organisationer. En eventuell studieresa.

Innehåll

- Studier i svenska: språkriktighet, olika textstilar
- Yrkes- och arbetslivskultur i Norden
- Företagande i Norden
- Kundbetjäning
- Marknadsförings- och digital kommunikation (t.ex. blogg)
- Nätverksfärdigheter
- Färdigheter att förmedla information

Inlärningsmetoder

Modulens kompetenser integreras i terminsprojekt enligt möjligheter.

I tillämpningarna används bl.a. följande inlärningsmetoder:
Forskande och utvecklande inlärning:
Självständigt arbete och grupparbete under handledning
Företagsbesök
Närundervisning on workshops
Potentiell studieresa / att arrangera en temadag
Utvärdering av den egna inlärningen ingår som en obligatorisk del av bedömningen.

Bedömningsmetoder

Individuella inlärningsuppgifter och prestationer 30 %
Gruppuppgifter 20%
Slutliga prestationer 50% (tentamen, slutdiskussioner)
Själv- och kamratbedömning
Självbedömningen påverkar inte modulvitsordet, utan används till att utveckla kursen. Den samlas in elektroniskt.

Ansvarig(a) lärare

Riitta Forsnabba, Borgå
Pia Kiviaho-Kallio, Borgå
Liisa Wallenius, Borgå
Olav Vidjeskog, Borgå
Kirsi Lehtoviita, Borgå

Läromaterial

Nätmaterial t.ex. artiklar, företagssidor
Övningar och tester
Webbaserat material

Learning Camp 3 – Desing sprint

Code: INS2PO201
Scope: 5 ECTS
Timing: 3rd semester
Language: English
Curriculum: Porvoo Campus 2017
Module level: Professional studies
Module type: Compulsory

Starting level and linkage with other modules

The module is a part of basic studies in Porvoo Campus competence-based curriculum. The module advances the following competences: ability to use relevant development methods, critical approach to information and sources, financial and trend analysis, problem-solving skills, communication and argumentation, ethical thinking, self-reflection skills and presentation skills and savvy use of digital tools. The module is closely linked with the other learning camps and modules throughout the studies.

Learning objectives and assessment

Grade 1
The student has a vague picture of the different stages of a development process and is able to plan and implement the process with guidance. S/he has a limited understanding of the characteristics and usability of different development methods. The student is able to choose the relevant method for the task at hand and justify the reasoning for the selection only when aided by others. S/he has difficulties in using the digital tools needed for data collection and analysis. The student has a limited aility to communicate the results of the development process to the commissioner and other relevant audiences. S/he participates in the planning, implementation and evaluation with a minimal input. The student requires extra support from peers and supervisors in order to complete tasks. S/he needs encouragement and external support to start the thesis process.

Grade 3
The student has a fairly clear picture of the different stages of a development process and is able to plan and implement the process quite well. S/he understands the characteristics and usability of different development methods rather well. The student is able to choose the relevant method for the task at hand and justify the reasoning for the selection to some extent. S/he has a relatively good ability to use the digital tools needed for data collection and analysis. The student is able to communicate the results of the development process quite effectively to the commissioner and other relevant audiences. The student participates in the planning, implementation and evaluation independently and makes use of the advise available. S/he displays an ability to start the thesis process. The student is able to operate when the task and instructions are given.

Grade 5
The student has a clear picture of the different stages of a development process and is able to plan and implement the process exceptionally well. S/he understands the characteristics and usability of different development methods. The student is able to choose the relevant method for the task at hand and justify the reasoning for the selection. S/he has an excellent ability to use the digital tools needed for data collection and analysis. The student is able to communicate the results of the

development process effectively to the commissioner and other relevant audiences. S/he participates proactively in the planning, implementation and evaluation. The student displays a goal-oriented mindset and professional attitude as well as a clear orientation towards starting the thesis process.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or in other studies, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at [MyNet](#).

Connections to business life

Guest lecturers from the industry, Haaga-Helia Porvoo alumni. Business related tasks and deliverables.

Internationality

Possibility to work with international team and international lectures. Possible guest lecturers from international organisations and partner universities. International learning materials.

Contents

- stages of development process
- development methods
- digital tools and methods for data collection and analysis
- professional communication
- academic writing and reporting
- personal study coaching

Learning methods

All competences are implemented in learning activities jointly with other modules. The methods used in the learning activities are e.g.:

Service design
Inquiry learning
Peer-to-peer learning
Tutorials
Debates
Lectures and workshops
Independent study and teamwork

The assessment of one's own learning

Assessment

The assessment methods may include:

Individual assignments
Final deliverables
Exams
Peer assessment
Self-assessment

The self-assessment (through Winha) of one's own learning does not influence the module grade.
The self-assessment and students' feedback to the module will be used for the module development.
The feedback is collected via an electronic form.

Module instructor(s)

Marika Alhonen, Porvoo
Annika Konttinen, Porvoo
Sirpa Lassila, Porvoo
Niina Moilanen (coordinator), Porvoo
Liisa Wallenius, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Industry related reports and statistics

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Learning Camp 4 – Orientation to thesis writing

Code: INS2PO202
Scope: 5 ECTS
Timing: 4th semester
Language: English
Curriculum: Porvoo Campus 2017
Module level: Professional studies
Module type: Compulsory

Starting level and linkage with other modules

The student has completed the first year of basic studies. The module is a part of professional studies in Porvoo Campus competence-based curriculum. The module advances the following competences: ability to choose a suitable thesis project, and justify relevant research approaches as well as development methods in thesis writing including critical and ethical thinking. Furthermore, Learning Camp 4 strengthens the student's academic communication skills.

Learning objectives and assessment

Grade 1
The student has some understanding of how to write a report in an academic way. The student has a vague picture of the thesis process and is able to plan the process with guidance. S/he is able to write a basic knowledge base and apply Haaga-Helia reporting instructions in a limited way. The student has some understanding of the difference between theses of research and product type and the usability of different development methods. The student understands to some extent the importance of ethics in research and development work. S/he has some insights into how a thesis is assessed.

Grade 3
The student is able to write a report in an academic way. The student has a realistic picture of the thesis process and is able to plan the process independently. S/he is able to write an informative knowledge base and is able to apply Haaga-Helia reporting instructions well. The student understands the difference between a thesis of product and research type and the usability of different research and development methods. The student can discuss the importance of ethics in research and development work. S/he has a good insight into how a thesis is assessed and can to some extent apply this insight on an existing thesis.

Grade 5
The student has an extensive view of the thesis process and is able to plan and start the process independently. S/he is able to write an extensive knowledge base with discourse between the sources and is able to follow Haaga-Helia reporting instructions in an excellent way. The student has a real understanding of the difference between a thesis of product and research type. S/he can assess the suitability of different research and development methods and argue for what data collection method could be applied in different projects. The student has a knowledge about the importance of ethics in in research and development work. S/he has a good insight into how a thesis is assessed and can assess an existing thesis bases on the assessment criteria.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or in other studies, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available on MyNet.

Internationality

Possibility to work in international teams. International learning materials.

Contents

- Orientation to thesis writing
- Forms of theses
- Stages of the thesis process
- Research and development methods
- Ethics
- Presentation of research data in reporting
- Thesis assessment criteria
    - Literature review
        - Categories of literature
        - Literature search
        - Critical thinking
- Academic English/Finnish/Swedish
    - Writing process and techniques
    - Grammar, text style and structure

Learning methods

The methods used in the learning activities are e.g.:
Tutorials
Lectures and workshops
Independent study and teamwork
Assessment of one's own learning

Assessment

The assessment includes:

Individual and team assignments
Exams
Self-assessment

Responsible teacher(s)

Mona Eskola, Porvoo (coordinator)
Liipo TH: Anna Sivonen, Porvoo & Vesa Multanen, Porvoo
Liipo KV: Marina Karlqvist, Porvoo & Kirsi Ola, Porvoo

VIMA: Marina Karlqvist, Porvoo & Vesa Multanen, Porvoo
POMO: Eva Holmberg, Porvoo & Mona Eskola, Porvoo
Tempo: Eva Holmberg, Porvoo & Ivan Berazhny, Porvoo

Learning materials

Porvoo Campus thesis instructions

Books, E-books and journal articles

Online tutorials

Industry related reports and statistics

Instructors' own materials, materials produced by students

Business Operations in Tourism 1

Code: BUS2RG201
Scope: 5 ECTS
Timing: 3rd semester
Language: English
Curriculum: Porvoo Campus 2017
Course level: Professional Studies
Course type: Compulsory

Starting level and linkage with other courses

The student has successfully completed the Basic Studies in the first and second semester. The course is part of the Professional Studies module.

Learning objectives and assessment

Grade 1
He/she can explain basics of the business operations in tourism and use electronic tools and research methods with the help of others. He/she understands the basics of information systems operations. Students needs a lot of help and support with his/her studies and shows poor orientation as required by completing the course.

Grade 3
He/she has good skills to explain basics of the business operations in tourism and is able to use electronic tools and research methods. The student can work in a responsible way and is able to analyze the processes and follow given directions.

Grade 5
He/she has professionally advanced skills to explain basics of the business operations in tourism and is able to use electronic tools and research methods independently. The student can work independently and successfully in developing new business ideas. The student has an analytic approach and he/she aims for profitable business procedures in all actions.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at MyNet. More detailed instructions for teachers on the intranet: Työkalut -> AHOT -> AHOT-ohjeistus (Tools -> RPL -> RPL instructions).

Working life connections

Guest lecturers
Company visits

Workshops
Work based assignments

Internationality

Study material
Guest lectures by international partners

Contents

- Information systems
- Terminology and vocabulary of the information systems
- Business processes
- Research methods
- Learning methods
- Project Work
- Contact lessons
- Individual, pair and team assignments
- Independent studies
- The assessment of one's own learning

Assessment

Contact lessons
Assignments
Project Work in groups
Self assessment

Course teacher(s)

Leena Aitto-oja, Porvoo
Ulla Kuisma, Porvoo
Kati Naumanen, Porvoo

Learning materials

Business operations in Tourism 2

Code: BUS2RG202
Number of credits: 5 ECTS
Timing: 3rd semester
Language: English
Curriculum: Porvoo Campus 2017
Course level: Joint Professional Studies
Course type: Compulsory

Starting level and linkage with other courses

The student has successfully completed the Business Operations in Tourism 1. The course is part of the Professional Studies module.

Learning objectives and assessment

Grade 1
He/she can explain basics of the business travel processes, operators and networks of business travel industry and technological systems used in the industry. Students needs a lot of help and support with his/her studies and shows poor orientation as required by completing the course.

Grade 3
He/she has good skills to explain basics of the business travel processes, operators and networks of business travel industry and technological systems used in the industry. The student can work in a responsible way and is able to analyze the processes and follow given directions.

Grade 5
He/she has professionally advanced skills to explain basics of the business travel processes, operators and networks of business travel industry and technological systems used in the industry. The student can work independently and successfully in developing new business ideas. The student has an analytic approach and he/she aims for profitable business procedures in all actions.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at MyNet. More detailed instructions for teachers on the intranet: Työkalut -> AHOT -> AHOT-ohjeistus (Tools -> RPL -> RPL instructions).

Working life connections

Guest lecturers
Company visits

Workshops
Work based assignments

Internationality

Study material
Guest lectures by international partners

Contents

- Business processes
- Operators and networks of business travel industry
- Technological systems used in the industry

Learning methods

Project Work
Contact lessons
Individual, pair and team assignments
Independent studies
The assessment of one's own learning

Assessment

Contact lessons
Assignments
Project Work in groups
Self assessment

Course teacher(s)

Leena Aitto-oja, Porvoo

Learning materials

Leading Human Resources

Code: LEA2RG201
Scope: 5 ECTS
Timing: 3rd semester
Language: English
Curriculum: Porvoo Campus 2017
Module level: Professional studies
Module type: Compulsory

Starting level, prerequisites and linkage with other modules

Self and Team Leadership 1 and 2 are prerequisites, module is linked to other modules through projects and continues as Developing Human Resources in semester 4 with a developmental focus.

Learning objectives and assessment

The module is a part of professional studies in Porvoo Campus competence-based curriculum and advances knowledge, skills and competencies in areas of organizational management and leadership

As a result of studies and practices student are expected to be able to:

- practice self-management and leadership
- understand dynamics of effective teamwork and leadership principles and practice them
- use appropriate problem and conflict resolving techniques in teamwork
- recognize own and team potential and development opportunities
- advance his/her team to effective performance and utilize the opportunities
- represent his/her team and organisation professionally and develop networks
- take appropriate roles (leader/follower) flexibly to advance team effectiveness

Module is assessed with a scale 1 – 5 and criteria of assessment presented in scale of 1 - 3 - 5.

Grade 1
Moderate level of understanding dynamics of teamwork and leadership and practicing them
Moderate level of commitment to teamwork and contribution to outcomes
Moderate level of demonstration of self and team leadership skills
Some recognition of challenges of the team and teamwork and suggestion for improvement in modest level.

Grade 3

Clear understanding of the theories and practicing of effective teamwork and leadership
Good level of analysis and understanding of situational factors in effective team leadership and their impact on organisations
Good understanding of different roles in teamwork and practicing these roles appropriately and actively
Recognition of team strengths and weaknesses of the team and having solution oriented approach to challenges

Grade 5
Excellent understanding of the theories and practicing of effective teamwork and leadership
Excellent level of analysis and understanding of situational factors in effective team leadership and their impact on organisations
Excellent ability to take different roles in teamwork to advance goal achievement with a consideration to both organizational and individual goals
Encouraging and supporting creativity and development of team members in a perfect balance
Ability to change leadership and communication styles for different situations and doing it in a constructive and motivating approach
Able to inspire and motivate team members to reach the common goals

Recognition of prior learning (RPL)

If students have acquired the required competences in previous work tasks, recreational activities or in other studies, they can show the competences with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at MyNet.

Connections to business life

Module is connected to business life primarily through authentic projects besides cases and guest lectures from business life

Internationality

Possibility to work in international teams and with instructors. Guest lecturers from international organisations and partner universities. International learning materials.

Content

- Teamwork process
- Team leadership
- Project management
- Project leadership
- Performance management
- Motivational theories and their practice in teams and organisations

Learning methods

Integration and practicing in project twork
Mentoring, coaching and consultations
Tutorials
Exams/tests
Self and peer evaluations
Lectures and workshops
Independent studies

Assessment

Possible exams
Self and peer evaluations
Commissioner and instructor assessments
Assignments
Project and other assignment outputs

The self-assessment of one's own learning does not influence the module grade. The self-assessment and students' feedback to the module will be used for the module development. The feedback is collected via an electronic form.

Responsible teacher

Yucel Ger, Porvoo

Learning material

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Industry related reports and statistics

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students

Developing Human Resources

Code: LEA2RG202
Scope: 5 ECTS
Timing: 4th semester
Language: English
Curriculum: TOBBA
Course level: Professional studies
Course type: Compulsory

Starting level and linkage with other courses

The module is a part of professional studies in Porvoo Campus competence-based curriculum. Module is a continuation of Leading Human Resources and aims to advance the following competences: strategic and creative thinking in leadership, effective leadership, professional communication, cultural awareness, developmental leadership. The module will be integrated with other modules, projects and learning activities whenever possible.

Learning objectives and assessment

As a result of studies and practices student are expected to be able to demonstrate more advanced level of practice of:

- Analyse own and others' development needs in leadership and make strategic plans for development
- practice self-management and leadership
- understand dynamics of effective teamwork and leadership principles and practice them
- use appropriate problem and conflict resolving techniques in teamwork
- recognize own and team potential and development opportunities and act upon them
- advance his/her team to effective performance and utilize the opportunities
- represent his/her team and organisation professionally and develop networks
- take appropriate roles (leader/follower) flexibly to advance team effectiveness

Grade 1
The student knows how to form, motivate and lead diverse teams strategically when aided and guided by others. S/he understands how to develop people skills as well as organisational communication, both external and internal. The student is able to perform tasks according to given instructions when s/he is aided by other students and the supervisors.

Grade 3
The student can form, motivate and lead diverse teams strategically . S/he is able to use an appropriate leadership and communication style when guided. S/he displays good people skills as well as professionalism in external and internal communication. The student is able to solve organisational challenges when the task and instructions are given. The student is able to use research and developmental methods to lead improved performance.

Grade 5
The student excels in motivating and leading diverse teams strategically. S/he is able to choose an appropriate leadership and communication style. S/he shows people skills as well as

professionalism in external and internal communication. The student is able to solve organisational challenges proactively. The student is able to choose and use relevant research and developmental methods.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at MyNet.

Working life connections n/a

When applicaple company visits, guest lecturers and workshops in cooperation with different companies and organisations. Commissions from industry partners.

Internationality

Possibility to work with international team and international lectures. Guest lecturers from international organisations and partner universities. International learning materials.

Contents

- Situational leadership
- Organisational behaviour, learning, and development
- Organisational change leadership
- Authentic leadership, employee advocacy
- Transformational Leadership
- Performance Leadership
- Responsible Leadership

Learning methods

Inquiry learning;
Integration and practicing in project work
Mentoring, coaching and consultations
Tutorials
Exams/tests
Self and peer evaluations
Lectures and workshops
Independent studies

Assessment

Possible exams
Self and peer evaluations
Commissioner and instructor assessments
Assignments
Project and other assignment outputs

The self-assessment of one's own learning does not influence the module grade. The self-assessment and students' feedback to the module will be used for the module development. The feedback is collected via an electronic form.

Course teacher(s)

Yucel Ger, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Industry related reports and statistics

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students

Sales and Service in Business Tourism 1

Code: SAL2RG201
Scope: 5 ECTS
Timing: 3rd semester
Language: English
Curriculum: Porvoo Campus 2017
Course level: Professional Studies
Course Type: Compulsory

Starting level and linkage with other courses

The module is part of professional studies in Porvoo Campus competence-based curriculum. The module advances the following competences: service design (sales and service), focus on customer experience, customer analysis - needs, problems, solutions, customer value propositions, branding and marketing through sales and service activities.

Learning objectives and assessment

Students specializing in Sales and Service familiarize themselves with the sales, service and business travel processes, tools and business travel actors. They learn to sell travel services and make use of technology to facilitate virtual meetings

Learning objectives and assessment

Grade 1
The student can identity, list and combine the main sales, service and business travel processes. With great difficulty and under strict supervision, the student can partly collect, poorly analyze and partly use relevant sales, service and business travel findings to create travel management guidelines for a client company at a beginner's level. With great difficulty and under strict supervision, the student can partly work with a client company. S/he can poorly apply problem identification, analysis and solving to sales, service and business travel projects. S/he can conduct qualitative research in travel management.

Grade 3
The student can describe the relevant sales, service and business travel processes and apply them to new contexts. The student can link the key theoretical concepts to the practical task to present the big picture.
The student can collect, partly analyze and partly use relevant research findings to create sales, service and business travel for a client company at a beginner's level.
The student can work idependently with a client company. S/he can apply problem identification, analysis and solving to sales, service and business travel projects. S/he can conduct qualitative research in travel management at a good professional level.

Grade 5
The student uses and combines different sales, service and business travel processes to present own models. Student is aware of other views of the knowledge. His/her use of theory and specific terminology is very accurate.
S/he uses findings to compare different sales, service and business travel processes and viewpoints.

The student can collect, analyze and use relevant research findings to create sales, service and business travel guidelines for a client company at a high professional level.
The student can work very professionally with a client company. S/he can fully apply problem identification, analysis and solving to sales, service and business travel projects. S/he can conduct qualitative research in travel management at a highly professional level.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognizing and validating prior learning (RPL) are available on MyNet.

Working life connections

Learning objectives will be reached through real-life projects commissioned by businesses/organizations as well as company visits and invited guest lecturers.

Internationality

Possibility to work in international teams. Guest lecturers from international organizations and partner universities. International learning materials.

Contents

- Sales theories
- Personal branding
- Development methods
- Technology for business travel

Learning methods

Inquiry learning:
Peer-to-peer learning
Lectures
Project work in teams

Assessment

Individual assignments
Teamwork assignment (project work in teams)
Sales in Action
Final presentation
Final Deliverables
Project plan and report, development work with the commissioner

Course teacher

Leena Aitto-oja, Porvoo
Sirpa Lassila, Porvoo

Learning materials

Claudia Unger, Corporate Travel

Articles (Buying business travel, CWT, FBTA etc.)

Poynter, J. M, 2008. Corporate Travel Management. Education systems.

Sales Management ebook or similar

Customer Service book

Alamäki, A. and Kaski, T., 2015. Characteristics of Successful Sales Interaction in B2B Sales Meetings. International Journal of Social, Education, Economics and Management Engineering, 9(4), pp.1037-1042.

Moazzez, N. 2017. 37 Experts Share Their Best Personal Branding Tips For Entrepreneurs. http://www.navidmoazzez.com/personal-branding-tips/

Granwford G. 2017. How to Create a Personal Branding Plan in 30 Minutes (Even if You Hate "Personal Branding"). https://www.themuse.com/advice/how-to-create-a-personal-branding-plan-in...

Sales and Service in Business Tourism 2

Code: SAL2RG202
Scope: 5 ECTS
Timing: 4th semester
Language: English
Curriculum: Porvoo Campus 2017
Course level: Professional Studies
Course Type: Compulsory

Starting level and linkage with other courses

The module is part of professional studies in Porvoo Campus competence-based curriculum. The module advances the following competences: service design (sales and service), focus on customer experience, customer analysis - needs, problems, solutions, customer value propositions, branding and marketing through sales and service activities.

Learning objectives and assessment

Students specializing in Sales and Service familiarize themselves with the sales, service and business travel processes, tools and business travel actors. They learn to sell travel services and make use of technology to facilitate virtual meetings

Learning objectives and assessment

Grade 1
The student can identity, list and combine the main sales, service and business travel processes. With great difficulty and under strict supervision, the student can partly collect, poorly analyze and partly use relevant sales, service and business travel findings to create travel management guidelines for a client company at a beginner's level. With great difficulty and under strict supervision, the student can partly work with a client company. S/he can poorly apply problem identification, analysis and solving to sales, service and business travel projects. S/he can conduct qualitative research in travel management.

Grade 3
The student can describe the relevant sales, service and business travel processes and apply them to new contexts. The student can link the key theoretical concepts to the practical task to present the big picture.
The student can collect, partly analyze and partly use relevant research findings to create sales, service and business travel for a client company at a beginner's level.
The student can work idependently with a client company. S/he can apply problem identification, analysis and solving to sales, service and business travel projects. S/he can conduct qualitative research in travel management at a good professional level.

Grade 5
The student uses and combines different sales, service and business travel processes to present own models. Student is aware of other views of the knowledge. His/her use of theory and specific terminology is very accurate.
S/he uses findings to compare different sales, service and business travel processes and viewpoints.

The student can collect, analyze and use relevant research findings to create sales, service and business travel guidelines for a client company at a high professional level.
The student can work very professionally with a client company. S/he can fully apply problem identification, analysis and solving to sales, service and business travel projects. S/he can conduct qualitative research in travel management at a highly professional level.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognizing and validating prior learning (RPL) are available on MyNet.

Working life connections

Learning objectives will be reached through real-life projects commissioned by businesses/organizations as well as company visits and invited guest lecturers.

Internationality

Possibility to work in international teams. Guest lecturers from international organizations and partner universities. International learning materials.

Contents

- Sales theories
- Personal branding
- Development methods
- Technology for business travel

Learning methods

Inquiry learning:
Peer-to-peer learning
Lectures
Project work in teams

Assessment

Individual assignments
Teamwork assignment (project work in teams)
Sales in Action
Final presentation
Final Deliverables
Project plan and report, development work with the commissioner

Course teacher

Leena Aitto-oja, Porvoo
Sirpa Lassila, Porvoo

Learning materials

Claudia Unger, Corporate Travel

Articles (Buying business travel, CWT, FBTA etc.)

Poynter, J. M, 2008. Corporate Travel Management. Education systems.

Sales Management ebook or similar

Customer Service book

Alamäki, A. and Kaski, T., 2015. Characteristics of Successful Sales Interaction in B2B Sales Meetings. International Journal of Social, Education, Economics and Management Engineering, 9(4), pp.1037-1042.

Moazzez, N. 2017. 37 Experts Share Their Best Personal Branding Tips For Entrepreneurs. http://www.navidmoazzez.com/personal-branding-tips/

Granwford G. 2017. How to Create a Personal Branding Plan in 30 Minutes (Even if You Hate "Personal Branding"). https://www.themuse.com/advice/how-to-create-a-personal-branding-plan-in...

Event Management 1

Code: SAL2RG203
Scope: 5 ECTS
Timing: 3rd semester
Language: English
Curriculum: Porvoo Campus 2017
Course level: Professional Studies
Course Type: Compulsory

Starting level and linkage with other courses

The module is part of professional studies in Porvoo Campus competence-based curriculum. The module advances the following competences: service design (events), focus on customer experience, customer analysis - needs, problems, solutions, customer value propositions, branding and marketing through events.

Learning objectives and assessment

Students specializing in Event Management familiarize themselves with the whole event process: planning, marketing, implementation and evaluation of events.

Grade 1
With great difficulty and under strict supervision, the student can partly work with designing events in a team. S/he poorly applies problem identification, analysis and solving to Event Management projects. The student finds it challenging to keep deadlines and manage his / her project schedule. He / she is able to produce parts of an event, but does not demonstrate the skill of independently being able to handle an event production process. The student is able to operate only when the task and instructions are given and when aided by other students and the supervisors.

Grade 3
The student can work with a team designing events. He / she shows some difficulties in handling many tasks simultaneously and in his / her time management. S/he can apply problem identification, analysis and solving to Event Management projects. The student makes use of the basic event technology tools in producing and documenting events. The student demonstrates some creativity in activating brands through events and as part of a team is able to produce an event.

Grade 5
The student can work very professionally individually and with a team designing events, he / she also shows ability to lead others. He / she handles stress, organizes his/her work well and is able to handle parallel tasks in a limited timeframe. He / she can fully apply problem identification, analysis and solving to Event Management projects. The student uses the full potential of event software and technologies to create meaningful events and document them. The student fully understands the benefits of using events as a brand activation tool and can demonstrate this in a real-life event production.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognizing and validating prior learning (RPL) are available on MyNet.

Working life connections

Learning objectives will be reached through real-life projects commissioned by businesses/organizations as well as company visits and invited guest lecturers.

Internationality

Possibility to work in international teams. Guest lecturers from international organizations and partner universities. International learning materials.

Contents

- MICE sector and business events
- Event creation process: understanding client's needs and aim with the event, creating customer experience, evaluating events
- Brand activation through events
- Technology for events

Learning methods

Inquiry learning:
Peer-to-peer learning
Lectures
Project work in teams
Event Model Canvas

Assessment

Individual assignments
Teamwork assignment (project work in teams)
Final Deliverables
Event plan including budget, marketing, staffing and safety plan. Event final report. Event documentation in team folders on Sharepoint.

Course teacher

Monika Birkle, Porvoo

Learning materials

Bowdin, Allen, O'Toole, Harris & McDonnell, 2006,: Events Management. Elsevier, GB

Ferdinand Nicole, Kitchin Paul 2012: Events Management. An International Approach. SAGE Publications Ltd.

Masterman, Wood, 2006, Innovative Marketing Communications; Strategies for the Events Industry. Elsevier, MA

Wolf, P & J, 2005, Event Planning Made Easy. The McGraw-Hill Companies, NY, NY

Davidson, R, 2003. Business Travel: conferences, incentive travel, exhibitions, corporate hospitality and corporate travel, Prentice Hall, Harlow.

Event Management 2

Code: SAL2RG204
Scope: 5 ECTS
Timing: 4th semester
Language: English
Curriculum: Porvoo Campus 2017
Course level: Professional Studies
Course Type: Compulsory

Starting level and linkage with other courses

The module is part of professional studies in Porvoo Campus competence-based curriculum. The module advances the following competences: service design (events), focus on customer experience, customer analysis - needs, problems, solutions, customer value propositions, branding and marketing through events.

Learning objectives and assessment

Students specialising in Event Management familiarise themselves with the whole event process: planning, marketing, implementation and evaluation of events.

Grade 1
With great difficulty and under strict supervision, the student can partly work with designing events in a team. S/he poorly applies problem identification, analysis and solving to Event Management projects. The student finds it challenging to keep deadlines and manage his / her project schedule. He / she is able to produce parts of an event, but does not demonstrate the skill of independently being able to handle an event production process. The student is able to operate only when the task and instructions are given and when aided by other students and the supervisors.

Grade 3
The student can work with a team designing events. He / she shows some difficulties in handling many tasks simultaneously and in his / her time management. S/he can apply problem identification, analysis and solving to Event Management projects. The student makes use of the basic event technology tools in producing and documenting events. The student demonstrates some creativity in activating brands through events and as part of a team is able to produce an event.

Grade 5
The student can work very professionally individually and with a team designing events, he / she also shows ability to lead others. He / she handles stress, organizes his/her work well and is able to handle parallel tasks in a limited timeframe. He / she can fully apply problem identification, analysis and solving to Event Management projects. The student uses the full potential of event software and technologies to create meaningful events and document them. The student fully understands the benefits of using events as a brand activation tool and can demonstrate this in a real-life event production.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognizing and validating prior learning (RPL) are available on MyNet.

Working life connections

Learning objectives will be reached through real-life projects commissioned by businesses/organizations as well as company visits and invited guest lecturers.

Internationality

Possibility to work in international teams. Guest lecturers from international organizations and partner universities. International learning materials.

Contents

- Professional networking in events industry
- Event concepts
- Technology for events

Learning methods

Inquiry learning:
Peer-to-peer learning
Lectures
Project work in teams
Event Model Canvas

Assessment

Individual assignments
Teamwork assignment (project work in teams)
Final Deliverables
Event plan including budget, marketing, staffing and safety plan. Event final report. Event documentation in team folders on Sharepoint.

Course teacher

Monika Birkle, Porvoo

Learning materials

Bowdin, Allen, O'Toole, Harris & McDonnell, 2006,: Events Management. Elsevier, GB

Ferdinand Nicole, Kitchin Paul 2012: Events Management. An International Approach. SAGE Publications Ltd.

Masterman, Wood, 2006, Innovative Marketing Communications; Strategies for the Events Industry. Elsevier, MA

Wolf, P & J, 2005, Event Planning Made Easy. The McGraw-Hill Companies, NY, NY

Davidson, R, 2003. Business Travel: conferences, incentive travel, exhibitions, corporate hospitality and corporate travel, Prentice Hall, Harlow.

Marketing Communication 1

Code: SAL2RG205
Scope: 5 cr
Timing: 3rd semester
Language: English
Curriculum: Porvoo Campus 2017
Course level: Professional Studies
Course type: Compulsory

Starting level and linkage with other courses

This module is part of professional studies in Porvoo Campus competence-based curriculum. The module advances the following competences: marketing, branding, and communication. It is implemented in commissioned real-life semester project, and aims at supporting Sales and Service as well as Event Management projects.

Learning objectives and assessment

Grade 1
Students are able to name some of the basic concepts of marketing communication, and are able to apply them to some extent. Students can only function as team members in a marketing project. They are able to identify customer needs and the aims of marketing communication with great difficulty, and need help in producing content for marketing purposes. Students´ outcomes are part of a bigger team, and they have problems assessing the outcomes of marketing communication.

Grade 3
Students have a fair understanding of the concepts of marketing communication. They can somewhat understand the choice between different communication styles and channels. They function well as a part of a bigger network, and able to contribute to a joint marketing plan. Students participate team work realtively actively, but is also able to act individually at the different phases of the project. They produce basic content for chosen target groups, and use appropriate tools to analyse the impact of marketing communication.

Grade 5
Students master the terminology and concepts of marketing communication. They can create a marketing communication plan individually, as well as choose relevant channels and style for their communication. Students participate actively both team work and the creative process, know how to work independently but also support other team members when needed. They know how to produce relevant content for the respective target groups, and are able to analyse the outcome of their activities.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through

their studies. More information and instructions for recognizing and validating prior learning (RPL) are available on MyNet.

Working life connections

Third and fourth semester projects are implemented as real-life commissioned projects. Company visits and guest lecturers.

Intenationality

Possibility to work with internatonal teams and instructors. Guest lecturers from international organisations and partner universities. International learning materials.

Contents

- Campaign planning
- Research and Development Methods
- Analytics
- Content marketing
- Visual communication
- Contract and marketing law, data protection and consumer´s rights

Learning methods

Inquiry learning:
Peer learning
Reading circles
Lectures
Project work in small teams

Assessment

Individual assignments
Team assignments

Responsible teacher

Mona Eskola, Porvoo

Learning materials

Relevant literature. e-books and online articles

Relevant blogs and other online materials

Supervisor´s own materials

Marketing Communication 2

Code: SAL2RG206
Scope: 5 cr
Timing: 4th semester
Language: English
Curriculum: Porvoo Campus 2017
Course level: Professional Studies
Course type: Compulsory

Starting level and linkage with other courses

This module is part of professional studies in Porvoo Campus competence-based curriculum. The module advances the following competences: marketing, branding, and communication. It is implemented in commissioned real-life semester project, and aims at supporting Sales and Service as well as Event Management projects.

Learning objectives and assessment

Grade 1
Students are able to name some of the basic concepts of marketing communication, and are able to apply them to some extent. Students can only function as team members in a marketing project. They are able to identify customer needs and the aims of marketing communication with great difficulty, and need help in producing content for marketing purposes. Students´ outcomes are part of a bigger team, and they have problems assessing the outcomes of marketing communication.

Grade 3
Students have a fair understanding of the concepts of marketing communication. They can somewhat understand the choice between different communication styles and channels. They function well as a part of a bigger network, and able to contribute to a joint marketing plan. Students participate team work realtively actively, but is also able to act individually at the different phases of the project. They produce basic content for chosen target groups, and use appropriate tools to analyse the impact of marketing communication.

Grade 5
Students master the terminology and concepts of marketing communication. They can create a marketing communication plan individually, as well as choose relevant channels and style for their communication. Students participate actively both team work and the creative process, know how to work independently but also support other team members when needed. They know how to produce relevant content for the respective target groups, and are able to analyse the outcome of their activities.

Passed courses are assessed on a scale of 1 to 5. The assessment criteria are presented for grades 1 - 3 - 5.

Recognising and validating prior learning (RPL)

If students have acquired the required competence in previous work tasks, recreational activities or on another course, they can show the competence with a demonstration and progress faster through

their studies. More information and instructions for recognizing and validating prior learning (RPL) are available on MyNet.

Working life connections

Third and fourth semester projects are implemented as real-life commissioned projects. Company visits and guest lecturers.

Intenationality

Possibility to work with internatonal teams and instructors. Guest lecturers from international organisations and partner universities. International learning materials.

Contents

- Campaign planning
- Research and Development Methods
- Project Reporting
- Analytics
- Content marketing
- Visual communication
- Contract and marketing law, data protection and consumer´s rights

Learning methods

Inquiry learning:
Peer learning
Reading circles
Lectures
Project work in small teams

Assessment

Individual assignments
Team assignments

Responsible teacher

Mona Eskola, Porvoo

Learning materials

Relevant literature. e-books and online articles

Relevant blogs and other online materials

Supervisor´s own materials

Asian Areal Studies 1

Code: ASA2PO201
Scope: 5 ECTS
Timing: 3rd semester
Language: English
Curriculum: Porvoo Campus 2017
Course level: Professional studies
Course type: Elective

Starting level and linkage with other courses

The module is a part of the professional studies in Porvoo Campus competence-based curriculum. The module advances the following competences: e.g., communication, cultural awareness, customer understanding and global business mindset. The module can be taken as 5cr+5cr module. The first part (5 cr) gives an overall understanding of the Asian markets and business culture, the second part (5 cr) part consists of product planning and marketing for the Asian markets.

Learning objectives and assessment

Grade 1
The student has a very basic understanding of the culture, society, business environment and economy of Asian markets. The student has some understanding of the business culture and its context. S/he has challenges with communicating and networking with stakeholders in Asia. The student's activity and participation are minimal.

The student is able to operate only when the task and instructions are given and when aided by other students and supervisors.

Grade 3
The student is able to understand the culture, society, business environment and economy of Asian markets. The student has an idea of the business culture and its context. S/he is able to communicate and network with stakeholders in Asia. The student's activity and participation are rather good.

The student is able to operate when the task and instructions are given.

Grade 5
The student has an advanced understanding of the culture, society, business environment and economy of Asian markets. The student has a comprehensive idea of the business culture and its context. S/he is able to communicate and network on a professional level with stakeholders in Asia. The student's activity and participation are excellent. The student displays a culturally aware business-oriented approach towards Asia and is able to lead teamwork.

Recognising and validating prior learning (RPL)

Recognition of prior learning is not recommended in Areal Studies in Porvoo Campus competence-based curriculum, but all students are encouraged to choose an unfamiliar to them Areal Study module topic (5 + 5 ECTS).

Working life connections

Possible company visits, guest lecturers and workshops in cooperation with different organisations both in Finland and abroad.

Internationality

Possibility to work with international team and international lectures. Guest lecturers from international organisations and partner universities.

Contents

- Culture, society, geography, economy, business, trade relations, entrepreneurship in Asia
- Doing business in Asia: Business operational environment and business culture in Asia

Learning methods

Inquiry learning:
Peer-to-peer learning
Tutorials
Company visits and excursions
Lectures and workshops
Independent study and teamwork
The assessment of one's own learning 1 h

Assessment

Classroom activities
Individual assignments
Teamwork
Final deliverables
Peer assessment
Self-assessment

The self-assessment of one's own learning does not influence the module grade. The self-assessment and students' feedback to the module will be used for the module development. The feedback is collected via an electronic form.

Course teacher(s)

Mona Eskola, Porvoo
Annika Konttinen, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Instructors' own materials, materials produced by students.

Asian Areal Studies 2

Code: ASA2PO202
Scope: 5 ECTS
Timing: 4th semester
Language: English
Curriculum: Porvoo Campus 2017
Course level: Professional studies
Course type: Elective

Starting level and linkage with other courses

The module is a part of the professional studies in Porvoo Campus competence-based curriculum. The module advances the following competences: e.g., communication, cultural awareness, customer understanding and global business mindset. The module can be taken as 5cr+5cr module. The first part (5 cr) gives an overall understanding of the Asian markets and business culture, the second part (5 cr) part consists of product planning and marketing for the Asian markets.

Learning objectives and assessment

Grade 1
The student is aware of the consumer behaviour of selected Asian markets. S/he has challenges with communicating and networking with stakeholders in Asia. The student is able to assess and develop products and services as well as to choose marketing communication methods for Asian markets only when aided by others. The student's activity and participation are minimal. The student is able to operate only when the task and instructions are given and when aided by other students and supervisors.

Grade 3
The student understands the consumer behaviour of selected Asian markets to some degree. S/he is able to communicate and network with stakeholders in Asia. The student has some ability to assess and develop products and services as well as to choose marketing communication methods for Asian markets. The student's activity and participation are rather good. The student is able to operate when the task and instructions are given.

Grade 5
The student understands the consumer behaviour of selected Asian markets. S/he is able to communicate and network on a professional level with stakeholders in Asia. The student is able to assess and develop products and services as well as to choose the most effective marketing communication methods for Asian markets. The student's activity and participation are excellent. The student displays a culturally aware business-oriented approach towards Asia and is able to lead teamwork.

Recognising and validating prior learning (RPL)

Recognition of prior learning is not recommended in Areal Studies in Porvoo Campus competence-based curriculum, but all students are encouraged to choose an unfamiliar to them Areal Study module topic (5 + 5 ECTS).

Working life connections

Possible company visits, guest lecturers and workshops in cooperation with different organisations both in Finland and abroad.

Internationality

Possibility to work with international team and international lectures. Guest lecturers from international organisations and partner universities.

Contents

- Consumer behaviour of Asian markets (e.g. Chinese outbound tourism market)
- Product and service development for Asian markets
- Sales and marketing communication methods and channels for Asian markets

Learning methods

Inquiry learning:
Peer-to-peer learning
Tutorials
Company visits and excursions
Lectures and workshops
Independent study and teamwork
The assessment of one's own learning 1 h

Assessment

Classroom activities
Individual assignments
Teamwork
Final deliverables
Peer assessment
Self-assessment

The self-assessment of one's own learning does not influence the module grade. The self-assessment and students' feedback to the module will be used for the module development. The feedback is collected via an electronic form.

Course teacher(s)

Annika Konttinen, Porvoo
Jarmo Ritalahti, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Instructors' own materials, materials produced by students.

Applied Coding 1

Code: COD2PO201
Scope: 5 ECTS
Timing: 3rd semester
Language: English
Curriculum: Porvoo Campus 2017
Course level: Professional studies
Course type: Elective

Starting level and linkage with other courses

The module advances the following competences: cultural awareness, customer understanding and business mindset, research methods, market research and product service development. The module is linked to the core modules Business Environment and Customer Competences. The module can be taken as 5cr and can be later followed with a free-choice studies/star module (5cr).

Learning objectives and assessment

Grade 1
The student has some understanding of coding languages used in the module. He/She is able to communicate at a minimal level in the coding language. The student displays limited cultural business awareness and is able to assess some of the product needs for the customer. The student is able to operate only when aided by other students and supervisors.

Grade 3
The student is able to understand coding languages used in the module. He/She is able to develop some coding independently. The student is able to operate with tasks both in teams and independently. The student displays some culturally aware business-oriented approaches by assessing the product needs for the customer.

Grade 5
The student has an adavanced understanding of coding languages used in the module. He/She is able to develop coding independently. He/She applies an entrepreneurial problem-solving approach to their project work and coding creation processes. The student has a comprehensive culturally aware business-oriented approach by assessing the product needs for the customer.

Recognising and validating prior learning (RPL)

Recognition of prior learning is not recommended in Areal Studies in Porvoo Campus competence-based curriculum, but all students are encouraged to choose an unfamiliar Areal Study module topic (5 + 5 ECTS).

Students with prior coding language background knowledge wishing to deepen their coding skills are advised to take an alternative advanced coding language course.

Working life connections

Possible company visits and guest lecturers and workshops from different companies and organisations.

Internationality

Possibility to operate with international teams and international lectures. Possible guest lecturers from international organisations and partner universities.

Contents

- introduction to coding with Python
- website Design-HTML 5 and Java script
- business Analytics-SQL, ODATA and Java
- AI & Machine Learning
- business analysis & environment
- market research
- product service development

Learning methods

Virtual classes
Inquiry learning
Peer-to-peer learning
Tutorials
Possible company visits
Lectures and workshops
Independent study and teamwork
The assessment of one's own learning 1 h

Assessment

1. Website Design-HTML 5 -20%
2. Java script -20%
3. Introduction to coding with Python - 40%
4. AI & Machine Learning -30% (group presentation=15% and individual assign=15%)

Detailed assessment can be checked from implementation plans (including attendance requirements). The self-assessment of one's own learning does not influence the module grade. The self-assessment and students' feedback to the module will be used for the module development. The feedback is collected in an electronic form.

Course teacher(s)

Darren Trofimczuk, Porvoo
Juhana Isohani, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students

Applied Coding 2

Code: COD2PO202
Scope: 5 ECTS
Timing: 4th semester
Language: English
Curriculum: Porvoo Campus 2017
Course level: Professional studies
Course type: Elective

Starting level and linkage with other courses

The module advances the following competences: cultural awareness, customer understanding and business mindset, research methods, market research and product service development. This module can only be taken on completion of the Applied Coding 1 (COD2PO201).

Learning objectives and assessment

This course builds upon the coding skills from the first Applied Coding 1 module and encourages the student to further develop their coding skills on a specific coding language of their choice. Much of the coding is taught virtually on an agreed study schedule. There are some contact classes for guest lectures, which also include small assessment tasks.

Grade 1
The student has some understanding of coding languages used in the module. He/She is able to communicate at a minimal level in the coding language. The student displays limited cultural business awareness and is able to assess some of the product needs for the customer. The student is able to operate only when aided by other students and supervisors.

Grade 3
The student is able to understand coding languages used in the module. He/She is able to develop some coding independently. The student is able to operate with tasks both in teams and independently. The student displays some culturally aware business-oriented approaches by assessing the product needs for the customer.

Grade 5
The student has an adavanced understanding of coding languages used in the module. He/She is able to develop coding independently. He/She applies an entrepreneurial problem-solving approach to their project work and coding creation processes. The student has a comprehensive culturally aware business-oriented approach by assessing the product needs for the customer.

Recognising and validating prior learning (RPL)

Recognition of prior learning is not recommended in Areal Studies in Porvoo Campus competence-based curriculum, but all students are encouraged to choose an unfamiliar Areal Study module topic (5 + 5 ECTS).

Students with prior coding language background knowledge wishing to deepen their coding skills are advised to take an alternative advanced coding language course.

Working life connections

Possible company visits and guest lecturers and workshops from different companies and organisations.

Internationality

Possibility to operate with international teams and international lectures. Possible guest lecturers from international organisations and partner universities.

Contents

- business Analytics-SQL
- AI & Machine Learning
- business analysis & environment
- market research
- product service development

Learning methods

Virtual classes
Inquiry learning
Peer-to-peer learning
Tutorials
Possible company visits
Lectures and workshops
Independent study and teamwork
The assessment of one's own learning 1 h

Assessment

- Virtual Course assignment (60%)
- Case Study assignment exam (20%)
- Guest & Teacher lectures (attendance & class tasks) (20%)

Detailed assessment can be checked from implementation plans (including attendance requirements). The self-assessment of one's own learning does not influence the module grade. The self-assessment and students' feedback to the module will be used for the module development. The feedback is collected in an electronic form.

Course teacher(s)

Darren Trofimczuk, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

German Areal Studies 1

Code: GER2PO201
Scope: 5 ECTS
Timing: 3rd semester
Language: English / German
Curriculum: Porvoo Campus 2017
Course level: Professional studies
Course type: Elective

Starting level and linkage with other courses

The module is a part of professional studies in the Porvoo Campus competence-based curriculum. No previous studies in German are requiered. The module advances the following competences: communication, cultural awareness, customer understanding and global business mindset. The module is expected to be taken as a 5 + 5 ECTS module and can be later followed by a star module (5 ECTS).

Learning objectives and assessment

Grade 1
The student has some understanding of German-speaking regions, German language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at a minimal level in the local language and network with actors in the selected area. The student has only a limited understanding of the business culture and its context. The student is able to operate only when aided by other students and supervisors. The student's activity and participation are minimal.

Grade 3
The student is able to understand German-speaking regions, German language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at some level in the local language and network with actors in the selected area. The student has a clear idea of the business culture and its context. The student is able to operate with tasks both in teams and independently. The student's activity and participation are rather good.

Grade 5
The student has an advanced understanding of German-speaking regions, German language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate reliably in the local language and network with actors in the selected area. The student has a comprehensive idea of the business culture and its context. The student displays a culturally aware business-oriented approach and is able to lead team work. The student's activity and participation are excellent.

Recognising and validating prior learning (RPL)

Recognition of prior learning is not recommended in Areal Studies in Porvoo Campus competence-based curriculum, but all students are encouraged to choose an unfamiliar to them Areal Study module topic (5 + 5 ECTS).

Students with prior language skills in German wishing to deepen their German skills can take advanced German language courses as a part of their free-choice studies.

Working life connections

Possible company visits and guest lecturers and workshops from different companies and organisations both in Finland and abroad.

Internationality

Possibility to work with international team and international lectures. Possible guest lecturers from international organisations and partner universities.

Contents

- areal history, geography, society, economy, trade relations, entrepreneurship
- areal business operational environment and business culture
- areal language (for business, sales and services) and business communication

Learning methods

Inquiry learning
Peer-to-peer learning
Tutorials
Possible company visits
Lectures and workshops
Independent study and teamwork
The assessment of one's own learning

Assessment

Assessment details can be checked from implementation plans (including attendance requirements).

Classroom activities
Individual assignments
Teamwork
Final deliverables
Language tests
Peer assessment
Self-assessment

The assessment is based on the progress of a student towards mastering German Areal studies, rather than on a tested level of linguistic competence (German language).

The self-assessment of one's own learning does not influence the module grade. The self-assessment and students' feedback to the module will be used for the module development. The feedback is collected in an electronic form.

Course teacher(s)

Michael Reinert, Porvoo
Anne Koppatz, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Companies' web-portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

German Areal Studies 2

Code: GER2PO202
Scope: 5 ECTS
Timing: 4th semester
Language: English / German
Curriculum: Porvoo Campus 2017
Course level: Professional studies
Course type: Elective

Starting level and linkage with other courses

The module is a part of professional studies in the Porvoo Campus competence-based curriculum. No previous studies in German are requiered. The module advances the following competences: communication, cultural awareness, customer understanding and global business mindset. The module is expected to be taken as a 5 + 5 ECTS module and can be later followed by a star module (5 ECTS).

Learning objectives and assessment

Grade 1
The student has some understanding of German-speaking regions, German language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at a minimal level in the local language and network with actors in the selected area. The student has only a limited understanding of the business culture and its context. The student is able to operate only when aided by other students and supervisors. The student's activity and participation are minimal.

Grade 3
The student is able to understand German-speaking regions, German language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at some level in the local language and network with actors in the selected area. The student has a clear idea of the business culture and its context. The student is able to operate with tasks both in teams and independently. The student's activity and participation are rather good.

Grade 5
The student has an advanced understanding of German-speaking regions, German language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate reliably in the local language and network with actors in the selected area. The student has a comprehensive idea of the business culture and its context. The student displays a culturally aware business-oriented approach and is able to lead team work. The student's activity and participation are excellent.

Recognising and validating prior learning (RPL)

Recognition of prior learning is not recommended in Areal Studies in Porvoo Campus competence-based curriculum, but all students are encouraged to choose an unfamiliar to them Areal Study module topic (5 + 5 ECTS).

Students with prior language skills in German wishing to deepen their German skills can take advanced German language courses as a part of their free-choice studies.

Working life connections

Possible company visits and guest lecturers and workshops from different companies and organisations both in Finland and abroad.

Internationality

Possibility to work with international team and international lectures. Possible guest lecturers from international organisations and partner universities.

Contents

- areal history, geography, society, economy, trade relations, entrepreneurship
- areal business operational environment and business culture
- areal language (for business, sales and services) and business communication

Learning methods

Inquiry learning
Peer-to-peer learning
Tutorials
Possible company visits
Lectures and workshops
Independent study and teamwork
The assessment of one's own learning

Assessment

Assessment details can be checked from implementation plans (including attendance requirements).

Classroom activities
Individual assignments
Teamwork
Final deliverables
Language tests
Peer assessment
Self-assessment

The assessment is based on the progress of a student towards mastering German Areal studies, rather than on a tested level of linguistic competence (German language).

The self-assessment of one's own learning does not influence the module grade. The self-assessment and students' feedback to the module will be used for the module development. The feedback is collected in an electronic form.

Course teacher(s)

Michael Reinert, Porvoo
Anne Koppatz, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Companies' web-portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Russian Areal Studies 1

Code: RUS2PO201
Scope: 5 ECTS
Timing: 3rd semester
Language: English/Finnish, Russian
Curriculum: Porvoo Campus 2017
Course level: Professional studies
Course type: Elective

Starting level and linkage with other courses

The module is a part of professional studies in the Porvoo Campus competence-based curriculum. No previous studies in Russian are required. The module advances the following competences: cultural awareness, customer understanding and a business mindset, research methods and communication. The module follows the global mindset activities in Learning Camps and is linked to environment and customer competence studies. The module is expected to be taken as a 5 + 5 ECTS module and can be later followed by a star module (5 ECTS).

Learning objectives and assessment

Grade 1
The student has some understanding of Russia, Russian language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at a minimal level in the local language and network with actors in the selected area. The student has only a limited understanding of the business culture and its context. The student is able to operate only when aided by other students and supervisors.

Grade 3
The student is able to understand Russia, Russian language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at some level in the local language and network with actors in the selected area. The student has a clear idea of the business culture and its context. The student is able to operate with tasks both in teams and independently.

Grade 5
The student has an advanced understanding of Russia, Russian language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate reliably in the local language and network with actors in the selected area. The student has a comprehensive idea of the business culture and its context. The student displays a culturally aware business-oriented approach and is able to lead team work.

Recognising and validating prior learning (RPL)

Recognition of prior learning is not recommended in Areal Studies in Porvoo Campus competence-based curriculum, but all students are encouraged to choose an unfamiliar to them Areal Study module topic (5 + 5 ECTS).

Students with prior language skills in Russian wishing to deepen their Russian skills can take advanced Russian language courses as a part of their free-choice studies.

Working life connections

Possible company visits and guest lecturers and workshops from different companies and organisations.

Internationality

Possibility to operate with international teams and international lectures. Possible guest lecturers from international organisations and partner universities.

Contents

- Elementary Russian language
- Russian history, geography, society, economy, trade relations, entrepreneurship
- Russian operational environment and business culture

Learning methods

Inquiry learning:
Peer-to-peer learning
Tutorials
Possible company visits
Lectures and workshops
Independent study and teamwork
The assessment of one's own learning 1 h

Assessment

Assessment details can be checked from implementation plans (including attendance requirements).

Classroom activities
Individual assignments
Teamwork
Final deliverables
Language tests
Peer assessment
Self-assessment

The assessment is based on the progress of a student towards mastering Russian Areal Studies, rather than on a tested level of linguistic competence (Russian language).
The self-assessment (through Winha/Peppi) of one's own learning does not influence the module grade. The self-assessment and students' feedback to the module will be used for the module development. The feedback is collected in an electronic form.

Course teacher(s)

Riitta Forsnabba, Porvoo
Alexandre Kostov, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students

Russian Areal Studies 2

Code: RUS2PO202
Scope: 5 ECTS
Timing: 4th semester
Language: English/Finnish, Russian
Curriculum: Porvoo Campus 2017
Course level: Professional studies
Course type: Elective

Starting level and linkage with other courses

The module is a part of professional studies in the Porvoo Campus competence-based curriculum. No previous studies in Russian are required. The module advances the following competences: cultural awareness, customer understanding and a business mindset, research methods and communication. The module follows the global mindset activities in Learning Camps and is linked to environment and customer competence studies. The module is expected to be taken as a 5 + 5 ECTS module and can be later followed by a star module (5 ECTS).

Learning objectives and assessment

Grade 1
The student has some understanding of Russia, Russian language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at a minimal level in the local language and network with actors in the selected area. The student has only a limited understanding of the business culture and its context. The student is able to operate only when aided by other students and supervisors.

Grade 3
The student is able to understand Russia, Russian language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at some level in the local language and network with actors in the selected area. The student has a clear idea of the business culture and its context. The student is able to operate with tasks both in teams and independently.

Grade 5
The student has an advanced understanding of Russia, Russian language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate reliably in the local language and network with actors in the selected area. The student has a comprehensive idea of the business culture and its context. The student displays a culturally aware business-oriented approach and is able to lead team work.

Recognising and validating prior learning (RPL)

Recognition of prior learning is not recommended in Areal Studies in Porvoo Campus competence-based curriculum, but all students are encouraged to choose an unfamiliar to them Areal Study module topic (5 + 5 ECTS).

Students with prior language skills in Russian wishing to deepen their Russian skills can take advanced Russian language courses as a part of their free-choice studies.

Working life connections

Possible company visits and guest lecturers and workshops from different companies and organisations.

Internationality

Possibility to operate with international teams and international lectures. Possible guest lecturers from international organisations and partner universities.

Contents

- Elementary Russian language
- Russian history, geography, society, economy, trade relations, entrepreneurship
- Russian operational environment and business culture

Learning methods

Inquiry learning:
Peer-to-peer learning
Tutorials
Possible company visits
Lectures and workshops
Independent study and teamwork
The assessment of one's own learning 1 h

Assessment

Assessment details can be checked from implementation plans (including attendance requirements).

Classroom activities
Individual assignments
Teamwork
Final deliverables
Language tests
Peer assessment
Self-assessment

The assessment is based on the progress of a student towards mastering Russian Areal Studies, rather than on a tested level of linguistic competence (Russian language).
The self-assessment (through Winha/Peppi) of one's own learning does not influence the module grade. The self-assessment and students' feedback to the module will be used for the module development. The feedback is collected in an electronic form.

Course teacher(s)

Riitta Forsnabba, Porvoo
Alexandre Kostov, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students

Spanish Areal Studies 1

Code: SPA2PO201
Scope: 5 ECTS
Timing: 3rd semester
Language: English and Spanish
Curriculum: Porvoo Campus 2017
Course level: Professional studies
Course type: Elective

Starting level and linkage with other courses

The module is a part of professional studies in the Porvoo Campus competence-based curriculum. The module advances the following competences: cultural awareness, customer understanding, business mindset and business communication. The module follows the global mindset activities in Learning Camps and is linked to environment and customer competence studies. The module is expected to be taken as a 5 + 5 ECTS module and can be later followed by a star module (5 ECTS).

Learning objectives and assessment

Grade 1
The student has some understanding of the Spanish speaking world, Spanish language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at a minimal level in the local language and network with actors in the selected area. The student has only a limited understanding of the business culture and its context. The student's activity and participation are minimal.The student is able to operate only when aided by other students and supervisors.

Grade 3
The student is able to understand Spanish speaking world, Spahish language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at some level in the local language and network with actors in the selected area. The student has a clear idea of the business culture and its context. The student's activity and participation are rather good. The student is able to operate with tasks both in teams and independently.

Grade 5
The student has an advanced understanding of Spanish speaking world, Spanish language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate reliably in the local language and network with actors in the selected area. The student has a comprehensive idea of the business culture and its context. The student's activity and participation are excellent. The student displays a culturally aware business-oriented approach and is able to lead team work.

Recognising and validating prior learning (RPL)

Recognition of prior learning is not recommended in Areal Studies in Porvoo Campus competence-based curriculum, but all students are encouraged to choose an unfamiliar to them Areal Study module topic (5 + 5 ECTS).

Students with prior language skills in Spanish wishing to deepen their Spanish skills can take advanced Spanish language courses as a part of their free-choice studies.

Working life connections

Possible company visits and guest lecturers and workshops from different companies and organisations.

Internationality

Possibility to operate with international teams and international lectures. Possible guest lecturers from international organisations and partner universities.

Contents

The themes of the module are 1) basic language studies in oral and written Spanish: me, family, friends, home; countries and cities; studying, work, restaurant, accommodation, traveling and traffic, branches of Industry,; and 2) Spanish business operational environment and business culture, areal differences and trade relations.

Learning methods

Inquiry learning:
Peer-to-peer learning
Tutorials
Possible company visits
Lectures and workshops
Possible excursions and study trip
Independent study and teamwork
The assessment of one's own learning 1 h

Assessment

Assessment details can be checked from implementation plans (including attendance requirements).
Classroom activities
Individual assignments
Teamwork
Final deliverables
Peer assessment
Self-assessment

The self-assessment of one's own learning does not influence the module grade. The self-assessment and students' feedback to the module will be used for the module development. The feedback is collected in an electronic form.

Course teacher(s)

Antti Kurhinen, Porvoo
Maria Ruohtula, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Spanish Areal Studies 2

Code: SPA2PO202
Scope: 5 ECTS
Timing: 4th semester
Language: English and Spanish
Curriculum: Porvoo Campus 2017
Course level: Professional studies
Course type: Elective

Starting level and linkage with other courses

The module is a part of professional studies in the Porvoo Campus competence-based curriculum. The module advances the following competences: cultural awareness, customer understanding, business mindset and communication. The module follows the global mindset activities in Learning Camps and is linked to environment and customer competence studies. The module is expected to be taken as a 5 + 5 ECTS module and can be later followed by a star module (5 ECTS).

Learning objectives and assessment

Grade 1
The student has some understanding of the Spanish speaking world, Spanish language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at a minimal level in the local language and network with actors in the selected area. The student has only a limited understanding of the business culture and its context. The student's activity and participation are minimal.The student is able to operate only when aided by other students and supervisors.

Grade 3
The student is able to understand Spanish speaking world, Spahish language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate at some level in the local language and network with actors in the selected area. The student has a clear idea of the business culture and its context. The student's activity and participation are rather good.The student is able to operate with tasks both in teams and independently.

Grade 5
The student has an advanced understanding of Spanish speaking world, Spanish language and the cultural, political, economic and social aspects of its environment. S/he is able to communicate reliably in the local language and network with actors in the selected area. The student has a comprehensive idea of the business culture and its context. The student's activity and participation are excellentThe student displays a culturally aware business-oriented approach and is able to lead team work.

Recognising and validating prior learning (RPL)

Recognition of prior learning is not recommended in Areal Studies in Porvoo Campus competence-based curriculum, but all students are encouraged to choose an unfamiliar to them Areal Study module topic (5 + 5 ECTS).

Students with prior language skills in Spanish wishing to deepen their Spanish skills can take advanced Spanish language courses as a part of their free-choice studies.

Working life connections

Possible company visits and guest lecturers and workshops from different companies and organisations.

Internationality

Possibility to operate with international teams and international lectures. Possible guest lecturers from international organisations and partner universities.

Contents

The themes of the module are 1) basic language studies in oral and written Spanish: me, family, friends, home; countries and cities; studying, work, restaurant, accommodation, traveling and traffic, branches of Industry,; and 2) Latin American business operational environment and business culture, areal differences and trade relations.

Learning methods

Inquiry learning:
Peer-to-peer learning
Tutorials
Possible company visits
Lectures and workshops
Possible excursions and study trip
Independent study and teamwork
The assessment of one's own learning 1 h

Assessment

Assessment details can be checked from implementation plans (including attendance requirements).
Classroom activities
Individual assignments
Teamwork
Final deliverables
Peer assessment
Self-assessment

The self-assessment of one's own learning does not influence the module grade. The self-assessment and students' feedback to the module will be used for the module development. The feedback is collected in an electronic form.

Course teacher(s)

Antti Kurhinen, Porvoo
Maria Ruohtula, Porvoo

Learning materials

Books on the content topics

E-books and online articles

Online tutorials

Companies' web-portals

Relevant media, news agencies, quality press, etc.

Social networking tools

Exercises, tests

Instructors' own materials, materials produced by students.

Työharjoittelu

Tunnus: PLA6PO100
Laajuus: 30 op (100 päivää)
Ajoitus: 2. lukukauden jälkeen
Kieli: Riippuu työpaikalla käytetystä kielestä
OPS: Kaikki Porvoon OPS:t
Opintojakson taso: työharjoittelu
Opintojakson tyyppi: pakollinen

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Opiskelija voi lähteä työharjoitteluun, kun hän on suorittanut vähintään 60 opintopistettä. Halutessaan voi opiskelija suorittaa työharjoittelun tämän 30 op:n opintojakson sijaan useammassa pienemmässä osassa (Työharjoittelu 1 PLA6PO101, 10 op; Työharjoittelu 2 PLA6PO102, 10 op; ja Työharjoittelu 3 PLA6PO103, 10 op).

Osaamistavoitteet ja arviointi

Opiskelija ymmärtää omien ammatillisten työtaitojen kehittämisen tärkeyden ja tunnistaa kehittämistarpeensa. Hän osaa arvioida ja kehittää omaa työtään ja työympäristöään. Opiskelija ymmärtää yhteyden koulussa opitun ja työtehtävien välillä.

Opintojakso arvioidaan asteikolla hyväksytty-hylätty.

Aikaisemmin hankitun osaamisen tunnistaminen ja tunnustaminen (AHOT)

Korvaaminen
Työharjoittelu voidaan korvata aiempiin korkeakouluopintoihin sisältyneellä harjoittelulla, jos se vastaa koulutusohjelman harjoittelun tavoitteita. Harjoittelukoordinaattori päättää korvaamisesta.

Näyttö
Näytöllä työharjoittelun voivat suorittaa opiskelijat, jotka ovat ennen opintojen alkua hankkineet alan kokemusta ja jotka perustellusta syystä haluavat saada hyväksiluetuksi näin hankitun osaamisen. Opiskelija näyttää aiemmin hankittua osaamistaan näytöllä koulutusohjelman ohjeiden mukaisesti. Näytöistä sovitaan koulutusohjelman työharjoittelukoordinaattorin kanssa.

Työelämäyhteydet

Työharjoittelu suoritetaan kiinteässä yhteydessä työelämään, yrityksessä, järjestössä tai yhteisössä.

Kansainvälisyys

Kansainvälisyys riippuu työharjoittelupaikasta ja työtehtävistä. Kokonaan kansainvälisen työharjoittelun suorittamiseen on oma opintojaksonsa.

Sisältö

Kaikille pakollinen työharjoittelu on oleellinen osa liiketalouden ja matkailun koulutusohjelmien opintoja. Työharjoitteluksi hyväksytään koulutusohjelman opintoja tukeva kokopäiväinen tai vähintään 20 viikkotunnin osa-aikainen työ.

Harjoittelun suorittamiseen kuuluu

- osallistuminen työharjoitteluinfoon ennen harjoittelun aloittamista,
- harjoittelu työpaikalla,
- harjoitteluraportin laatiminen ja harjoittelupalautteen antaminen harjoittelun jälkeen

Harjoittelupaikka on hyväksyttävä etukäteen. Harjoittelupaikan hyväksyy työharjoittelukoordinaattori. Työharjoitteluohjeet ja työharjoitteluun liittyvät lomakkeet löytyvät opiskelijan MyNetistä. Opiskelijan tulee olla ilmoittautunut läsnäolevaksi työharjoittelua suorittaessaan.

Oppimistavat

Tämän opintojakson osaamistavoitteet voi saavuttaa esimerkiksi seuraavilla tavoilla:

a. Ennakkoon työharjoittelukoordinaattorin kanssa sovitun työharjoittelu suorittaminen reealiajassa TAI
b. Aikaisemman soveltuvan työkokemuksen raportointoi

Arviointitavat

Opiskelija ei saa työharjoittelusta arvosanaa, ainoastaan hyväksytty-merkinnän. Työnantajan tulee kuitenkin toimittaa ohjaavalle opettajalle sanallinen arvio työharjoittelijan työstä.

Opintojakso voidaan hylätä mikäli opiskelija ei noudata esimiehensä tai harjoittelukoordinaattorin tai ohjaavan opettajan ohjeita tai heidän kanssaan tekemiä sopimuksia tai mikäli työharjoittelun aikana opiskelijalle kertyy liikaa poissaoloja.

Vastuuopettaja(t)

Kullakin Porvoon koulutusohjelmalla on oma vastuuopettaja eli työharjoittelukoordinaattori:

Tobba, Pobba, Tempo, Sampo, Abba: Leena Aitto-oja
Pomo: Ulla Kuisma
Liipo: Maria Ruohtula
ViMa sekä kansainväliset ulkomailla tehtävät työharjoittelut: Liisa Wallenius

Oppimateriaalit

Kaikki työharjoitteluun liittyvä ohjeistus on MyNetissä: *Opiskelu > Työharjoittelu > Porvoon työharjoittelu*

Työharjoittelu 1

Tunnus: PLA6PO101
Laajuus: 10 op (33 päivää, opintopistemäärä muokattavissa)
Ajoitus: 2. lukukauden jälkeen
Kieli: Riippuu työpaikalla käytetystä kielestä
OPS: Kaikki Porvoon OPS:t
Opintojakson taso: työharjoittelu
Opintojakson tyyppi: pakollinen

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Opiskelija voi lähteä työharjoitteluun, kun hän on suorittanut vähintään 60 opintopistettä. Halutessaan voi opiskelija suorittaa työharjoittelun useammassa pienemmässä osassa, joista tämä Työharjoittelu 1 ensimmäinen, ja jonka opintopistemäärä on muokattavissa toteutuneen työn mukaan (27h työtä = 1op). Muut työharjoitteluopintojaksot ovat Työharjoittelu 2 PLA6PO102, 10 op (opintopistemäärä muokattavissa); ja Työharjoittelu 3 PLA6PO103, 10 op (opintopistemäärä muokattavissa). Erikseen suoritettujen työharjoitteluopintojaksojen yhteenlaskettu pistemäärä on 30 op (=800h).

Osaamistavoitteet ja arviointi

Opiskelija ymmärtää omien ammatillisten työtaitojen kehittämisen tärkeyden ja tunnistaa kehittämistarpeensa. Hän osaa arvioida ja kehittää omaa työtään ja työympäristöään. Opiskelija ymmärtää yhteyden koulussa opitun ja työtehtävien välillä.

Opintojakso arvioidaan asteikolla hyväksytty-hylätty.

Aikaisemmin hankitun osaamisen tunnistaminen ja tunnustaminen (AHOT)

Korvaaminen
Työharjoittelu voidaan korvata aiempiin korkeakouluopintoihin sisältyneellä harjoittelulla, jos se vastaa koulutusohjelman harjoittelun tavoitteita. Harjoittelukoordinaattori päättää korvaamisesta.

Näyttö
Näytöllä työharjoittelun voivat suorittaa opiskelijat, jotka ovat ennen opintojen alkua hankkineet alan kokemusta ja jotka perustellusta syystä haluavat saada hyväksiluetuksi näin hankitun osaamisen. Opiskelija näyttää aiemmin hankittua osaamistaan näytöllä koulutusohjelman ohjeiden mukaisesti. Näytöistä sovitaan koulutusohjelman työharjoittelukoordinaattorin kanssa.

Työelämäyhteydet

Työharjoittelu suoritetaan kiinteässä yhteydessä työelämään, yrityksessä, järjestössä tai yhteisössä.

Kansainvälisyys

Kansainvälisyys riippuu työharjoittelupaikasta ja työtehtävistä. Kokonaan kansainvälisen työharjoittelun suorittamiseen on oma opintojaksonsa.

Sisältö

Kaikille pakollinen työharjoittelu on oleellinen osa liiketalouden ja matkailun koulutusohjelmien opintoja. Työharjoitteluksi hyväksytään koulutusohjelman opintoja tukeva kokopäiväinen tai vähintään 20 viikkotunnin osa-aikainen työ.

Harjoittelun suorittamiseen kuuluu

- osallistuminen työharjoitteluinfoon ennen harjoittelun aloittamista,
- harjoittelu työpaikalla,
- harjoitteluraportin laatiminen ja harjoittelupalautteen antaminen harjoittelun jälkeen

Harjoittelupaikka on hyväksytettävä etukäteen. Harjoittelupaikan hyväksyy työharjoittelukoordinaattori. Työharjoitteluohjeet ja työharjoitteluun liittyvät lomakkeet löytyvät opiskelijan MyNetistä. Opiskelijan tulee olla ilmoittautunut läsnäolevaksi työharjoittelua suorittaessaan.

Oppimistavat

Tämän opintojakson osaamistavoitteet voi saavuttaa esimerkiksi seuraavilla tavoilla:

a. Ennakkoon työharjoittelukoordinaattorin kanssa sovitun työharjoittelu suorittaminen reealiajassa TAI
b. Aikaisemman soveltuvan työkokemuksen raportointoi

Arviointitavat

Opiskelija ei saa työharjoittelusta arvosanaa, ainoastaan hyväksytty-merkinnän. Työnantajan tulee kuitenkin toimittaa ohjaavalle opettajalle sanallinen arvio työharjoittelijan työstä.

Opintojakso voidaan hylätä mikäli opiskelija ei noudata esimiehensä tai harjoittelukoordinaattorin tai ohjaavan opettajan ohjeita tai heidän kanssaan tekemiä sopimuksia tai mikäli työharjoittelun aikana opiskelijalle kertyy liikaa poissaoloja.

Vastuuopettaja(t)

Kullakin Porvoon koulutusohjelmalla on oma vastuuopettaja eli työharjoittelukoordinaattori:

Tobba, Pobba, Tempo, Sampo, Abba: Leena Aitto-oja
Pomo: Ulla Kuisma
Liipo: Maria Ruohtula
ViMa sekä kansainväliset ulkomailla tehtävät työharjoittelut: Liisa Wallenius

Oppimateriaalit

Kaikki työharjoitteluun liittyvä ohjeistus on MyNetissä: Opiskelu > Työharjoittelu > Porvoon työharjoittelu

Työharjoittelu 2

Tunnus: PLA6PO102
Laajuus: 10 op (33 päivää, opintopistemäärä muokattavissa)
Ajoitus: aikaisintaan 2. lukukauden jälkeen
Kieli: Riippuu työpaikalla käytetystä kielestä
OPS: Kaikki Porvoon OPS:t
Opintojakson taso: työharjoittelu
Opintojakson tyyppi: pakollinen

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Opiskelija voi lähteä työharjoitteluun, kun hän on suorittanut vähintään 60 opintopistettä. Halutessaan voi opiskelija suorittaa työharjoittelun useammassa pienemmässä osassa, joista tämä Työharjoittelu 2 on toinen ja tapahtuu Työharjoittelu 1:n jälkeen. Opintojakson opintopistemäärä on muokattavissa toteutuneen työn mukaan (27h työtä = 1op). Muut työharjoitteluopintojaksot ovat Työharjoittelu 1 PLA6PO101, 10 op (opintopistemäärä muokattavissa); ja Työharjoittelu 3 PLA6PO103, 10 op (opintopistemäärä muokattavissa). Erikseen suoritettujen työharjoitteluopintojaksojen yhteenlaskettu pistemäärä on 30 op (=800h).

Osaamistavoitteet ja arviointi

Opiskelija ymmärtää omien ammatillisten työtaitojen kehittämisen tärkeyden ja tunnistaa kehittämistarpeensa. Hän osaa arvioida ja kehittää omaa työtään ja työympäristöään. Opiskelija ymmärtää yhteyden koulussa opitun ja työtehtävien välillä.

Opintojakso arvioidaan asteikolla hyväksytty-hylätty.

Aikaisemmin hankitun osaamisen tunnistaminen ja tunnustaminen (AHOT)

Korvaaminen
Työharjoittelu voidaan korvata aiempiin korkeakouluopintoihin sisältyneellä harjoittelulla, jos se vastaa koulutusohjelman harjoittelun tavoitteita. Harjoittelukoordinaattori päättää korvaamisesta.

Näyttö
Näytöllä työharjoittelun voivat suorittaa opiskelijat, jotka ovat ennen opintojen alkua hankkineet alan kokemusta ja jotka perustellusta syystä haluavat saada hyväksiluetuksi näin hankitun osaamisen. Opiskelija näyttää aiemmin hankittua osaamistaan näytöllä koulutusohjelman ohjeiden mukaisesti. Näytöistä sovitaan koulutusohjelman työharjoittelukoordinaattorin kanssa.

Työelämäyhteydet

Työharjoittelu suoritetaan kiinteässä yhteydessä työelämään, yrityksessä, järjestössä tai yhteisössä.

Kansainvälisyys

Kansainvälisyys riippuu työharjoittelupaikasta ja työtehtävistä. Kokonaan kansainvälisen työharjoittelun suorittamiseen on oma opintojaksonsa.

Sisältö

Kaikille pakollinen työharjoittelu on oleellinen osa liiketalouden ja matkailun koulutusohjelmien opintoja. Työharjoitteluksi hyväksytään koulutusohjelman opintoja tukeva kokopäiväinen tai vähintään 20 viikkotunnin osa-aikainen työ.

Harjoittelun suorittamiseen kuuluu

- osallistuminen työharjoitteluinfoon ennen harjoittelun aloittamista,
- harjoittelu työpaikalla,
- harjoitteluraportin laatiminen ja harjoittelupalautteen antaminen harjoittelun jälkeen

Harjoittelupaikka on hyväksytettävä etukäteen. Harjoittelupaikan hyväksyy työharjoittelukoordinaattori. Työharjoitteluohjeet ja työharjoitteluun liittyvät lomakkeet löytyvät opiskelijan MyNetistä. Opiskelijan tulee olla ilmoittautunut läsnäolevaksi työharjoittelua suorittaessaan.

Oppimistavat

Tämän opintojakson osaamistavoitteet voi saavuttaa esimerkiksi seuraavilla tavoilla:

a. Ennakkoon työharjoittelukoordinaattorin kanssa sovitun työharjoittelu suorittaminen reealiajassa TAI
b. Aikaisemman soveltuvan työkokemuksen raportointoi

Arviointitavat

Opiskelija ei saa työharjoittelusta arvosanaa, ainoastaan hyväksytty-merkinnän. Työnantajan tulee kuitenkin toimittaa ohjaavalle opettajalle sanallinen arvio työharjoittelijan työstä.

Opintojakso voidaan hylätä mikäli opiskelija ei noudata esimiehensä tai harjoittelukoordinaattorin tai ohjaavan opettajan ohjeita tai heidän kanssaan tekemiä sopimuksia tai mikäli työharjoittelun aikana opiskelijalle kertyy liikaa poissaoloja.

Vastuuopettaja(t)

Kullakin Porvoon koulutusohjelmalla on oma vastuuopettaja eli työharjoittelukoordinaattori:

Tobba, Pobba, Tempo, Sampo, Abba: Leena Aitto-oja
Pomo: Ulla Kuisma
Liipo: Maria Ruohtula
ViMa sekä kansainväliset ulkomailla tehtävät työharjoittelut: Liisa Wallenius

Oppimateriaalit

Kaikki työharjoitteluun liittyvä ohjeistus on MyNetissä: Opiskelu > Työharjoittelu > Porvoon työharjoittelu

Työharjoittelu 3

Tunnus: PLA6PO103
Laajuus: 10 op (33 päivää, opintopistemäärä muokattavissa)
Ajoitus: aikaisintaan 2. lukukauden jälkeen
Kieli: Riippuu työpaikalla käytetystä kielestä
OPS: Kaikki Porvoon OPS:t
Opintojakson taso: työharjoittelu
Opintojakson tyyppi: pakollinen

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Opiskelija voi lähteä työharjoitteluun, kun hän on suorittanut vähintään 60 opintopistettä. Halutessaan voi opiskelija suorittaa työharjoittelun useammassa pienemmässä osassa, joista tämä Työharjoittelu 3 on kolmas ja tapahtuu Työharjoittelu 1:n ja 2:n jälkeen. Opintojakson opintopistemäärä on muokattavissa toteutuneen työn mukaan (27h työtä = 1op). Muut työharjoitteluopintojaksot ovat Työharjoittelu 1 PLA6PO101, 10 op (opintopistemäärä muokattavissa); ja Työharjoittelu 2 PLA6PO102, 10 op (opintopistemäärä muokattavissa). Erikseen suoritettujen työharjoitteluopintojaksojen yhteenlaskettu pistemäärä on 30 op (=800h).

Osaamistavoitteet ja arviointi

Opiskelija ymmärtää omien ammatillisten työtaitojen kehittämisen tärkeyden ja tunnistaa kehittämistarpeensa. Hän osaa arvioida ja kehittää omaa työtään ja työympäristöään. Opiskelija ymmärtää yhteyden koulussa opitun ja työtehtävien välillä.

Opintojakso arvioidaan asteikolla hyväksytty-hylätty.

Aikaisemmin hankitun osaamisen tunnistaminen ja tunnustaminen (AHOT)

Korvaaminen
Työharjoittelu voidaan korvata aiempiin korkeakouluopintoihin sisältyneellä harjoittelulla, jos se vastaa koulutusohjelman harjoittelun tavoitteita. Harjoittelukoordinaattori päättää korvaamisesta.

Näyttö
Näytöllä työharjoittelun voivat suorittaa opiskelijat, jotka ovat ennen opintojen alkua hankkineet alan kokemusta ja jotka perustellusta syystä haluavat saada hyväksiluetuksi näin hankitun osaamisen. Opiskelija näyttää aiemmin hankittua osaamistaan näytöllä koulutusohjelman ohjeiden mukaisesti. Näytöistä sovitaan koulutusohjelman työharjoittelukoordinaattorin kanssa.

Työelämäyhteydet

Työharjoittelu suoritetaan kiinteässä yhteydessä työelämään, yrityksessä, järjestössä tai yhteisössä.

Kansainvälisyys

Kansainvälisyys riippuu työharjoittelupaikasta ja työtehtävistä. Kokonaan kansainvälisen työharjoittelun suorittamiseen on oma opintojaksonsa.

Sisältö

Kaikille pakollinen työharjoittelu on oleellinen osa liiketalouden ja matkailun koulutusohjelmien opintoja. Työharjoitteluksi hyväksytään koulutusohjelman opintoja tukeva kokopäiväinen tai vähintään 20 viikkotunnin osa-aikainen työ.

Harjoittelun suorittamiseen kuuluu

- osallistuminen työharjoitteluinfoon ennen harjoittelun aloittamista,
- harjoittelu työpaikalla,
- harjoitteluraportin laatiminen ja harjoittelupalautteen antaminen harjoittelun jälkeen

Harjoittelupaikka on hyväksytettävä etukäteen. Harjoittelupaikan hyväksyy työharjoittelukoordinaattori. Työharjoitteluohjeet ja työharjoitteluun liittyvät lomakkeet löytyvät opiskelijan MyNetistä. Opiskelijan tulee olla ilmoittautunut läsnäolevaksi työharjoittelua suorittaessaan.

Oppimistavat

Tämän opintojakson osaamistavoitteet voi saavuttaa esimerkiksi seuraavilla tavoilla:

a. Ennakkoon työharjoittelukoordinaattorin kanssa sovitun työharjoittelu suorittaminen reealiajassa
TAI
b. Aikaisemman soveltuvan työkokemuksen raportointoi

Arviointitavat

Opiskelija ei saa työharjoittelusta arvosanaa, ainoastaan hyväksytty-merkinnän. Työnantajan tulee kuitenkin toimittaa ohjaavalle opettajalle sanallinen arvio työharjoittelijan työstä.

Opintojakso voidaan hylätä mikäli opiskelija ei noudata esimiehensä tai harjoittelukoordinaattorin tai ohjaavan opettajan ohjeita tai heidän kanssaan tekemiä sopimuksia tai mikäli työharjoittelun aikana opiskelijalle kertyy liikaa poissaoloja.

Vastuuopettaja(t)

Kullakin Porvoon koulutusohjelmalla on oma vastuuopettaja eli työharjoittelukoordinaattori:

Tobba, Pobba, Tempo, Sampo, Abba: Leena Aitto-oja
Pomo: Ulla Kuisma
Liipo: Maria Ruohtula
ViMa sekä kansainväliset ulkomailla tehtävät työharjoittelut: Liisa Wallenius

Oppimateriaalit

Kaikki työharjoitteluun liittyvä ohjeistus on MyNetissä: Opiskelu > Työharjoittelu > Porvoon työharjoittelu

International Work Placement

Code: PLA6PO110
Extent: 30 ECTS (completed as one or two to three shorter units)
Timing: 4th semester or earlier if completed in smaller units
Language: English
Curriculum: All Porvoo Curricula
Level: Work Placement
Type: Compulsory

Starting level and linkage with other courses

The student has successfully completed the Basic Studies (= the two first semester courses) or 120 ECTS if wishing to do the 30 ECTS work placement. Tourism students might have their first placement after the 1st semester.

Learning objectives and assessment

The student learns to develop his/her professional skills and to link his/her academic studies with real-life work practices and is able to evaluate and develop his/her workplace environment. Work placement is assessed as pass (H=accepted) or fail. Please see MyNet for further information.

Recognising and validating prior learning (RPL)

If students have longer previous employment experience involving responsible tasks within the main study field, they can show the competence with a demonstration and progress faster through their studies. More information and instructions for recognising and validating prior learning (RPL) are available at MyNet.

Internationality

Work placement is performed in an international setting where the student works and communicates with other nationalities in an international setting outside Finland or his/her home country.

Contents

Work placement period is one uninterrupted period or several shorter ones. Work placement can be full-time or part-time work with a minimum of 20 h/week. A students submits a written work placement notification (application) to the work placement coordinator. Work placement comprises the following:

- Participation in a placement info meeting before work placement.
- Contact with the work placement advisor (lecturer) before and during the placement.
- Placement period in an approved company or organization.
- Keeping a learning log.
- Submitting a written or an oral placement report with the required attachments. OR Alternatively, writing HH work placement blog and submitting the required documents to the advisor.
- Giving feedback on the learning platform or submitting a Work Placement Abroad –student report

Learning methods

Work placement lecture
Independent work according to goals set
Communication with the work placement advisor

Assessment

Work placement is assessed Pass or Fail. The employer/supervisor at the work placement evaluates the student's competence and gives a written evaluation/testimonial.

Teachers responsible

Work Placement Coordinator for International Placement:
Liisa Wallenius, placement abroad
Leena Aitto-oja, non-Finnish students' placement in Finland

International Work Placement 1

Code: PLA6PO111
Extent: 10 cr (33 days)
Timing: 4th semester or as agreed
Language: according to the country and organisation
Level: Work Placement
Type: Compulsory

Starting level and linkage with other courses

Completion of work placement 30-60 cr.

Learning outcomes

The student

- learns to develop his/her professional skills and to link his/her academic studies with real-life work practices
- is able to evaluate and develop his/her workplace environment

Work placement is an integral part of polytechnic studies and students can apply for work placement after they have completed 30 -60 cr. The placement has to be approved in advance by the work placement co-ordinator. Students have to be registered as attendants during the work placement.

Course contents

Work placement period is normally uninterrupted. In case a student wants to complete his/her work placement in two parts. Work placement can be full-time or part-time work with a minimum of 20 h/week. A students has to make a written application (work placement notification) to the work placement coordinator. Work placement comprises the following:

- Participation in a placement info meeting before work placement.
- Contact with the work placement advisor (lecturer) before and during the placement.
- Placement period in an approved company or organization. Keeping a learning log.
- Submitting a written or an oral placement report with the required attachments. Alternatively, writing HH work placement blog and submitting the required documents to the advisor.
- Giving feedback on the learning platform or submitting a Work Placement Abroad –student report

Work placement information meetings are arranged twice a month and the dates are announced on MyNet and info TV.

Cooperating with the business community

The course is realized in work life within a business community.

International dimension

Work placement is performed in an international setting where the student works and communicates with other nationalities in an international setting outside Finland or his/her home country.

Teaching and learning methods

Working at the place of work and submitting reports.

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is observed on the course according to separate instructions.

Teacher responsible

Liisa Wallenius, Porvoo Campus

Assessment Criteria

Pass/Fail

International Work Placement 2

Code: PLA6PO112
Extent: 10 cr (33 days)
Timing: 4th semester or as agreed
Language: according to the country and organisation
Level: Work Placement
Type: Compulsory

Starting level and linkage with other courses

Completion of work placement 1 and 60 cr.

Learning outcomes

The student

- learns to develop his/her professional skills and to link his/her academic studies with real-life work practices
- is able to evaluate and develop his/her workplace environment

Work placement is an integral part of polytechnic studies and students can apply for work placement 1 after they have completed work placement 1 and 60 cr. The placement has to be approved in advance by the work placement co-ordinator. Students have to be registered as attendants during the work placement.

Course contents

Work placement period is normally uninterrupted. In case a student wants to complete his/her work placement in two parts. Work placement can be full-time or part-time work with a minimum of 20 h/week. A students has to make a written application (work placement notification) to the work placement coordinator. Work placement comprises the following:

- Participation in a placement info meeting before work placement.
- Contact with the work placement advisor (lecturer) before and during the placement.
- Placement period in an approved company or organization. Keeping a learning log.
- Submitting a written or an oral placement report with the required attachments. Alternatively, writing HH work placement blog and submitting the required documents to the advisor.
- Giving feedback on the learning platform or submitting a Work Placement Abroad –student report

Work placement information meetings are arranged twice a month and the dates are announced on MyNet and info TV.

Cooperating with the business community

The course is realized in work life within a business community.

International dimension

Work placement is performed in an international setting where the student works and communicates with other nationalities in an international setting outside Finland or his/her home country.

Teaching and learning methods

Working at the place of work and submitting reports.

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is observed on the course according to separate instructions.

Teacher responsible

Liisa Wallenius, Porvoo Campus

Assessment Criteria

Pass/Fail

International Work Placement 3

Code: PLA6PO113
Extent: 10 cr (33 days)
Timing: 6th semester or as agreed
Language: according to the country and organisation
Level: Work Placement
Type: Compulsory

Starting level and linkage with other courses

Completion of work placement 1 and 2, and 120 cr.

Learning outcomes

The student

- learns to develop his/her professional skills and to link his/her academic studies with real-life work practices
- is able to evaluate and develop his/her workplace environment

Work placement is an integral part of polytechnic studies and students can apply for work placement 3 after they have completed 120 cr. The placement has to be approved in advance by the work placement co-ordinator. Students have to be registered as attendants during the work placement.

Course contents

Work placement period is normally uninterrupted. In case a student wants to complete his/her work placement in two parts. Work placement can be full-time or part-time work with a minimum of 20 h/week. A students has to make a written application (work placement notification) to the work placement coordinator. Work placement comprises the following:

- Participation in a placement info meeting before work placement.
- Contact with the work placement advisor (lecturer) before and during the placement.
- Placement period in an approved company or organization. Keeping a learning log.
- Submitting a written or an oral placement report with the required attachments. Alternatively, writing HH work placement blog and submitting the required documents to the advisor.
- Giving feedback on the learning platform or submitting a Work Placement Abroad –student report

Work placement information meetings are arranged twice a month and the dates are announced on MyNet and info TV.

Cooperating with the business community

The course is realized in work life within a business community.

International dimension

Work placement is performed in an international setting where the student works and communicates with other nationalities in an international setting outside Finland or his/her home country.

Teaching and learning methods

Working at the place of work and submitting reports.

Recognition of prior learning (RPL)

Accreditation of prior learning (APL) is observed on the course according to separate instructions.

Teacher responsible

Liisa Wallenius, Porvoo Campus

Assessment Criteria

Pass/Fail