



Universidad de Jaén

School of Engineering of Jaén

Work organization and human factor

2024-2025

Grado en Ingeniería de organización industrial (E.P.S. Jaén)

Doble Grado en Ingeniería mecánica e Ingeniería de organización industrial (E.P.S. Jaén)



CAREA

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Syllabus 2024-25 - 13012019 - work organization and human factor (Organización del trabajo y factor humano)

Caption

- Level 1: Tutorial support sessions, materials and exams in this language
- Level 2: Tutorial support sessions, materials, exams and seminars in this language
- Level 3: Tutorial support sessions, materials, exams, seminars and regular lectures in this language

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DEGREE:

Grado en Ingeniería de organización industrial (13012019)

FACULTY:

SCHOOL OF ENGINEERING OF JAÉN

DEGREE:

Doble grado en Ingeniería mecánica e Ingeniería de organización industrial (13812025)

FACULTY:

SCHOOL OF ENGINEERING OF JAÉN

ACADEMIC YEAR:

2024-25

COURSE:

work organization and human factor

SYLLABUS

1. COURSE BASIC INFORMATION

NAME: work organization and human factor

CODE: 13012019 (*)

ACADEMIC YEAR: 2024-25

LANGUAGE: English

LEVEL: 3

ECTS CREDITS: 6.0

YEAR: 3

SEMESTER: PC

2. LECTURER BASIC INFORMATION

NAME: MARTÍNEZ JIMÉNEZ, ROCIO

DEPARTMENT: U136 - ORG. DE EMPRESAS, MÁRKETING Y SOCIOLOGÍA

FIELD OF STUDY: 650 - ORGANIZACIÓN DE EMPRESAS

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LANGUAGE: -

LEVEL: 3

3. CONTENT DESCRIPTION

THEORETICAL CONTENTS:

Module 1. Introduction

Lesson 1. Introduction to human resources management

Module 2. Basic processes of human resources management

Lesson 2. Work organisation and job analysis.

Lesson 3. Human resource planning.

Module 3. Employment function

Lesson 4. Recruitment of human resources

Lesson 5. The selection of human resources

Module 4. Evaluation and Compensation of human resources

Lesson 6. Assessment and performance management

Lesson 7. Remuneration in the company

PRACTICAL CONTENTS:

1. Trends in Human Resources Management

2. Work organisation and job analysis

3. Workforce planning
4. Human Resources Recruitment
5. Human resources selection
6. Performance assessment
7. Job assessment and staff remuneration

4. COURSE DESCRIPTION AND TEACHING METHODOLOGY

CB2R The course is designed with an active learning methodology. This means that in each and every one of the classes, both theory and practice, there will be various activities such as debates or participation in information searches, case and problem solving, etc.

Students with special educational needs should contact the Student Attention Service (Servicio de Atención y Ayudas al Estudiante) in order to receive the appropriate academic support

5. ASSESSMENT METHODOLOGY

The evaluation system of the course includes a summative-formative evaluation option that assesses attendance and continued participation throughout the four-month period, which will be distributed as follows:

- A theory exam (5 points) in which a minimum of 2.5 points will be required.
- Active participation activities in class (2 points) which will require, as a minimum, the obtaining of 1 point.
- Practical activities (3 points) requiring at least 1.5 points.

This evaluation system will be valid for both ordinary and extraordinary exams.

For students who are unable to follow the classes in person, a single final assessment of both the theoretical part and the participation and practical part of the subject may be carried out with the following grading weight: 5 points theoretical exam; 2 points short theoretical-practical questions; 3 points practical questions of the subject. In this case, the minimum of 50% in each of the parts (2.5; 1 and 1.5 points respectively) will also be maintained in order to be able to make the total sum of the marks.

The assessment criteria that will be taken into account for the evaluation of both the theoretical part and the practical part will be the correct structure of the answer, the use of correct and precise vocabulary, spelling, the clarity of the exposition and the reasoning of the personal contributions as well as, logically, the degree of knowledge of the evaluated contents.

In the development of the classes and with the various tests to be carried out, the following competences will be assessed: CB2R, CB3R, CB4R, CB5R, COG5, CT1, CT2 and CT4. Likewise, the degree of achievement of learning outcomes 8, 9, 10, 11 and 12 will be taken into account.

6. BOOKLIST ([Access the bibliography in the Library catalog](#))

MAIN BOOKLIST:

- art of managing human resources. Edition: -. Author: Schein, Edgar H., coaut.. Publisher: Oxford University Press ([Library](#))
- Agile human resources : creating a sustainable future for the HR profession . Edition: -. Author: Swingler, Kelly, author.. Publisher: Business Expert Press ([Library](#))

7. SUSTAINABLE DEVELOPMENT GOALS

Igualdad de género

Trabajo decente y crecimiento económico

DETAILED INFORMATION

In this subject, as it deals with the study of people management, SDG No. 8 will be worked on, since the employment conditions (remuneration, performance evaluation, etc.) will be analyzed at all times to ensure that it is of the highest possible quality, taking into account the welfare of workers.

In addition, everything will be analyzed from a gender perspective (SDG 5), i.e., highlighting situations in which women may suffer inequalities (e.g., bias in personnel selection, wage gap, etc.).

8. VIRTUAL / CLASSROOM TEACHING SCENARIO

TEACHING METHODOLOGY AND TRAINING ACTIVITIES

Situation 1: In the event that the group has a number of students in excess of the limited capacity in the classroom.

45 Theory sessions on the contents of the programme. Face-to-face, rotating at 50% (*). 45 sessions of participative lectures, each lasting one hour, held in the classroom and broadcast by videoconference to the rest of the group. Periodic rotation of students.

15 Problem solving/exercise sessions. Rotating on a 50% attendance basis (*). These will consist of 15 face-to-face sessions (reduced groups of 50%, retransmission and rotation of students), each lasting one hour. The resolution of problems and exercises favours the capacity for analysis and synthesis through the resolution of small group projects.

Tutorials. Face-to-face + Online. Some tutoring sessions will be face-to-face and others online (synchronous and asynchronous).

(*) The Centre may establish a different percentage of face-to-face sessions depending on the number of students and the capacity of the classroom.

Situation 2: In the event that the group has a number of students below the limited capacity in the classroom.

45 Theory sessions on the contents of the programme. 100% face-to-face (**). 45 sessions of participative lectures, each lasting one hour, held in the classroom.

15 problem solving/exercise sessions. 100% face-to-face (**). These will consist of 15 face-to-face classroom sessions, each lasting one hour. The resolution of problems and exercises favours the capacity for analysis and synthesis through the resolution of small group projects.

Tutorials. Face-to-face + Online. Some tutoring sessions will be face-to-face and others online (synchronous and asynchronous).

(**) The Centre may establish rotating attendance depending on the number of students and the capacity of the classroom.

EVALUATION SYSTEM

The percentages, minimum requirements and aspects included in the evaluation system will not change regardless of the scenario (face-to-face/multimodal or non-face-to-face) followed in the subject, so the transition between one scenario and the other will not affect the students. The only thing that will be different, if applicable, will be the fact of the completion and/or delivery of the practical activities and the exam itself in physical or paper format (in the case of face-to-face attendance) or online (in the case of non-face-to-face attendance).

For students who are unable to follow the classes in person/online, a single final assessment of both the theoretical part and the participation and practical part of the course may be carried out with the following grade weighting: 5 points theoretical test; 2 points theoretical-practical short questions; 3 points practical part of the course. In this case, the minimum of 50% in each of the parts (2.5; 1 and 1.5 points respectively) will also be maintained in order to be able to make the total sum of the grades. In this case, the exam will be taken in person if it can be taken in compliance with the health measures, or online if this is not possible. In any case, this exam would be held on the date of the corresponding ordinary/extraordinary call and in a synchronous manner.

RESOURCES

The teacher, making use of the Virtual Teaching platform, will provide students with all the theoretical and practical materials and resources necessary for the development of the subject, regardless of the scenario (classroom, multimodal or distance learning).

9. VIRTUAL TEACHING SCENARIO

TEACHING METHODOLOGY AND TRAINING ACTIVITIES

45 Theory sessions on the contents of the programme. Non-attendance (online). 45 sessions of participative master classes, each lasting one hour, carried out synchronously by videoconference.

15 problem solving/exercise sessions. Non-attendance (online). These will consist of 15 synchronous online sessions, each lasting one hour. The resolution of problems and exercises favours the capacity for analysis and synthesis through the resolution of small group projects.

Tutorials. Non-attendance (online). All tutoring sessions will take place online (synchronous and asynchronous).

EVALUATION SYSTEM

The percentages, minimum requirements and aspects included in the evaluation system will not change regardless of the scenario (face-to-face/multimodal or non-face-to-face) followed in the course, so the transition from one scenario to another will not affect the students. The only thing that will be different, if applicable, will be the fact that the practical activities and the exam itself will be done online.

For students who cannot follow the classes online, a single final assessment of both the theoretical part and the participation and practical part of the subject may be carried out with the following grade weight: 5 points theoretical test; 2 points short theoretical-practical questions; 3 points practical part of the subject. In this case, the minimum of 50% in each of the parts (2.5; 1 and 1.5 points respectively) will also be

maintained in order to be able to make the total sum of the grades. In this case, the exam will be taken online and on the date of the corresponding ordinary/extraordinary exam and synchronously.

RESOURCES

The teacher, using the Virtual Teaching platform, will provide students with all the theoretical and practical materials and resources necessary for the development of the subject, regardless of the scenario (face-to-face, multimodal or non-face-to-face).

DATA PROTECTION CLAUSE (on line exams)

Institution in charge of data processing: Universidad de Jaén, Campus Las Lagunillas, s/n, 23071 Jaén

Data Protection Delegate: dpo@ujaen.es

Purpose: In accordance with the Universities Law and other national and regional regulations in force, carrying out exams and assessment tests corresponding to the courses students are registered in. In order to avoid frauds while sitting the exam, the exam will be answered using a videoconference system, being able the academic staff of the University of Jaén to compare and contrast the image of the person who is answering the exam with the student's photographic files. Likewise, in order to provide the exam with evidential content for revisions or claims, in accordance with current regulation frameworks, the exam will be recorded and stored.

Legitimacy: compliance with legal obligations (Universities Law) and other national and regional regulations currently in force.

Addressees: service providers who are the owners of the platforms where the exams are carried out and with whom the University of Jaén has signed the corresponding data access contracts.

Storage periods: those established in current in force regulations. In the specific case of exam videoconference recordings, not before the examination records and transcripts are closed or the exam can still be reviewed or challenged.

Rights: you can exercise your right of access, amendment, cancellation, opposition, suppression, limitation and portability by sending a letter to the postal or electronic address indicated above. In the event that you consider that your rights have been violated, you may submit a complaint to the Andalusian Council for Transparency and Data Protection www.ctpdandalucia.es

CLASS RECORDING CLAUSE PERSONAL DATA PROTECTION

Person in charge: Universidad de Jaén, Paraje Las Lagunillas, s/n; Tel.953 212121; www.ujaen.es

Data protection delegate (DPO): TELEFÓNICA, S.A.U. ; Email: dpo@ujaen.es

Procedure aim: To manage proper recordings of teaching sessions with the aim of facilitating learning process under a multimodal and/or online teaching

Period for record storage: Images will be kept during legal term according to regulations in force

Legitimacy: Data will be managed according to legal regulations (Organic Law 6/2001, December 21, on Universities) and given consent provided by selecting corresponding box in legal admission documents

Data recipients (transfers or assignments): Any person allowed to get access to every teaching modality

Rights: You may exercise your rights of access, rectification, cancellation, portability, limitation of processing, deletion or, where appropriate, opposition. To exercise these rights, you must submit a written request to the Information, Registration and Electronic Administration Service of the University of Jaén at the address above, or by e-mail to the address above. You must specify which of these rights you are requesting to be satisfied and, at the same time, you must attach a photocopy of your ID card or equivalent identification document. In case you act through a representative, legal or voluntary, you must also provide a document that proves this representation and identification. Likewise, if you consider that your right to personal data protection has been violated, you may file a complaint with the Andalusian Data Protection and Transparency Council www.ctpdandalucia.es

