FICHA Nº2 (DISCIPLINA OPTATIVA COM CARGA HORÁRIA EAD)

Disciplina: *Special Seminar I*	Código: SAOP43EAD
Natureza: ( ) obrigatória (X) optativa	(X) Semestral ( ) Anual ( ) Modular
Pré-requisito: nenhum	Co-requisito: nenhum
Modalidade: (X) 20% Presencial - 12h (X) 80% EaD - 48h ( ) EaD	
C.H. Semestral Total: 60h C.H. Semanal: 04	

COURSE DESCRIPTION

This seminar covers contemporary theoretical, practical, and social topics aligned with the areas of knowledge in the Administration course.

REASON TO OFFER THE PARTIALLY ONLINE COURSE
(to be defined according to the focus of the discipline when offering)

GENERAL PURPOSE OF THE COURSE
(to be defined according to the focus of the discipline when offering)

SPECIFIC COURSE OBJECTIVES
(to be defined according to the focus of the discipline when offering)

STUDY PROGRAM OR UNITS ACCORDING TO THE SUBJECT TEACHING MODALITIES

To be defined according to the focus of the discipline when offering. Note: the course must include an in-person opening class, at least one in-person assessment, and 4 hours of synchronous online tutoring as part of the distance program.

TEACHING PROCEDURES

a) communication system: communication channel will be the MICROSOFT TEAMS and the CLASSES. Through these communication systems, each student will receive feedback on their performance, guidance, and exchange of information regarding the contents and activities in the discipline.

b) distance and face-to-face tutoring model: distance tutoring and four synchronous online tutoring from the teacher.

c) specific teaching material:
1. Course guide: didactic material prepared by the teacher.
2. Video classes: will be produced by the teacher to provide an overview of each topic studied.
3. Availability of external links: videos or reports related to the topic of each class.
4. Academic articles.
5. Required readings.

d) technological, scientific and instrumental support infrastructure for the discipline: DAGA/UFPR has a computer lab and wireless internet for students who may not otherwise have access; PRAE/UFPR has a computer loan and internet access program for low-income students; through the internet, the student will be able to access the contents, the MICROSOFT TEAMS platform, and the support materials.

e) period for introducing technological resources: the first week of the course will be dedicated to the first face-to-face meeting to present the program.

f) frequency control: it is measured by the delivery of designated activities, to which a workload will be assigned. Only ACCESS to the MICROSOFT TEAMS platform will not be counted as presence. There will also be frequency control in face-to-face moments.

ASSESSMENT TYPES AND CRITERIA

TYPES OF ASSESMENT	SCORE	ASSESMENT CRITERIA	Weight of activity in semester attendance
To be defined according to the focus of the discipline when offering	*To be defined according to the focus of the discipline when offering*	According to the rubric in the teaching guide	*To be defined according to the focus of the discipline when offering*

The student's semester average will be the weighted average of the semester exams and staff activity.
If the semester average is equal to or greater than 70, the student is approved.
If the semester average is between 40 and 69, the student must take the Final Exam.
If the semester average is less than 50 (even after the Final Exam), the student fails.
Approval is also subject to a frequency equal to or greater than 75%.

REQUIRED READINGS (minimum of three reading indications)

(to be defined according to the focus of the discipline when offering)

COMPLEMENTARY READINGS (minimum of five reading indications)

(to be defined according to the focus of the discipline when offering)