

# DEGREE PROGRAMME IN CIVIC ACTIVITIES AND YOUTH WORK

## Syllabus 2009–2013

Degree: Degree in the Humanities  
Title: Bachelor of Humanities  
Scope of Degree: 210 ECTS / 3.5 years

### DEGREE PROGRAMME OBJECTIVES

The objective of the Degree Programme in Civic Activities and Youth Work is to train versatile and dynamic pedagogical experts and socially aware actors for guidance, educational, training, activating, developing, organizing, planning and development positions in the diverse field of civic activities, non-governmental organizations (NGOs) and youth work.

Community educators work, for example, at NGOs, local governments or as entrepreneurs. Their professional competence is based on strong collaborative, pedagogical, social and development competence. Collaborative competence refers particularly to the ability to work with different types of communities and to support and guide the development of collaboration using participatory activities. Pedagogical competence refers to knowledge of the principles of education and development, and the ability to apply educational instruction and organization methods suited to the target group in civic activities and NGO and youth work. Social competence refers to knowledge of the structures, operating mechanisms and service systems of the society, the ability to observe current, both local and global socio-cultural phenomena, and the ability to apply this information to support the growth, participation and active citizenship of individuals of different ages. Work in the increasingly diverse and continuously changing field requires development competence, which refers to the ability to analyze the work environment and one's own performance, solve working-life problems and promote one's professional development.

# PROGRAMME STRUCTURE

The first year of studies engages each student as an active member of HUMAK University of Applied Sciences. During the first year, students become familiar the multidisciplinary theoretical foundations of civic activities and NGO and youth work, and become active learners and information seekers.

In the second year, students continue to develop their professional knowledge and skills, and expand their knowledge and skills by completing optional studies in their own or in other degree programmes offered at HUMAK, or at other universities. In the second year, students also acquire practical experience in their field in the form of practical training. They attend group sessions to share and reflect on professional experiences gained during training. When possible, students also participate in a significant national event or seminar of their field.

During the third year, students focus on professional specialization and strengthen their professional knowledge and skills. During professional specialization, theoretical knowledge and practical skills are combined and refined into development perspectives. Students have practical opportunities to reflect on their learning, develop their professional competence and promote their growth in the learning projects, thesis workshops and the presentation of the interim portfolio, which are all based on HUMAK's working life development model promoting research and development in the field.

Students spend the final six months strengthening their professional specialization and their knowledge and skills, and working on their thesis. If the professional specialization project has been postponed to the final term, then work on the thesis should be started during the third year. Students reflect on their professional competence and growth in the thesis and feedback seminars, as well as in the portfolio presentation.

Programme Structure and Courses	Year(s)	Objectives
<p>THESIS STUDIES 30 ECTS  Thesis 15 ECTS  Thesis Workshop 5 ECTS  Research Methodology 5 ECTS  Research-Based and Development-Oriented Approach 5 ECTS</p>	2nd–4th	Professional knowledge and skills: social and development competence (developer)
<p>PROFESSIONAL SPECIALIZATION 40 ECTS  Development of International and Multicultural Activities 40 ECTS  Practices and Development of Social Reinforcement 40 ECTS  Development of NGO and Voluntary Work 40 ECTS</p>	2nd–4th	Professional knowledge and skills: collaborative, social and development competence (developer)
<p>OPTIONAL STUDIES 20 ECTS</p>	2nd	Professional skills: collaborative and pedagogical competence (expert)
<p>PROFESSIONAL GROWTH AND WORKING LIFE SKILLS 10 ECTS  Working Life Skills 5 ECTS  Career Planning and Portfolio 5 ECTS</p>	1st–3rd	Professional knowledge and skills: collaborative, social and development competence (developer)
<p>PROFESSIONAL STUDIES 30 ECTS  Organizational Communication and Media Education in NGO and Youth Work 30 ECTS  Art and Cultural Education in NGO and Youth Work 30 ECTS  Adventure Education in NGO and Youth Work 30 ECTS  Participation and Collaboration in NGO and Youth Work 30 ECTS  Health and Physical Education in NGO and Youth Work 30 ECTS  Special Education in NGO and Youth Work 30 ECTS</p>	1st–3rd	Professional skills: collaborative and pedagogical competence (expert)
<p>BASIC STUDIES 70 ECTS  Language Skills as Foundation of International Relations 10 ECTS  Introduction to Intercultural Interaction 5 ECTS  Operators and Financing of NGO and Youth Work 10 ECTS  Introduction to Communications and Marketing 10 ECTS  Social Reinforcement and Participation 5 ECTS  Introduction to Instruction 5 ECTS  Changing Society and Citizenship 5 ECTS  Life Cycle, Education and Culture 10 ECTS  Introduction to Civic Activities and NGO and Youth Work 10 ECTS</p>	1st–2nd	Professional knowledge: collaborative, pedagogical and social competence (knowledgeable)
<p>HUMAK CORE STUDIES 10 ECTS  Introduction to Profession and Professional Field 5 ECTS  Introduction to University Studies 5 ECTS</p>	1st	Capacity for professional knowledge and skills: (learner)

# PROGRAMME STRUCTURE

## HUMAK Core Studies 10 ECTS

The objective of the HUMAK Core Studies module is to prepare students for university studies, for drafting, implementing and updating a Personal Study Plan (PSP), and for evaluating their own learning. The module familiarizes students with the values of HUMAK University of Applied Sciences, and enables them to draft a PSP that supports the achievement of a distinctive professional competence. Students learn to utilize HUMAK's educational technology solutions and opportunities aimed at facilitating studies. HUMAK Core Studies is a compulsory module that includes two sub-modules of 5 ECTS each.

## Basic Studies 70 ECTS

The purpose of the Basic Studies module is to engage students with their professional field, and to develop their professional knowledge. The objective is for students to examine civic activities and NGO and youth work from the perspective of a scientific discipline or area of research, and to create a dialogue between the theoretical principles and the practices in the field. This compulsory module includes five sub-modules of 10 ECTS each and four sub-modules of 5 ECTS each.

## Professional Studies 30 ECTS

The Professional Studies module familiarizes students with the theoretical and practical aspects of the participatory educational methods generally used in civic activities and NGO and youth work. During this module, students are able to develop their professional competence in encountering different types of individuals, groups and communities. In addition, they learn to plan, implement and evaluate goal-oriented and participatory instruction and interaction in different environments.

The pedagogical framework of the module focuses on collaborative and interactive educational situations that are based on experiential learning, as well as on reflection on these situations. The module employs authentic operating environments in the field. These environments are studied and evaluated critically, and students are encouraged to seek new opportunities and alternatives for existing practices.

Students are allowed to select one or two options in the module to develop their professional skills. In each option, students must complete an introductory course before proceeding to other courses.

## Professional Specialization 40 ECTS

The Professional Specialization module enables students to improve their pedagogical, collaborative, social and development competence, and to develop their skills as developers, motivators, participation facilitators, advocates and enablers in various operating environments of civic activities and NGO youth work, both in Finland and internationally. Students select the most suitable of the three options in the module to develop their professional knowledge and skills.

## Professional Growth and Working Life Skills 10 ECTS

Students improve their working life knowledge and strengthen their capacity to work in various organizations in their field. Students develop their ability to follow the changes taking place in the labour market and to apply this knowledge in their career planning. This compulsory module includes two courses of 5 ECTS each. The themes covered in the module include labour legislation, development of work practices, collaboration skills, professional communication, career planning as a factor influencing one's life cycle, and drafting and presenting a final portfolio demonstrating professional competence. In the Working Life Skills course, students complete assignments related to their specialization option and thesis topic.

## Thesis Studies 30 ECTS

During the Thesis Studies module, students complete a thesis in accordance with the thesis criteria of HUMAK. In the thesis, which is integrated with HUMAK's model promoting research and development in the field and in its practices, students demonstrate their command of the principles and methods related to a research-based approach, knowledge of the research tradition in the field of civic activities and NGO and youth work, and ability to produce new knowledge in the field. In practice, students improve their development competence by applying and strengthening their professional knowledge and skills in various development and expert positions in the field.

## Optional Studies 20 ECTS

The Optional Studies module may consist of additional studies within the degree programme or studies offered elsewhere at HUMK or at other universities. Optional studies allow students to strengthen or expand their professional competence.

In the Degree Programme in Civic Activities and Youth Work, optional studies consist of courses that support the professional skills of students. For example, students can take additional courses from the Professional Studies module (10–20 ECTS) in addition to the required 30 ECTS. Optional studies may also include preparatory courses in Swedish and English (2 ECTS/language), as well as the courses English Literature (2 ECTS) and Swedish Literature (2 ECTS). The rest of the course offering in the Optional Studies module varies from one year to the next.

# HUMAK CORE STUDIES 10 ECTS

## Introduction to University Studies 5 ECTS

### **Study Skills and PSP 1 ECTS**

Objectives:

Students

- are familiar with different learning methods and learning environments
- are familiar with HUMAK's pedagogical environment
- practise planning their studies and evaluating their own learning
- are able to develop their PSP
- are introduced to the role of the portfolio in the evaluation of studies

Content:

- Learning methods and learning environments
- Degree programme, syllabus, study guide
- Training environment Jobstep
- Self-evaluation skills
- Study skills and PSP
- Portfolio – proof of growth and learning

Learning environments: contact instruction, online learning

Implementation: Joensuu, Nurmijärvi, Tornio, Äänekoski

### **Information Gathering 1 ECTS**

Objectives:

Students

- understand the importance of information gathering and management
- learn to use various databases, electronic materials and information networks in gathering information
- learn to evaluate the reliability of information

Content:

- Information gathering and management skills
- Using library, reference, article and full-text databases and electronic materials available at HUMAK and in the field of study
- Using information networks in information management
- Reliability of information

Learning environments: contact instruction, online learning

Implementation: Joensuu, Nurmijärvi, Tornio, Äänekoski

## **Digital Literacy 3 ECTS**

Objectives:

Students

- are able to use HUMAK's virtual campus
- learn to use HumakPro in their studies
- acquire basic IT skills in word processing, presentation and spreadsheet software

Content:

- Hunet, HumakPro, e-mail
- Using networks
- Word processing (Microsoft Word), presentation (Microsoft PowerPoint) and spreadsheet (Microsoft Excel)

Learning environments: contact instruction, online learning

Implementation: Joensuu, Nurmijärvi, Tornio, Äänekoski

## **Introduction to Profession and Professional Field 5 ECTS**

### **Humanism 1 ECTS**

Objectives:

Students

- are familiar with humanism as a life stance
- are familiar with the history of humanism
- are familiar with alternatives to a humanistic life stance

Content:

- Humanistic life stance
- History of humanism
- Alternative life stances

Learning environments: online learning

Implementation: Joensuu, Nurmijärvi, Tornio, Äänekoski

### **Oral Communication 1 ECTS**

Objectives:

Students

- have basic expression, presentation and oral communication skills
- are familiar with the nature and requirements of various situations involving oral communication
- understand the nature of oral communication and professional communicative situations in Finland
- learn to analyze themselves as communicators

- are able to give and receive feedback on their own communication

Content:

- Expression, presentation and oral communication skills
- Introduction to oral communicative situations and their requirements and characteristics
- Individual as a communicator and developing as a communicator
- Feedback on student's communication
- Oral communication in interpersonal communication and professional communication

Learning environments: contact instruction

Implementation: Joensuu, Nurmijärvi, Tornio, Äänekoski

### **Written Communication 1 ECTS**

Objectives:

Students

- possess a basic knowledge and skills in formal written communication
- are able to prepare key professional documents
- are familiar with the basics of media writing
- are able to identify the characteristics and language of formal writing
- learn to analyze, understand, use, interpret, evaluate and produce texts belonging to various genres

Content:

- Characteristics and different written forms of formal communication
- Basic knowledge and skills required to produce written reports related to studies and working life
- Professional documents and their production, layout and document standard
- Basics of media writing (e.g., press/media release, other media texts)
- Characteristics and language conventions of formal writing (producing, evaluating, editing and revising texts)

Learning environments: contact instruction

Implementation: Joensuu, Nurmijärvi, Tornio, Äänekoski

### **Research Communication 1 ECTS**

Objectives:

Students

- are familiar with the basics of research communication and scientific writing
- are able to prepare research texts in different genres
- are familiar with using and documenting sources
- are familiar with the ethics of research communication

Content:

- Research communication and scientific writing
- Intertextuality

- Genres of research communication (e.g., abstract, summary, essay); producing texts in different genres; layout issues
- Documenting sources and creating a bibliography
- Ethics of research communication

Learning environments: contact instruction

Implementation: Joensuu, Nurmijärvi, Tornio, Äänekoski

### **Professional Orientation 1 ECTS**

Objectives:

Students

- are familiar with their own field
- have a general understanding of training provided in their field
- understand the significance of project and team work and the forms of collaboration involved

Content:

- Professions, actors, practices and prospects of student's own field
- Status of training in student's own field in the educational system of Finland
- Project and team work and different forms of collaboration

Learning environments: contact instruction

Implementation: Joensuu, Nurmijärvi, Tornio, Äänekoski

# BASIC STUDIES 70 ECTS

## Introduction to Civic Activities and NGO and Youth Work 10 ECTS

Objectives:

Students

- have a basic understanding of the history, development and current status of civic activities and NGO and youth work
- are familiar with the structures, actors and service system of the society and the field
- understand the values and the social and educational significance of the field
- are familiar with key concepts used in the field and the legislation governing them
- understand the characteristics of the field, as well as unionization and practices in civic activities

Content:

- Key operating environments, developments and professionalism of civic activities and NGO and youth work
- Evolving educational duties and values of civic activities and NGO and youth work
- Operating structures and decision-making systems of the society and the field
- Principles of child and youth policy
- Youth cultures
- Online youth work

Learning environments: contact instruction

Implementation: Joensuu, Nurmijärvi, Tornio, Äänekoski

## Life Cycle, Education and Culture 10 ECTS

Objectives:

Students

- are able to examine education as part of the life cycle and development of individuals
- understand the significance of culture and communities to the growth and identity formation of individuals at different stages of the life cycle
- recognize the values of their educational work

Content:

- Objectives and values of education
- Education and socialization
- Education as formal and informal activity
- Education in a multicultural society
- Life-cycle thinking and regularities in an individual's development
- Cultural communities as educators in different phases of the life cycle (family, school, peer groups)
- Motivational basis of voluntary work and its role at different ages from adolescence to old age

- Community educator's role as an educator

Learning environments: contact instruction, independent work, online learning, practical training

Implementation: Joensuu, Nurmijärvi, Tornio, Äänekoski

## Changing Society and Citizenship 5 ECTS

Objectives:

Students

- are familiar with the rules and structures of global social activity affecting citizens and organizations
- understand the significance of the globalizing society, citizenship and NGO advocacy

Content:

- Diverse, pluralistic and changing world and society
- EU and the globalized world
- Significance, rights and responsibilities of citizenship
- Different forms of participation and social activity

Learning environments: contact instruction, international learning environment, independent work

Implementation: Joensuu, Nurmijärvi, Tornio, Äänekoski

Additional information:

The sub-module focuses on current topics related to globalization and social change.

## Introduction to Instruction 5 ECTS

Objectives:

Students

- understand participatory instruction as a community education activity
- are familiar with the didactic principles of instructing individuals and groups
- gain practical experience in participatory instruction and in acting as an instructor

Content:

- Interaction, encounters and collaboration
- Didactic principles and practices of participatory instruction
- Community educator as instructor
- Ethics of participatory instruction
- Encountering difference and considering individuality in instruction situations

Learning environments: contact instruction, practical training

Implementation: Joensuu, Nurmijärvi, Tornio, Äänekoski

## Social Reinforcement and Participation 5 ECTS

Objectives:

Students

- are familiar with the principles and practices of social pedagogy
- are familiar with the principles of well-being, life management and participation
- understand the role of social reinforcement in the preventive and participatory activities in field, and in supporting and promoting the professional aspects of voluntary work

Content:

- Social pedagogy and social reinforcement – what and why?
- Participation and exclusion
- Holistic well-being and life management
- Principles of substance abuse prevention, prevention of mental disorders, and youth work
- Voluntary work as social participation

Learning environments: contact instruction, practical training

Implementation:

## Introduction to Communications and Marketing 10 ECTS

Objectives:

Students

- are familiar with the main principles and practices of organizational communication and marketing
- have basic communication skills and are able to use different media
- understand the role of publicity work and marketing in civic activities and NGO and youth work
- understand the role of youth information services, online youth work, and media and Internet cultures in their field

Content:

- Organizational and community communication (especially the internal and external communication of organizations)
- Written and oral communication
- Meeting and negotiation skills
- Youth information services and online youth work
- Youth media and Internet cultures, social and international aspects of the Web, and online communities
- Publicity work and marketing in practice – why and how?
- Drafting a communications and marketing plan

Learning environments: contact instruction, practical training, online learning, independent work, student team

Implementation: Joensuu, Nurmijärvi, Äänekoski, Tornio

#### Additional information:

The sub-module focuses on examining youth information services and online youth work from the perspectives of the information needs of young people, customer service, a solution-focused approach, and emergency counselling for young people. By familiarizing themselves with youth media and Internet cultures, students gain an understanding of the way young people use and approach different media (critical media education), of the social and international nature of the Internet and of youth online communities.

## Operators and Financing of NGO and Youth Work 10 ECTS

#### Objectives:

#### Students

- are familiar with the administrative and financial basis and the established practices of NGOs, local governments and private enterprises
- are familiar with the role of different types of organizations in the society, as well as with their financial structure
- understand the principles and practices of project work and financing as well as service commercialization
- are able to draft cost estimates and budgets
- understand the role of financial planning, accounting and financial statements in an organization's operations

#### Content:

- Introduction to association and NGO activities
- Introduction to the financial management
- Introduction to municipal finances
- Projects and their financing
- Introduction to entrepreneurship

Learning environments: contact instruction, practical training, student team

Implementation: Joensuu, Nurmijärvi, Tornio, Äänekoski

## Introduction to Intercultural Interaction 5 ECTS

#### Objectives:

#### Students

- are familiar with the concept of culture and its diverse manifestations, and with Finnish minority cultures
- understand the influence of culture on their own and on other people's behaviour.
- are familiar with the principles and practices of multicultural work
- are able to understand difference and encounter individuals and groups representing different cultures

#### Content:

- Global ethics and racism
- Language, nationality and identity

- Immigrants and other minorities
- Multicultural work, encountering difference

Learning environments: contact instruction, international learning environment, independent work, online learning, practical training

Implementation: Joensuu, Nurmijärvi, Tornio, Äänekoski

## Language Skills as Foundation of International Relations 10 ECTS

Objectives:

Students

- develop their oral and written language skills and improve their ability to communicate in their second national language (Swedish or Finnish) and in at least one foreign language
- achieve the level of language and communication proficiency required in the increasingly international labour market and by law (Act on the Knowledge of Languages Required of Personnel in Public Bodies 424/2003, and Amendment to the Decree on Polytechnics 497/2004)
- strengthen their knowledge of the linguistic areas and cultures of the languages studied
- have a positive attitude towards learning and a realistic view of their language proficiency, which they are willing to develop further independently

Content:

The sub-module includes courses focusing on written and communication skills in Swedish and English (3 ECTS/language), as well as courses focusing on oral and communication skills (2 ECTS/language).

Additional information:

Students complete the required language studies in their first foreign language (English) and their second national language (Swedish), totalling 5 ECTS/language. The objective is to achieve the language proficiency in Swedish specified in the Decree on Polytechnics, which corresponds to the language proficiency required of officials working in bilingual districts, and is necessary for practising and developing in the profession, as well as the language proficiency in English that is necessary for practising and developing in the profession.

## Swedish I (Professional Swedish) 3 ECTS

Objectives:

Students

- are able to express themselves fluently in professional and other language use situations
- are able to write coherent texts clearly and fluently, using appropriate style (including in professional texts)
- understand the main ideas in texts written on general subjects and those related to their own special field
- are able to use linguistic structures broadly
- understand and are able to use general vocabulary and special terminology of their field appropriately

Content:

- Terminology and texts related to the field of civic activities and NGO and youth work
- Oral and written language skills
- Training, job seeking and work, work environment and society, networking
- Various written assignments, such as messages, reports, summaries/abstracts and documents related to job seeking (CV and job application)

Learning environments: contact instruction

Implementation: Joensuu, Nurmijärvi, Tornio, Äänekoski

## English I (Professional English) 3 ECTS

Objectives:

Students

- are able to express themselves fluently in professional and other language use situations
- are able to write coherent texts clearly and fluently, using appropriate style (including in professional texts)
- understand the main ideas in texts written on general subjects and those related to their own special field
- are able to use linguistic structures broadly
- understand and are able to use general vocabulary and special terminology of their field appropriately

Contents

- Terminology and texts related to the field of civic activities and NGO and youth work
- Oral and written language skills
- Training, job seeking and work, work environment and society, networking
- Various written assignments, such as messages, reports, summaries/abstracts and documents related to job seeking (CV and job application)

Learning environments: contact instruction

Implementation: Joensuu, Nurmijärvi, Tornio, Äänekoski

## Swedish II (Kommunicera på svenska) 2 ECTS

Objectives:

Students

- have sufficient oral and written language skills for communicating in situations related to their work environment and free time
- understand speech at normal tempo in subjects related to everyday life, free time and work
- are familiar with key linguistic structures
- are able to use key terminology of their field fluently

Content:

- Development of oral language proficiency

- Written assignments related to various working-life situations
- Practising different language use situations (telephone calls, meetings, interviews, excursions, presentations, instruction)

Learning environments: contact instruction

Implementation: Joensuu, Nurmijärvi, Tornio, Äänekoski

## English II (Communication Skills) 2 ECTS

Objectives:

Students

- have strong oral and written language skills for communicating in situations related to everyday work and free time
- understand speech at normal tempo in subjects related to everyday life, free time and work
- are able to use linguistic structures broadly
- are able to use key terminology of their field fluently (also orally)

Content:

- Development of oral language proficiency
- Written assignments related to various working-life situations
- Practising different language use situations (telephone calls, meetings, interviews, excursions, presentations, instruction)

Learning environments: contact instruction

Implementation: Joensuu, Nurmijärvi, Tornio, Äänekoski

# PROFESSIONAL STUDIES 30 ECTS

## Special Education in NGO and Youth Work 30 ECTS

### **Introduction to Special Education 10 ECTS**

Objectives:

Students

- acquire a general understanding of different levels of social, psychological and physical functional capacity
- are familiar with different views of people with special needs
- understand the values, significance and principles of special education and instruction
- gain personal experience in working with a special needs group

Content:

- Introduction to special education
- Physical, psychological and social forms of special needs, and their contributory factors
- Instruction and intervention methods for special needs groups
- Introduction to a special needs group and/or participation in the planning and production of an activity designed for such a group
- Community educator as instructor and special education provider

Learning environments: contact instruction

Implementation: Joensuu, Nurmijärvi, Tornio

Additional information: Students must complete this course before taking any other course in this module.

### **Practices and Models of Special Education 10 ECTS**

Objectives:

Students

- are familiar with education and instruction practices and operating environments of special education
- are familiar with the participatory methods and models of special education, and able to apply them justifiably in personal and group instruction provided for special needs groups
- understand the significance of providing psychosocial support and ensuring equal participation opportunities at the community level

Content:

- Various instruction and education projects for special needs groups
- Targeted action in youth work for special needs groups
- Special needs services, intervention and service coordination

- Introduction to key participatory methods and models in special education

Learning environments: practical training

Implementation: Joensuu, Nurmijärvi, Tornio

### **Special Education in Child Protection, Institutional Care and Family Work 10 ECTS**

Objectives:

Students

- strengthen their professional competence in instructing special needs groups
- are able to apply the methods learned to multiprofessional growth environments involving child protection
- understand the nature and social significance of special education environments

Content:

- Social dimensions of preventive child protection
- Multiprofessional collaboration
- Applying special education models and practices in child protection (outpatient and foster care)
- Mentor activities
- Using family work to support the growth of adolescents

Learning environments: contact instruction, practical training

Implementation: Joensuu, Tornio

### **Special Education in Civic Activities and Youth Work 10 ECTS**

Objectives:

Students

- are familiar with the target groups and operating environments of special education within civic activities and NGO and youth work
- specialize in one special education environment and its methods, and are able to assess the environment in relation to their professional field
- develop their instructor identity

Content:

- Target groups and operating environments of special education in civic activities and NGO and youth work
- Operating environments of special education in relation to the student's professional field
- Applying models and methods in practice
- Encountering people with special needs
- Building, evaluating and developing one's instructor identity

Learning environments: practical training

Implementation: Joensuu, Nurmijärvi, Tornio

# Health and Physical Education in NGO and Youth Work 30 ECTS

## Methods of Health and Physical Education 10 ECTS

Objectives:

Students

- gain experience in implementing health and physical education
- are able to base their practical work on knowledge regarding personal development and community well-being
- understand the significance of health and physical education, as well as the possibilities it provides for supporting growth and strengthening collaboration

Content:

- Goals and methods of health and physical education
- Importance of physical exercise to various aspects of individual development at different ages
- Health habits and attitudes
- Physical exercise services and activities supporting working capacity
- Planning and implementing a sports event
- Community educator as instructor and provider of physical education

Learning environments: contact instruction

Implementation: Tornio

Additional information:

Students must complete this course before taking any other course in this module.

## Methods of Health and Physical Education 10 ECTS

Objectives:

Students

- develop their understanding of the principles of health education and different sports and other forms of exercise, and develop their instruction skills in these areas
- understand the importance of participatory planning
- are able to consider the needs of the target group in planning and implementing instruction

Content:

- Physical, psychological and social impacts of exercise on the individual, community and society
- Community and participation from the perspective of exercise instruction and health education; participatory planning
- Setting and evaluating the goals of health and physical education
- Health and physical education for special needs groups

Learning environments: contact instruction, practical training

Implementation: Tornio

### **Health and Physical Education in NGO and Youth Work 10 ECTS**

Objectives:

Students

- are able to apply the methods of health and physical education in the operating environments of civic activities and NGO and youth work
- understand the significance of different methods and sport-specific skills in goal-oriented instruction and education

Content:

- Planning, instructing and evaluating health and physical education
- Health and physical education as part of civic activities and youth work
- Health and physical education organizations

Learning environments: practical training, projects

Implementation: Tornio

### **Activities Promoting Working and Functional Capacity 10 ECTS**

Objectives:

Students

- acquire a comprehensive understanding of the relationships between physical, psychological and social working and functional capacity
- are able to plan, implement and develop activities that promote working and functional capacity

Content:

- Physical, psychological and social working and functional capacity
- Regulations regarding activities that promote working and functional capacity
- Instructing activities that promote working and functional capacity

Learning environments: practical training, projects

Implementation: Tornio

## **Participation and Collaboration in NGO and Youth Work 30 ECTS**

### **Introduction to Participation and Collaboration 10 ECTS**

Objectives:

Students

- understand different motivating factors influencing people's participation in activities
- are able to evaluate their own role as a participant and a promoter of participation
- are familiar with and able to use functional methods promoting participation

- are able to analyze the structures and models of NGOs and youth work organizations from the perspective of participation
- understand group dynamics – behaviour within a group and factors influencing interaction between different groups

Content:

- Social motivating
- Various forms and operating environments of participation
- Online communities and participation
- Participation opportunities of special needs groups
- Group dynamics
- Participatory, activating and collaborative methods
- Instructor's roles, tasks and ethics
- Community educator as instructor and as implementer of a participatory approach

Learning environments: contact instruction

Implementation: Nurmijärvi, Äänekoski

Additional information:

Students must complete this course before taking any other course in this module.

### **Collaborative Methods in NGO and Youth Work 10 ECTS**

Objectives:

Students

- are able to use participatory and collaborative methods creatively and flexibly in the different operating environments of NGO and youth work
- understand the significance of methods for goal-oriented activities
- develop their instruction skills
- are able to evaluate their performance as instructors and promoters of an operating culture that strengthens participation

Content:

- Operating cultures and goals of activities
- Introduction to collaborative methods; specialization in one method
- Creative application and evaluation of methods

Learning environments: contact instruction, projects, practical training, student team

Implementation: Nurmijärvi, Äänekoski (student team)

### **Participatory Project Work 10 ECTS**

Objectives:

Students

- understand the principles of participatory project work and its development
- are familiar with methods that encourage individuals and group members to participate in

- planning, organizing and evaluating various activities
- understand the significance of interactive communication as part of project implementation

Content:

- Participatory planning, implementation and evaluation of projects
- Interactive communication
- Target and stakeholder analyses
- Participatory development of project work

Learning environments: projects, practical training, student team

Implementation: Nurmijärvi, Äänekoski (student team)

Additional information:

Particular attention is paid to groups which are often excluded from participation.

### **Collaborative Development of Work and Voluntary Communities 10 ECTS**

Objectives:

Students

- are able to study the roles and groups within work and voluntary communities, the relations between different groups, as well as the legal grounds for collaboration
- are able to locate tools for promoting collaboration

Content:

- Community activities
- Legal grounds for collaboration
- Action research
- Methods of developing working conditions and practices
- Learning on the job and in voluntary activities

Learning environments: contact instruction, projects, practical training

Implementation: Nurmijärvi

Additional information:

Students specialize in the development challenges of a particular community, such as a work or student community, or the board of a local association.

## **Adventure Education in NGO and Youth Work 30 ECTS**

### **Introduction to Adventure Education 10 ECTS**

Objectives:

Students

- gain experience in adventure education
- understand the principles of adventure education and experiential pedagogy
- acquire the general knowledge and skills required in adventure education

- understand the significance of adventure education as well as the possibilities it offers for supporting personal growth and collaboration

Content:

- Adventure exercises
- Introduction to the sports and camping skills used in adventure education
- Introduction to debriefing and analyzing activities
- Introduction to physical and psychological safety precautions
- Community educator as instructor and provider of adventure education

Learning environments: contact instruction

Implementation: Tornio, Äänekoski

Additional information: Students must complete this course before taking any other course in this module.

### **Special Skills Required in Adventure Education 10 ECTS**

Objectives:

Students

- develop the sports and other special skills of their choice to a level at which they can use the skills safely in instructing groups
- understand the importance of technical skills in goal-oriented education and instruction

Content:

- Basic instructor training required by sports association, or equivalent training
- Instruction exercises
- Camping skills
- Safety plan

Learning environments: contact instruction

Implementation: Tornio

### **Adventure Education in NGO and Youth Work 10 ECTS**

Objectives:

Students

- are able to apply the methods of adventure education in the operating environments of NGO and youth work
- develop their instruction skills
- are able to take participation and collaboration into consideration in their instruction

Content:

- Planning, implementing and evaluating an activity involving adventure education
- Developing instruction skills
- Developing self-evaluation skills
- Developing safety thinking

Learning environments: contact instruction, practical training

Implementation: Tornio, Äänekoski

### **Group Processes in Adventure Education 10 ECTS**

Objectives:

Students

- are able to observe the phenomena occurring in activity groups, and to influence the phenomena in light of the educational objectives involved
- are able to evaluate their own performance as group members and instructors
- understand their possibilities of influencing group dynamics by using the methods of adventure education

Content:

- Group phenomena and their consideration in group instruction
- Group processes in adventure education
- Debriefing and analyzing activities
- Ensuring the safety of the group

Learning environments: contact instruction, practical training

Implementation: Tornio, Äänekoski

## **Organizational Communication and Media Education 30 ECTS**

### **Introduction to Organizational Communication and Media Education 10 ECTS**

Objectives:

Students

- understand the practices of the media and its impact on individuals, communities and the society
- are familiar with methods of goal-oriented organizational communication and media education
- adopt methods of critical media analysis
- gain experience in practice-based media education using different media
- are able to apply the knowledge and skills acquired to organizations in the field of NGO and youth work

Contents

- Channels and methods of organizational communication in NGO and youth work
- Practical exercises in using different media
- Principles, methods and possibilities of practice-based media education
- Social media and operating in online environments
- Community educator as instructor and provider of organizational communication and media education

Learning environments: contact instruction

Implementation: Nurmijärvi, Äänekoski

Additional information:

Students must complete this course before taking any other course in this module.

### **Communication Methods in NGO and Youth Work 10 ECTS**

Objectives:

Students

- have practical familiarity with organizational communication methods and the practices of different media
- are able to apply their knowledge to practice when implementing organizational communications
- are able to implement and promote interaction and collaboration using communication methods

Contents

- Practices of internal and external organizational communication
- Publicity skills, significance and formation of an organizational image
- Practices of the media, management of media relations
- Communication design, social influencing, campaigns
- Development of organizational communication, media education

Learning environments: practical training

Implementation: Nurmijärvi, Äänekoski

### **Communication and Expression 10 ECTS**

Objectives:

Students

- are able to express themselves using digital media
- are able to function in various communicative situations, such as meetings, press conferences and encounters with stakeholders
- acquire effective oral communication skills and are able to select the most suitable way of communication for each situation

Content:

- Planning and implementing various communicative situations
- Developing personal expression and communication skills
- Improving interaction within organizations
- Communication and expression in digital media
- Creative and experiential working practices for organizations
- Methods of media education

Learning environments: contact instruction, practical training

Implementation: Nurmijärvi, Äänekoski

## **Communication and Media Education in NGO and Youth Work 10 ECTS**

Objectives:

Students

- are able to act as media educators in different positions and operating environments in the field of NGO and youth work
- are able to plan and implement learning activities related to communication and media education
- are able to coordinate interaction and cooperative projects between NGO and youth work organizations and the media, as well as to instruct and educate organizations in such activities

Content:

- Principles and pedagogy of communication and media education
- Formats and action-oriented methods of media education in the operating environments of NGO and youth work
- Interactive communication cultures of organizations
- Possibilities provided by digital communications; introduction to online pedagogy

Learning environments: practical training

Implementation: Nurmijärvi, Äänekoski

## **Art and Cultural Education in NGO and Youth Work 30 ECTS**

### **Introduction to Art and Cultural Education 10 ECTS**

Objectives:

Students

- are familiar with the principles and significance of art and cultural education
- are able to apply the knowledge and skills acquired to organizations in the field of NGO and youth work

Content:

- Principles of art and cultural education
- Community-based art education
- Various operating environments of art and cultural education
- Introduction to methods of art and cultural education
- Community educator as instructor and provider of art and cultural education

Learning environments: contact instruction, independent work, online learning

Implementation: Joensuu

Additional information:

Students must complete this course before taking any other course in this module. Students acquire relevant professional skills in implementing art and cultural education, and understand the significance of art and culture for individuals, communities and the society.

**Creative Expression in Art and Cultural Education 10 ECTS** NOTE: Not offered in 2009–2013.

**Art and Cultural Education in NGO and Youth Work 10 ECTS**

Objectives:

Students

- are familiar with one civic activities or NGO or youth work operating environment involving art and cultural education
- strengthen their knowledge and skills in activities that support participation and collaboration
- are able to apply their knowledge to practice
- are able to evaluate and develop their instruction skills

Content:

- Planning, implementing and instructing art and cultural education activities using selected methods
- Creative application and evaluation of methods
- Adjusting one's theory-in-use
- Forming a personal instructor identity

Learning environments: practical training, student team

Implementation: Joensuu, Äänekoski (student team)

**Participatory Methods in Art and Cultural Education 10 ECTS**

Objectives:

Students

- expand their understanding of art and cultural education, as well as its significance and operating environments
- are familiar with various participatory methods
- are able to plan, implement and evaluate goal-oriented cultural activities that aim to promote participation and collaboration in the field of civic activities and NGO and youth work

Content:

- Participatory pedagogy and its applications in art and cultural education
- Operating environments and participatory methods of art and cultural education
- Planning, implementing and evaluating an art education process that promotes collaboration

Learning environments: practical training, online learning, student team

Implementation: Joensuu, Äänekoski (student team)

# PROFESSIONAL SPECIALIZATION 40 ECTS

## Development of NGO and Voluntary Work 40 ECTS

Objectives:

Students

- strengthen their professional competence in NGO and voluntary work
- develop their ability to act in various planning, expert and management positions within NGOs
- understand the significance of non-governmental civic activities to the Finnish way of life and to the development of the Finnish civic society

### **Change Processes in NGO and Voluntary Work 10 ECTS**

Objectives:

Students

- understand the mission statements, operating environments, and social and operational change processes of NGOs, and acquire the professional competence required in these areas
- are able to work in NGOs as employees, coordinators, producers and instructors, as well as in development and management positions
- understand the current state and future challenges of NGO and voluntary work

Content:

- Operating environments, mission statements and operating methods of NGOs and voluntary organizations
- NGOs and voluntary work in Finnish processes of social change
- Structural, regional and international characteristics of civic activities and NGOs
- Global dimensions of NGOs
- Significance of social networks and stakeholders to NGOs
- Relationship between employed and voluntary workers in NGOs
- Models of social advocacy

Learning environments: contact instruction, online learning, independent work

Implementation: Nurmijärvi, Äänekoski

### **Resources, Development and Management of NGOs 10 ECTS**

Objectives:

Students

- are familiar with the key working methods and principles related to coordinating, planning, managing and developing NGOs and voluntary work

Content:

- NGOs as organizations
- Acquisition, management and use of human, social and financial resources
- Management of NGOs and voluntary work
- Motivating and promoting member participation in and developing the operating culture of NGOs
- Projects as a method of NGO development
- Special characteristics and development of communication in NGOs
- Decision-making and management models in NGOs
- Strategic development of NGOs
- Operating models of international NGOs

Learning environments: contact instruction, online learning

Implementation: Nurmijärvi, Äänekoski

### **Development Project for NGO and Voluntary Work 20 ECTS**

Objectives:

Students

- are able to apply their theoretical and practical knowledge and project competence related to NGO and voluntary work to the development of practices and methods in the field

Content:

- Drafting an operational process in the form of a project: concept, background report, project plan, project report, and oral report on material
- Structure and activities of an operational process (project) in practice

Learning environments: practical training, projects

Implementation: Nurmijärvi, Äänekoski

Additional information:

The development project is implemented as part of HUMAK's R&D activities or other working life development activities in the form of practical training or a learning project in a community or organization relevant to the objectives and principles of the student's specialization option.

### **Practices and Development of Social Reinforcement 40 ECTS**

Objectives:

Students

- understand the connections between the well-being of society, membership in communities, and an individual's everyday life management
- are able to apply their knowledge to their work in the diverse field of preventive work by providing social support to individuals and communities, and by promoting their participation and developing their functional capacity

## **Communities and Cooperation 10 ECTS**

Objectives:

Students

- understand the significance of various communities and social networks to individuals at different stages of the life cycle
- are able to evaluate and use methods of community work in preventive activities aimed at promoting the well-being, functional capacity and participation of individuals and communities, and collaboration in society in general

Content:

- Significance of open and closed communities and membership in communities
- Different roles and group processes in communities
- Management and leadership in communities
- Principles and methods of a socio-pedagogical approach to community work; legislation in preventive work, with a special focus on child protection and work with immigrants

Learning environments: contact instruction, independent work, student team

Implementation: Joensuu, Lohja/Nurmijärvi, Tornio, Äänekoski

## **Social Reinforcement 10 ECTS**

Objectives:

Students

- understand the socio-pedagogical principles and theoretical background of social reinforcement aimed at promoting the well-being, functional capacity and participation of individuals
- are familiar with the methods and legal basis of substance abuse and crime prevention and the prevention of mental disorders at the level of the individual, community and society
- are able to evaluate the efficiency and significance of social intervention methods used in preventive work
- are able to function as experts in their field in multiprofessional cooperation networks and teams

Content:

- Principles of socio-pedagogical intervention, and determining the need for intervention
- Methods, legal basis and service systems of substance abuse and crime prevention and the prevention of mental disorders
- Evaluating the efficiency and effects of the methods of preventive work at the level of the individual, community and society
- Practices and professional interaction in multiprofessional work

Learning environments: contact instruction, independent work, student team

Implementation: Joensuu, Lohja/Nurmijärvi, Tornio, Äänekoski

## **Development Project for Social Reinforcement Practices 20 ECTS**

Objectives:

Students

- are able to apply their theoretical and practical knowledge and project competence related to social reinforcement to the development of practices and methods in the field

Content:

- Drafting an operational process in the form of a project: concept, background report, project plan, project report, and oral report on material
- Structure and activities of an operational process (project) in practice

Learning environments: practical training, projects, student team

Implementation: Joensuu, Lohja/Nurmijärvi, Tornio, Äänekoski

Additional information:

The development project is implemented as part of HUMAK's R&D activities or other working life development activities in the form of practical training or a learning project in a community or organization relevant to the objectives and principles of the student's specialization option.

## **Development of International and Multicultural Activities 40 ECTS**

Objectives:

Students

- strengthen their knowledge of international and multicultural activities
- develop their ability to work in various planning and expert positions within the field

Additional information:

Some of the studies can be completed in an international learning environment, for example, through the Erasmus exchange programme. In such cases, the lecturer in charge of the sub-module determines whether the studies completed at a foreign educational institution correspond to the content and objectives of this specialization option.

## **International Relations and Activities 10 ECTS**

Objectives:

Students

- develop their understanding of international relations and of the effects of globalization on their field
- are familiar with the key principles, conventions, actors and practices of international activities

Content:

- Principles of international relations (international politics)
- Internationalism from various perspectives (politics, equality, culture, etc.)
- Key international conventions, programmes and legislation

- International organizations and international activities of NGOs
- International project work

Learning environments: contact instruction, independent work, online learning, international learning environment

Implementation:  
Nurmijärvi, Tornio

Additional information:

The sub-module is based on research carried out in the social sciences.

### **Multiculturalism and Pluralistic Civil Society 10 ECTS**

Objectives:

Students

- are able to study the meanings and manifestations of difference, equality, pluralism and multicultural citizenship in Finnish society
- develop their understanding of immigrants and different stages of the immigrant integration process, other minorities and factors influencing their status, as well as the efficiency of non-discrimination work
- are familiar with the civic activities of immigrants, and develop their competence in promoting the participation of various minorities and in building a pluralistic civic society

Content:

- Multicultural youth work and civic activities
- Global education and projects promoting equality
- Minorities and participation
- Work among immigrants
- Increasingly pluralistic working life and civic society

Learning environments: contact instruction, independent work, international learning environment

### **Development Project for International and Multicultural Activities 20 ECTS**

Objectives:

Students

- are able to apply their theoretical and practical knowledge and project competence related to international and multicultural activities to the development of practices and methods in the field

Content:

- Drafting an operational process in the form of a project: concept, background report, project plan, project report, and oral report on material
- Structure and activities of an operational process (project) in practice

Learning environments: practical training, projects

Implementation: Nurmijärvi, Tornio

Additional information:

The development project is implemented as part of HUMAK's R&D activities or other working life development activities in the form of practical training or a learning project in a community or organization relevant to the objectives and principles of the student's specialization option.

# THESIS STUDIES 30 ECTS

## Research-Based and Development-Oriented Approach 5 ECTS

Objectives:

Students

- understand the significance of scientific knowledge and its application to professional contexts and the development of work practices
- are able to organize problem-solving methods based on the basic models of research-based learning, and are familiar with practical applications of the research-based approach
- understand the significance of critical literacy and are familiar with the principles of scientific writing
- are familiar with the principles of research ethics in their field

Content:

- Research-based learning and approach
- Shared expertise and collaborative knowledge-building
- Knowledge required in profession
- Differences between scientific and everyday/other knowledge
- Critical literacy
- Principles of research ethics in the field, and ethical use of sources

Learning environments: contact instruction, independent work, practical training

Implementation: Joensuu, Lohja/Nurmijärvi, Tornio, Äänekoski

## Research Methodology 5 ECTS

Objectives:

The overall objective is that students understand the process and different phases of producing a thesis as part of developing work practices and strengthening their own professional specialization, and that they are familiar with the methods used in developing work practices in the field.

Students

- understand the competence related to preparing reports and carrying out research required in the development of work practices
- are familiar with methods suited to preparing reports, studies, development assignments and practice-based and other types of theses
- are able to gather relevant and reliable material for the development of work practices
- are able to interpret and analyze information in order to contribute to the development of work practices and operating cultures
- are able to evaluate work practices and their own performance as developers of work practices
- understand the requirements for a thesis and are able to write a thesis report

Content:

- Research and development activities in the field
- Producing a thesis at HUMAK
- Different phases and the process of writing a thesis
- Thesis report and product
- Methods of gathering material for a thesis
- Analyzing quantitative and qualitative data in practice
- Interpreting results and drawing conclusions
- Principles of research ethics

Learning environments: contact instruction, independent work

Implementation: Joensuu, Lohja/Nurmijärvi, Tornio, Äänekoski

## Thesis Workshop 5 ECTS

Objectives:

The overall objective is that students be able to apply the knowledge gained during the courses Research-Based and Development-Oriented Approach, and Research Methodology to the process of writing a thesis.

Students

- are familiar with the research and development projects of HUMAK and of key actors in their field
- are able to select and limit the scope of their thesis topic in cooperation with an expert network in their field
- are able to prepare a thesis plan and to schedule their work
- are able to use methods suited to their thesis topic and to utilize different structural models for a thesis
- understand the significance of peer evaluation from the perspective of developing critical thinking

Content:

- Introduction to the R&D activities of HUMAK and key actors in one's field
- Finding and limiting the scope of a thesis topic
- Applying methodological knowledge (research- or practice-based) to a thesis
- Structural models for a thesis
- Forms of thesis and the process of writing a thesis
- Scheduling a thesis
- Peer evaluation and support
- Practices related to producing a thesis (agreement with workplace mentor, research permits, forming a thesis working group, supervision)

Tasks:

- Thesis outline
- Thesis plan (10 pages)

Learning environments: contact instruction, online learning

Implementation: Joensuu, Lohja/Nurmijärvi, Tornio, Äänekoski

# Thesis 15 ECTS

## Objectives:

The overall objective is that students demonstrate their ability to carry out development work in their professional field.

## Students

- demonstrate their ability to gather and analyze information independently and their knowledge of the methods required in developing work practices
- are able to collaborate at the workplace and with their student peers
- practise their ability to present and distribute information in their field

## Content:

- Thesis
- Bulletin
- Maturity test
- Seminars (interim thesis seminar, thesis seminar)
- Peer evaluation

Implementation: Joensuu, Lohja/Nurmijärvi, Tornio, Äänekoski

# PROFESSIONAL GROWTH AND WORKING LIFE SKILLS 10 ECTS

## Working Life Skills 5 ECTS

Objectives:

Students

- strengthen their working life skills
- are able to apply their knowledge to various working life environments
- are able to study methods related to the development of production and working practices, change processes in working life environments, as well as different communication and organizational cultures

Content:

- Research-based development of work practices
- Regulatory systems in working life
- Collaboration skills
- Communication
- Organization of work

Learning environments: contact instruction, student team

Implementation: Joensuu, Lohja/Nurmijärvi, Tornio, Äänekoski

## Career Planning and Portfolio 5 ECTS

Objectives:

Students

- develop their career planning and clarify their personal goals
- acquire broad skills in job seeking
- are familiar with entrepreneurship
- recognize their professional competence

Content:

- Career planning and job seeking, online course (3 ECTS)
- Portfolio process (supervision, presentation of interim portfolio, final portfolio seminar) (2 ECTS)

Learning environments: contact instruction, online learning, independent work, student team

Implementation: Joensuu, Lohja/Nurmijärvi, Tornio, Äänekoski

# OPTIONAL STUDIES 20 ECTS

## Preparatory Course in Swedish 2 ECTS

Objectives:

Students

- are able to communicate orally in everyday situations
- are able to prepare brief texts and messages related to, for example, their own life, studies and future profession
- understand texts mainly consisting of everyday and job-related language
- understand speech at normal tempo
- are able to use the most common linguistic structures
- are able to use vocabulary related to everyday life and some terminology of their field

Learning environments: contact instruction

Additional information:

This course is recommended for students who have failed or received the grade Satisfactory in their placement test. The contact instruction focuses on going through basic structures and vocabulary, and on developing written and oral communication skills.

## Preparatory Course in English 2 ECTS

Objectives:

Students

- are able to communicate orally in everyday situations
- are able to prepare brief texts and messages related to, for example, their own life, studies and future profession
- understand texts mainly consisting of everyday and job-related language
- understand speech at normal tempo
- are able to use the most common linguistic structures
- are able to use vocabulary related to everyday life and some terminology of their field

Learning environments: contact instruction

Additional information:

This course is recommended for students who have failed or received the grade Satisfactory in their placement test. The contact instruction focuses on going through basic structures and vocabulary, and on developing written and oral communication skills.

## Swedish Literature 2 ECTS

Objectives:

Students

- are familiar with fiction and literature for children and young people in their field

- strengthen their language skills and cultural knowledge

Learning environments: independent work

Additional information:

Students read independently at least two books selected from the reading list, and complete the related assignments according to instructions. The course can be completed by turning in essay assignments or by taking an open book exam. The assignments involve text analysis, and not writing a book summary. The assignments are written in Swedish. Students select books from the reading list together with the lecturer in charge of the course.

## English Literature 2 ECTS

Objectives:

Students

- are familiar with fiction and literature for children and young people in their field
- strengthen their language skills and cultural knowledge

Learning environments: independent work

Additional information:

Students read independently at least two books (at least 500 pages in total) by different authors selected from the reading list, and complete the related assignments according to instructions. The course can be completed by turning in essay assignments or by taking an open book exam. The assignments involve text analysis, and not writing a book summary. The assignments are written in English. Students select books from the reading list together with the lecturer in charge of the course.

# DEGREE PROGRAMME IN CULTURAL MANAGEMENT

## Syllabus 2009–2013

Degree: Degree in Culture  
Title: Bachelor of Culture and Arts  
Scope of Degree: 240 ECTS / 4 years

### DEGREE PROGRAMME OBJECTIVES

The Degree Programme in Cultural Management trains professionals needed in cultural events and organizations, private enterprises, cultural and art projects, as well as municipal and state cultural administration. The programme also enables graduates to operate as entrepreneurs in the cultural and creative industry.

Cultural managers are art and business experts and organizers. They are expected to possess strong skills in networking, communicating and developing their own work and operating environment in Finland and abroad, as well as in cross-sector cooperation aimed at promoting culture and the arts.

The expertise of cultural managers is based on their in-depth knowledge of the cultural operating environment and their production process and business competence. Other key areas of their professional competence include production design, project management, economics and finance, entrepreneurship, publicity work and marketing.

The degree programme is designed to allow students to strengthen their know-how and distinctive professional competence throughout their studies.

# PROGRAMME STRUCTURE

All students begin their first year with the HUMAK Core Studies module. Students are introduced to university studies and to the profession and field of cultural managers. Students begin to reflect on their professional competence by familiarizing themselves with the portfolio process. In the first year, professional studies focus on introducing students to the work and production processes of cultural managers. First-year studies also include the first training period.

In the second year, students continue to develop their professional know-how and skills. Students focus on developing their expertise in the following areas: knowledge of the cultural operating environment, management of cultural production processes, and business know-how in cultural management.

In the third year, students focus on their professional specialization. During their advanced specialization studies, students strengthen their expertise in production processes and content production in culture and the arts. Students develop a distinctive professional competence by further specializing in cultural management in multicultural urban environments, event management, or culture as a business. In the third year, students also begin their thesis studies and present their interim portfolio.

In the fourth year, students continue developing their expertise with professional specialization studies and optional studies. The last year focuses on studies related to the thesis. Students prepare a final portfolio in which they reflect on their professional know-how and development.

Programme Structure and Courses	Year(s)
<p> <b>THESIS STUDIES 30 ECTS</b>            Research in the Development of the Field 5 ECTS            Research Methodology 5 ECTS            Thesis Workshop 5 ECTS            Thesis 15 ECTS         </p>	3rd–4th
<p> <b>PROFESSIONAL SPECIALIZATION 30 ECTS</b>            Specialization Option 20 ECTS            Cultural Management in Multicultural Urban Environments 20 ECTS            Event Management 20 ECTS            Culture as a Business 20 ECTS            Advanced Specialization Studies 20 ECTS            Cultural Content Production 20 ECTS            Cultural Production Processes 20 ECTS         </p>	3rd–4th
<p> <b>OPTIONAL STUDIES 20 ECTS</b> </p>	3rd–4th
<p> <b>BASIC STUDIES 130 ECTS</b>            Business Competence in Cultural Management 40 ECTS            Financial Management 10 ECTS            Entrepreneurship and Commercialization 10 ECTS            Marketing 10 ECTS            Project Work and Management 10 ECTS            Management of Cultural Production Processes 40 ECTS            Legal Issues 10 ECTS            Media and Interaction Skills 10 ECTS            Introduction to Cultural Manager's Work and Production Processes 10 ECTS            Communication 10 ECTS            Cultural Operating Environment 50 ECTS            Knowledge of Art 10 ECTS            Language Studies 10 ECTS            Administration and Policy 10 ECTS            Introduction to Economics and Finance 10 ECTS            Cultural Manager's Work and Production Processes in Practice 10 ECTS         </p>	1st–3rd
<p> <b>WORKING LIFE SKILLS, CAREER PLANNING AND PORTFOLIO 10 ECTS</b> </p>	1st–4th
<p> <b>HUMAK CORE STUDIES 10 ECTS</b>            Introduction to Profession and Professional Field 5 ECTS            Introduction to University Studies 5 ECTS         </p>	1st

# PROGRAMME STRUCTURE

## HUMAK Core Studies 10 ECTS

The objective of the HUMAK Core Studies module is to prepare students for university studies, for drafting, implementing and updating a Personal Study Plan (PSP), and for evaluating their own learning. The module familiarizes students with the values of HUMAK University of Applied Sciences, and enables them to draft a PSP that supports the achievement of a distinctive professional competence. Students are encouraged to utilize HUMAK's educational technology solutions and opportunities to facilitate their studies.

### Working Life Skills, Career Planning and Portfolio 10 ECTS

The purpose of this module is to enable students to plan their professional development and to evaluate their own learning and development needs. In addition, the module aims to improve students' job seeking skills. The module includes drafting and presenting a final portfolio.

## Basic Studies 130 ECTS

In the Basic Studies module, students acquire the knowledge and skills required in the work of a cultural manager. The module contains the following sub-modules:

- Cultural Operating Environment
- Management of Cultural Production Processes
- Business Competence in Cultural Management

The sub-module Cultural Operating Environment contains the following courses: Knowledge of Art, Administration and Policy, Introduction to Economics and Finance, and Cultural Manager's Work and Production Processes in Practice. The Language Studies course provides students with the level of language proficiency stipulated in the Government Decree on Polytechnics.

The sub-module Management of Cultural Production Processes contains the following courses: Legal Issues, Media and Interaction Skills, Introduction to Cultural Manager's Work and Production Processes, and Communication.

The sub-module Business Competence in Cultural Management contains the following courses: Financial Management, Entrepreneurship and Commercialization, Marketing, and Project Work and Management.

## Professional Specialization 30 ECTS

The Professional Specialization module allows students to develop their professional

expertise. The module contains the following sub-modules:

- Advanced Specialization Studies
- Specialization Option

During their advanced specialization studies, students strengthen their expertise in production processes and content production in culture and the arts.

The sub-module Specialization Option allows students to build a distinctive professional competence by selecting one of the following three specialization options:

- Culture as a Business
- Event Management
- Cultural Management in Multicultural Urban Environments

In their chosen specialization option, students first familiarize themselves with course literature and participate in contact instruction. Then, they complete a practical training period on which they report in the form of a development project plan. While completing their chosen specialization option, students aim to conclude a thesis agreement.

## Optional Studies 20 ECTS

Optional studies provide students with perspectives on new areas of competence or strengthen their existing professional competence. They may consist of additional studies from the Basic Studies or Professional Specialization modules, or other studies offered at HUMAK. Where applicable, optional studies may also include studies at other universities, the Finnish Online University of Applied Sciences or foreign educational institutions. The studies may also include courses worth less than 10 ECTS each.

## Thesis Studies 30 ECTS

In the thesis, students demonstrate their ability to systematically gather and critically analyze information, and to produce knowledge in their field. The objective is for students to prepare a thesis that strengthens their professional expertise. The Thesis Studies module contains the following courses: Research in the Development of the Field, Research Methodology, Thesis Workshop, and Thesis. The Thesis Studies module is always completed on the HUMAK campus where the student is registered.

# HUMAK CORE STUDIES 10 ECTS

The objective of the HUMAK Core Studies module is to prepare students for university studies, for drafting, implementing and updating a Personal Study Plan (PSP). Students learn to gather information and utilize HUMAK's educational technology solutions. Students become familiar with the values of HUMAK, and develop their oral and written skills in Finnish. They develop their skills in expert communication, in appropriate and collaborative handling of interactive situations involving professional group communication, and in facilitating their own studies. In addition, students are introduced to their own profession and professional field. The HUMAK Core Studies module includes two sub-modules of 5 ECTS each.

## Introduction to University Studies 5 ECTS

The sub-module includes the following courses: Study Skills and PSP (1 ECTS), Information Gathering (1 ECTS) and Digital Literacy (3 ECTS).

Learning environments: contact instruction, independent work, online learning

Course locations: Jyväskylä, Kauniainen, Turku

### **Study Skills and PSP 1 ECTS**

Objectives:

Students

- are familiar with different learning methods and learning environments
- are familiar with HUMAK's pedagogical environment
- practise planning their studies and evaluating their own learning
- are able to develop their PSP
- are introduced to the role of the portfolio in the evaluation of studies

Content:

- Learning methods and learning environments
- Degree programme, syllabus, study guide
- Training environment Jobstep
- Self-evaluation skills
- Study skills and PSP
- Portfolio – proof of growth and learning

### **Information Gathering 1 ECTS**

Objectives:

Students

- understand the importance of information gathering and management

- learn to use various databases, electronic materials and information networks in gathering information
- learn to evaluate the reliability of information

Content:

- Information gathering and management skills
- Using library, reference, article and full-text databases and electronic materials available at HUMAK and in the field of study
- Using information networks in information management
- Reliability of information

### **Digital Literacy 3 ECTS**

Objectives:

Students

- are able to use HUMAK's virtual campus
- learn to use HumakPro in their studies
- acquire basic IT skills in word processing, presentation and spreadsheet software

Content:

- Hunet, HumakPro, e-mail
- Using networks
- Word processing (Microsoft Word), presentation (Microsoft PowerPoint) and spreadsheet (Microsoft Excel)

## **Introduction to Profession and Professional Field 5 ECTS**

The sub-module includes the following courses: Humanism (1 ECTS), Oral Communication (1 ECTS), Written Communication (1 ECTS), Research Communication (1 ECTS) and Professional Orientation (1 ECTS).

Learning environments: contact instruction, independent work, online learning

Course locations: Jyväskylä, Kauniainen, Turku

### **Humanism 1 ECTS**

Objectives:

Students

- are familiar with humanism as a life stance
- are familiar with the history of humanism
- are familiar with alternatives to a humanistic life stance

Content:

- Humanistic life stance
- History of humanism
- Alternative life stances
- The sub-module includes the following courses: Oral Communication (1 ECTS), Written Communication (1 ECTS) and Research Communication (1 ECTS).

### **Oral Communication 1 ECTS**

Objectives:

Students

- have basic expression, presentation and oral communication skills
- are familiar with the nature and requirements of various situations involving oral communication
- understand the nature of oral communication and professional communicative situations in Finland
- learn to analyze themselves as communicators
- are able to give and receive feedback on their own communication

Content:

- Expression, presentation and oral communication skills
- Introduction to oral communicative situations and their requirements and characteristics
- Individual as a communicator and developing as a communicator
- Feedback on student's communication
- Oral communication in interpersonal communication and professional communication

### **Written Communication 1 ECTS**

Objectives:

Students

- possess a basic knowledge and skills in formal written communication
- are able to prepare key professional documents
- are familiar with the basics of media writing
- are able to identify the characteristics and language of formal writing
- learn to analyze, understand, use, interpret, evaluate and produce texts belonging to various genres

Content:

- Characteristics and different written forms of formal communication
- Basic knowledge and skills required to produce written reports related to studies and working life
- Professional documents and their production, layout and document standard

- Basics of media writing (e.g., press/media release, other media texts)
- Characteristics and language conventions of formal writing (producing, evaluating, editing and revising texts)

### **Research Communication 1 ECTS**

Objectives:

Students

- are familiar with the basics of research communication and scientific writing
- are able to prepare research texts in different genres
- are familiar with using and documenting sources
- are familiar with the ethics of research communication

Content:

- Research communication and scientific writing
- Intertextuality
- Genres of research communication (e.g., abstract, summary, essay); producing texts in different genres; layout issues
- Documenting sources and creating a bibliography
- Ethics of research communication

### **Professional Orientation 1 ECTS**

Objectives:

Students

- are familiar with their own field
- have a general understanding of training provided in their field
- understand the significance of project and team work and the forms of collaboration involved

Content:

- Professions, actors, practices and prospects of student's own field
- Status of training in student's own field in the educational system of Finland
- Project and team work and different forms of collaboration

Learning environments: contact instruction, independent work, online learning

Course locations: Jyväskylä, Kauniainen, Turku

# WORKING LIFE SKILLS, CAREER PLANNING AND PORTFOLIO 10 ECTS

Objectives:

Students

- are able to plan their professional development path
- are able to define their values and consider ethical issues related to their field
- are familiar with different job descriptions in their field
- are able to evaluate their own learning and development needs
- are able to demonstrate their professional competence
- are familiar with the regulatory systems of the labour market, and are able to apply for jobs efficiently

Content:

## **Introduction to Professional Development 5 ECTS**

- Preparing for and carrying out PSP discussions
- Online course on professional image and ethics
- Observing portfolio presentations and working life seminars
- Online course on career planning
- Interim portfolio, career and specialization plan

Learning environments: contact instruction, independent work, online learning

Course locations: Jyväskylä, Kauniainen, Turku

## **Working Life Skills and Portfolio 5 ECTS**

- Online course on working life skills and job seeking
- Preparing and presenting a final portfolio

Learning environments: contact instruction, independent work, online learning

Course locations: Jyväskylä, Kauniainen, Turku

# BASIC STUDIES 130 ECTS

## Cultural Operating Environment 50 ECTS

### **Knowledge of Art 10 ECTS**

Objectives:

Students

- are familiar with current phenomena, concepts and historical background related to different art forms or areas of culture
- are able to gather information on artists, works and performances
- understand the characteristics, goals, and production and performance environments in the work of an artist
- are able to analyze and describe their personal relationship with art
- are able to produce fluent and usable texts on art while employing terminology used in the field
- are able to see the Western concept of art as part of a wider context

Content:

- Excursions, visiting artists, art criticism in different media
- Writing about art, artists and works of art
- Introduction to the historical and theoretical background of different art forms or cultural phenomena using literature and other sources

Learning environments: contact instruction, independent work, online learning

Course locations: Jyväskylä, Kauniainen, Turku

### **Language Studies 10 ECTS**

Objectives:

Students

- are able to operate in expert positions in the increasingly globalizing labour market using a foreign language and Swedish (native Finnish speakers) or Finnish (native Swedish speakers)
- are able to communicate across linguistic and cultural barriers
- are able to develop their professional competence in operating environments transcending their own linguistic and cultural boundaries
- complete the compulsory language proficiency exam in their second national language (Swedish or Finnish) and in one foreign language

Content:

Students whose school language is Finnish complete 5 ECTS worth of studies in Swedish and 5 ECTS worth of studies in a foreign language. The degree programme offers foreign language studies in English and a range of other languages varying from one year to another. Students whose school language is Swedish complete a language proficiency exam in Swedish and 10 ECTS worth of studies in foreign languages (at least 5 ECTS in a single foreign language).

The course is comprised of the following parts:

Spoken Swedish (2 ECTS)

Written Swedish (3 ECTS)

Spoken English (2 ECTS)

Written English (3 ECTS)

Schedule:

- 1st semester: (preparatory studies in Swedish), Spoken Swedish
- 2nd semester: Written Swedish
- 3rd semester: Spoken English
- 4th semester: Written English

Learning environments: contact instruction, independent work, online learning

Course locations: Jyväskylä, Kauniainen, Turku

## **Administration and Policy 10 ECTS**

Objectives:

Students

- are familiar with the history and traditions of administration, and are able to analyze its operation in the broader social and international context
- are familiar with different types of organizations and administrative models, and are able to use their administrative knowledge in their work
- are familiar with public administration and are able to use their expertise in their work
- are familiar with different areas of social policy, and are able to participate as experts in cultural policy debates
- are familiar with different sectors of the society, and are able to work in administrative positions in different sectors

Content:

- Theory and history of administration
- Organizations and administration
- Public administration: state, municipalities, the EU, Nordic cooperation
- Cultural policy, political influencing and arts administration
- Third sector, foundations and administration of associations

Learning environments: contact instruction, independent work, online learning

Course locations: Jyväskylä, Kauniainen, Turku

### **Introduction to Economics and Finance 10 ECTS**

Objectives:

Students

- are able to use key concepts related to economics
- are familiar the public, third, corporate and entrepreneurial sector
- are familiar with the general principles of economic activity
- are familiar with the sources of funding and funding processes in the cultural sector
- are able to seek funding for cultural projects
- are able to prepare a financial plan for a cultural production

Content:

- Introduction to economic thinking
- Introduction to economics and economic life
- Culture as an economic activity
- Cultural funding
- Planning of cultural funding, and fundraising
- Status of culture in the state budget and in local government funding
- EU funding
- Legislation concerning cultural funding
- Corporate cooperation as part of fundraising in cultural management

Learning environments: contact instruction, independent work, online learning

Course locations: Jyväskylä, Kauniainen, Turku

### **Cultural Manager's Work and Production Processes in Practice 10 ECTS**

Objectives:

Students

- acquire hands-on experience in the tasks and operating environments of their field
- possess professional skills in the cultural sector
- possess professional interaction skills
- understand the professional field of the cultural sector and their trainee position as part of the field
- acquire key components for building their professional identity
- network with various actors and stakeholders in the field
- are able to apply in practice the knowledge they gained in the course Introduction to Cultural Manager's Work and Production Processes

Content:

- Practical training in the cultural sector (Finland and abroad)
- Training in corporate cooperation
- Production process management
- Time management
- Cultural manager's professional identity
- Technical, financial and content competence in cultural management
- Reporting on practical training on working life forum
- Professional ethics and values of cultural managers
- Labour relations and unionization

Learning environments: practical training

Course locations: Jyväskylä, Kauniainen, Turku

## Management of Cultural Production Processes 40 ECTS

### **Legal Issues 10 ECTS**

Objectives:

Students

- are introduced to and understand the meaning of key legal concepts
- are familiar with key labour legislation, especially that governing the cultural sector
- are able to apply their legal know-how in cultural management positions
- are able to obtain legal information and follow legislative developments and debates

Content:

- Key legal concepts, introduction to legislation
- Cultural legislation
- Permit policies
- Contract law
- Key aspects of labour legislation
- Tax legislation (mainly personal tax and VAT)
- Copyrights, intellectual property rights
- Introduction to relevant EU legislation

Learning environments: contact instruction, independent work, online learning

Course locations: Jyväskylä, Kauniainen, Turku

### **Media and Interaction Skills 10 ECTS**

Objectives:

## Students

- are able to produce content for different media
- are familiar with theories of media education, and are able to interpret and analyze media materials
- develop their interaction, performing and oral communication skills

## Content:

- Media education
- Media skills
- Oral communication and conversation skills
- Conference and negotiation skills

Learning environments: contact instruction, independent work, online learning

Course locations: Jyväskylä, Kauniainen, Turku

## **Introduction to Cultural Manager's Work and Production Processes 10 ECTS**

### Objectives:

## Students

- are familiar with the job description of a cultural manager and the elements and production processes of different types of productions
- are able to work in productions in the cultural sector
- are able to plan and manage their own use of time
- are able to participate in topical debates in the cultural sector
- are familiar with the theoretical basis of the cultural manager's work

## Contents

- Event management: technical, financial and content management (including ecological and safety issues)
- Introduction to various cultural productions and cultural managers
- Professional identity, ethics and values of cultural managers
- Participating in the planning and implementation of cultural productions
- Production process management
- Time management skills and well-being at work
- Cultural manager's job description in different cultures
- Introduction to recent key literature and debates
- Starting a personal cultural manager's folder

Learning environments: contact instruction, independent work

Course locations: Jyväskylä, Kauniainen, Turku

## **Communication 10 ECTS**

### Objectives:

## Students

- are familiar with the key concepts, theories and areas of communication
- are able to prepare informative texts and to produce materials for different media
- are able to function in various communicative situations and communication cultures (e.g., special needs groups)

## Content:

- Introduction to concepts and theories of communication
- Communication environments and cultures
- Internal and external communications
- Change and crisis communication
- Preparing communicative texts and PR materials for different media
- Media relations
- Introduction to image processing and graphic design

Learning environments: contact instruction, independent work, online learning

Course locations: Jyväskylä, Kauniainen, Turku

# Business Competence in Cultural Management 40 ECTS

## **Financial Management 10 ECTS**

### Objectives:

#### Students

- are familiar with the principles of accounting
- are able to process payments in practice
- are familiar with financial planning, budgeting, financial monitoring and the related legislation in the cultural sector
- are able to analyze economic indicators

#### Content:

- Financial planning and budgeting
- Payments and other financial management processes
- Accounting
- Taxation

Learning environments: contact instruction, independent work, online learning

Course locations: Jyväskylä, Kauniainen, Turku

## **Entrepreneurship and Commercialization 10 ECTS**

Objectives:

Students

- are familiar with different models of internal and external entrepreneurship
- are familiar with the operating environment of enterprises active in their field, and are able to evaluate changes taking place in the operating environment
- are introduced to various commercialization processes, and learn to develop different types of services or products from the perspective of business development
- are able to prepare a viable business plan covering all relevant areas
- are able to prepare a marketing and financial plan, and are familiar with the management of a small business and the basic principles of economics

Content:

- Internal and external entrepreneurship
- Management of the operating environment of an enterprise in the cultural sector
- Managing the commercialization process
- Preparing a business plan
- Running and organizing business operations

Learning environments: contact instruction, independent work, online learning

Course locations: Jyväskylä, Kauniainen, Turku

## **Marketing 10 ECTS**

Objectives:

Students

- are familiar with key marketing theories and practices, as well as the characteristics of arts and cultural marketing and sales
- are familiar with the main principles of customer-oriented thinking and strategic planning of marketing, as well as the methods and practices of marketing communications

Content:

- Analyzing the concept of marketing through theories
- Arts and cultural marketing
- Preparing a marketing plan
- Customer-oriented thinking and services marketing

- Marketing communication practices and tools

Learning environments: contact instruction, independent work, online learning

Course locations: Jyväskylä, Kauniainen, Turku

### **Project Work and Management 10 ECTS**

Objectives:

Students

- understand the characteristics of project work
- are able to lead project work and manage projects
- are familiar with leadership and human resource management models
- are familiar with the various requirements, models and practices of leadership
- are able to analyze their own leadership performance and role

Content:

- Project work: planning, leadership and management
- Practical project work: planning, implementation and reporting
- Leadership and human resource management
- Work supervision and leadership
- Organizing work, organizational roles

Learning environments: contact instruction, independent work, projects

Course locations: Jyväskylä, Kauniainen, Turku

## **PROFESSIONAL SPECIALIZATION 40 ECTS**

### **Advanced Specialization Studies 20 ECTS**

Cultural Content Production 10 ECTS

Further specialization:

- Area of culture
- Art form

Objectives:

Students

- strengthen their knowledge of the chosen areas of art and culture from the

- perspective of the cultural manager's work
- are able to gather information on the content-related and artistic objectives of a production
- are able to apply their knowledge of an art form/area of culture to cultural management purposes
- participate and understand their role in the development of cultural production processes and repertoires

Content:

- Introduction to a chosen art form/area of culture
- Studying the historical and theoretical background of the art form/area of culture
- Applying the knowledge on the art form/area of culture to the development of production processes

Learning environments: practical training, contact instruction, independent work, projects, online learning

Course locations: Jyväskylä, Kauniainen, Turku

### **Cultural Production Processes 10 ECTS**

Further specialization:

- Festival and event management
- International cultural cooperation (cultural exchange, cultural exports)
- Commercializing a cultural service
- Multiprofessional production processes
- Management and leadership in production processes
- Marketing and communications

Objectives:

Students

- strengthen their expertise in the chosen area of the production process
- expand their professional networks
- strengthen and focus their career plan
- develop their professional identity
- develop practices in the industry/profession

Content:

- Practical training or project in the chosen area of the production process
- Training/project plan
- Training/project report
- Presenting report in working life seminar

Learning environments: practical training, projects

Course locations: Jyväskylä, Kauniainen, Turku

## **Specialization Option 20 ECTS**

Students select one of the following three specialization options:

- Culture as a Business 20 ECTS
- Event Management 20 ECTS
- Cultural Management in Multicultural Urban Environments 20 ECTS

Common content for all options:

- Studying course literature and participating in contact instruction
- Studying the operations of the practical training organization
- Preparing a training plan and a preliminary development plan
- Practical training in accordance with training plan objectives
- Preparing a development/operating plan or operating model
- Self-evaluation of learning and development skills

## **Culture as a Business 20 ECTS**

Objectives:

Students

- are able to work in the field of cultural management as entrepreneurs, employees or in cooperation with business life
- are able to recognize and develop collaboration opportunities between the private sector and the public and third sectors
- are able to model, develop and implement cooperation in a multiprofessional and multidisciplinary network
- expand their knowledge of cultural exports and international cooperation
- strengthen their knowledge and skills related to entrepreneurship

Learning environments: practical training, contact instruction, independent work

Course locations: Turku

## **Event Management 20 ECTS**

Objectives

Students

- are able to analyze and develop event management as well as a technical, content-related or commercial area therein
- are able to analyze and develop the leadership, management or coordination of an event management organization
- are able to prepare a development project related to event management

Learning environments: practical training, contact instruction, independent work

Course locations: Jyväskylä

### **Cultural Management in Multicultural Urban Environments 20 ECTS**

Objectives:

Students

- are introduced to the diverse field, actors, events and goals of cultural activities
- expand their understanding of culture
- are able to plan multicultural activities
- are able to use culture and the arts to promote the successful integration of immigrants
- are able to take cultural differences into consideration in their communication
- are familiar with the principles of development activities
- investigate and assess the practices, development needs and possibilities of cultural diversity in their practical training organization
- use art to promote cultural diversity
- develop cultural diversity in their practical training organization
- are able to treat people equally in a culturally diverse environment
- understand the impact of their own actions from the perspective of cultural diversity

Learning environments: practical training, contact instruction, independent work

Course locations: Kauniainen

## **THESIS STUDIES 30 ECTS**

In the thesis, students demonstrate their ability to systematically gather and critically analyze information, and to produce knowledge in their field. Students are familiar with the principles, traditions and methods of scientific research in their own field, and are able to apply them in their own thesis. The objective is for students to prepare a thesis that strengthens their professional expertise. The Thesis Studies module contains the following courses:

- Research in the Development of the Field 5 ECTS
- Research Methodology 5 ECTS
- Thesis Workshop 5 ECTS
- Thesis 15 ECTS

The courses progress in a process-like manner and support one another. Students begin their thesis studies in the autumn of their third year of studies, with the course Research in the Development of the Field 5 ECTS. The part of the thesis involving independent work is usually completed during the fourth (final) year. The Thesis Studies module is always

completed on the HUMAK campus where the student is registered. The objective is to connect the thesis to the development project implemented in the sub-module Specialization Option.

### **Research in the Development of the Field 5 ECTS**

Objectives:

Students

- are able to apply a research-based and development-oriented approach to the field
- are familiar with the main branches in the philosophy of science and different research traditions
- are familiar with the principles of systematic information gathering
- are able to interpret and summarize the key contents of research reports
- are familiar with the principles of research ethics
- are familiar with the key practices of scientific communication
- understand the process of producing a thesis
- carry out a preliminary selection and focusing of their thesis topic

Content:

- Information gathering and development of expertise
- Main branches in the philosophy of science and different research traditions
- Principles of research ethics
- Practising the critical reading of research reports
- Characteristics and conventions of scientific writing

Learning environments: contact instruction, independent work

Course locations: Jyväskylä, Kauniainen, Turku

### **Research Methodology 5 ECTS**

Objectives:

Students

- are familiar with the key principles of data gathering methods based on different research traditions, and understand the nature of information acquired using those methods
- are familiar with several data gathering methods and the related traditions of analysis and interpretation
- are able to gather the data required for their own thesis
- are able to prepare a thesis plan

Content:

- Survey and interview as data gathering methods
- Other data gathering methods, such as action research
- Preparing and presenting a preliminary thesis plan, and peer evaluation of another

- student's preliminary thesis plan
- Learning environments: contact instruction, independent work

Course locations: Jyväskylä, Kauniainen, Turku

### **Thesis Workshop 5 ECTS**

Objectives:

Students

- are able to produce texts related to their thesis report using process writing methods
- are able to critically evaluate texts related to another student's thesis report while providing peer support
- are able to use and apply methods of statistical analysis

Content:

- Tools required in research on cultural audiences (e.g., SPSS and Webropol)
- Preparing a thesis plan in accordance with the Thesis Manual
- Actively participating in seminars and providing feedback on the thesis process of fellow students

Learning environments: independent work, contact instruction

Course locations: Jyväskylä, Kauniainen, Turku

### **Thesis 15 ECTS**

Objectives:

Students

- are able to independently prepare a thesis that fulfils the thesis criteria of HUMAK
- are able to critically evaluate information produced by other students
- are able to promote their thesis and present it in a public seminar
- are familiar in the subject of their thesis, and are able to write a paper on the subject demonstrating proficiency in their native language (maturity test)

Content:

- Preparing a thesis in accordance with the thesis plan
- Producing the thesis report in a publishable format
- Presenting a thesis in a public seminar
- Peer evaluation of another student's thesis in a public seminar or in writing
- Preparing an announcement on the thesis
- Maturity test

Learning environments: independent work, contact instruction

Course locations: Jyväskylä, Kauniainen, Turku

# DEGREE PROGRAMME IN SIGN LANGUAGE INTERPRETING

## Syllabus 2009–2012

### DEGREE PROGRAMME OBJECTIVES

The Degree Programme in Sign Language Interpreting aims to train community and educational interpreters, as well as translators, who will have solid professional skills in interpreting, translation, interaction and communication. The professional competence of a sign language interpreter is based on proficiency in the working languages, broad general education, knowledge of the characteristics of the Finnish Sign Language (FSL) culture and Finnish culture, strong professional ethics and expertise in the interpreting processes. The tasks of a sign language interpreter may include, for example, interpreting and translating between two languages (FSL and Finnish), intralingual translating, monolingual communication of information using various methods, and teaching signed communication.

The general objective of the programme is to train sign language interpreters who are able to provide services in all kinds of situations that people encounter in their work, education or free time. Sign language interpreters are needed to translate various types of material produced in Finnish (e.g., films, television programmes, documents, reports, books, different instructions) into FSL. In addition, material produced in FSL, such as videos, needs to be translated into Finnish. Interpreting services, on the other hand, enable FSL users to participate in society on equal terms.

# PROGRAMME STRUCTURE

All students begin their first year with the HUMAK Core Studies module. However, first-year studies mainly consist of basic courses in FSL and Finnish. The objective is to provide students with a basic knowledge of FSL and strong skills in Finnish. In addition, during the first year, students begin their thesis studies and translation studies.

In the second year, students strengthen their knowledge of the FSL. In addition to translation courses, the second year includes the first courses on interpreting. As students need to possess a strong knowledge of FSL in order to acquire interpreting skills, most interpreting courses are given in the third year.

In the third year, students focus on interpreting and translation studies, and begin working on their thesis. The third-year also includes optional studies.

In the fourth year, students mainly focus on professional specialization and thesis studies. In the fourth year, students are able to focus their studies on areas relevant to their future career.

Programme Structure and Courses	Year(s)
THESIS STUDIES 30 ECTS Thesis I 5 ECTS Thesis II 5 ECTS Thesis III 5 ECTS Thesis IV 15 ECTS	1st–4th
PROFESSIONAL SPECIALIZATION 30 ECTS Pedagogy 15 ECTS International Operating Environment 15 ECTS Interpreting and Translation 15 ECTS Working Languages 10 ECTS Career Planning and Portfolio	4th
OPTIONAL STUDIES 10 ECTS Professional Project 5 ECTS Introduction to Pedagogy 5 ECTS Introduction to Speech-to-Text Translation 5 ECTS Interpreting and Communicating with Deafblind and Late-Deafened People 5 ECTS Signed Communication and Client Groups 5 ECTS	3rd–4th
PROFESSIONAL STUDIES 80 ECTS Translation 20 ECTS Translation I 5 ECTS Translation II 5 ECTS Translation III 5 ECTS Translation IV 5 ECTS Interpreting V 5 ECTS	1st–4th

<p>Interpreting I–XI 5 ECTS  Professional Growth and Working Life Skills:  Entrepreneurship 5 ECTS</p>	
<p>BASIC STUDIES: STUDIES IN WORKING LANGUAGES 80 ECTS  Finnish Sign Language 50 ECTS  Finnish Sign Language I–X 5 ECTS  Finnish  Finnish I 5 ECTS  Finnish II 5 ECTS  Finnish III 5 ECTS  Finnish IV 4 ECTS  Finnish V 5 ECTS  Foreign Languages 6 ECTS  English 3 ECTS  Swedish 3 ECTS</p>	<p>1st–3rd</p>
<p>HUMAK CORE STUDIES 10 ECTS  Introduction to Profession and Professional Field 5 ECTS  Introduction to University Studies 5 ECTS</p>	<p>1st</p>

# PROGRAMME STRUCTURE

## HUMAK Core Studies

The objective of the HUMAK Core Studies module is to prepare students for university studies, for drafting, implementing and updating a Personal Study Plan (PSP), and for evaluating their own learning. The module familiarizes students with the values of HUMAK University of Applied Sciences, and enables them to draft a PSP that supports the achievement of a distinctive professional competence. Students are encouraged to utilize HUMAK's educational technology solutions and opportunities to facilitate their studies.

## Studies in Working Languages

The Studies in Working Languages module includes studies in the working languages of sign language interpreters (FSL and Finnish) as well as in foreign languages, and provides a basis for studies included in the Professional Studies module. During the module, students become familiar with different aspects of language: its nature, universal features and structural levels. Awareness of the relationship between language and culture, its importance in interaction, and knowledge of language and cultural communities enable students to develop their communication and language skills.

During their studies in FSL, students become familiar with the FSL minority and its culture, and gradually develop their skills in FSL. The objective for both native FSL users and native Finnish speakers is a strong and versatile command of their native language and its different registers. In addition, native Finnish speakers are trained in analyzing languages and their operation, and native FSL users are closely introduced to the Finnish-language culture.

## Professional Studies

The Professional Studies module covers the following areas: theories on interpreting and translation, interpreting and translation processes, types of interpreting, analyzing and evaluating interpreting and translation products, and intercultural interpreting and semantics. Finnish and FSL are examined from the perspectives of translation and interpreting processes. The objective is for students to apply the theoretical knowledge acquired to translation and interpreting assignments.

They can start building an instructor identity, and develop their skills in supporting learning. They are introduced to different approaches to learning a foreign language or a new method of signed communication, and to different types of learners. In addition, students plan educational events for various target groups.

## Thesis Studies

During the Thesis Studies module, students complete a thesis in accordance with the thesis criteria of HUMAK. In the thesis, students demonstrate their command of the principles and

methods related to a research-based approach, knowledge of the research tradition related to the field of sign language, and ability to produce new knowledge in the field. In the thesis, students apply their knowledge and skills in an expert and development position in the field of sign language. The goal is to enable students to familiarize themselves with a topic and special field related to their professional specialization studies. As a process, the thesis enables students to develop their professional problem-solving skills and reflective, creative and solution-oriented thinking and activities.

The thesis studies include studies in research methodology and independent work on the thesis.

## Professional Specialization

The Professional Specialization module allows students to develop their professional expertise. Students can choose between three specialization options: Interpreting and Translation, Pedagogy, and International Operating Environment. Students select one option and plan its content according to their professional development objectives. At the end of their professional specialization studies, students demonstrate their overall professional growth and development in a portfolio.

In the module, students complete six courses of 5 ECTS each: three courses must include theoretical studies, training etc. in the student's area of professional specialization, and two courses must include studies in sign language or signed communication, depending on the student's professional development plan. The sixth course in the module includes career planning and the drafting of a portfolio.

## Optional Studies

The Optional Studies module may consist of additional studies within the degree programme or studies offered elsewhere at HUMAK or at other higher education institutions. Optional studies provide students with perspectives on new areas of competence or strengthen their existing professional competence. In the Degree Programme in Sign Language Interpreting, optional studies consist of courses that support professional specialization. The course offering in the Optional Studies module varies from one year to the next.

## ABOUT THE PROGRAMME SYLLABUS

In the Degree Programme in Sign Language Interpreting, all courses are based on previously completed studies. In practice this means that, for instance, students cannot attend the course Finnish Sign Language II before completing Finnish Sign Language I. Similarly, they must have completed Interpreting I before taking Interpreting II. Each course of a study module is generally designed to extend and expand the knowledge that students have gained in the particular subject in prerequisite courses.

The language of instruction in a particular course may vary from one year to another in such a manner that in one year, instruction is given in both Finnish and FSL, and in another, in Finnish or

FSL only. The language of instruction depends on whether the native language of the lecturer or teacher giving the course is Finnish or FSL. At the discretion of the lecturer responsible for the course, also lecturers or teachers whose native language is Finnish but who are competent in FSL may be required to give the course in FSL. The language of instruction used in each course is announced in the group PSP discussions arranged at the beginning of the corresponding period.

## COURSE PERIODS

Course periods:

Year	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
1st	FSL I HUMAK Core Studies	FSL II HUMAK Core Studies	FSL III Finnish I	FSL IV Finnish II	FSL V Finnish III	Thesis I Translation I
2nd	FSL VI Translation II	FSL VII Thesis II	FSL VIII Finnish IV	Interpreting I Translation III	FSL IX Interpreting II	Eng/Swe Interpreting III
3rd	FSL X Interpreting IV	Translation IV Interpreting V	Finnish V Interpreting VI	Optional Studies Interpreting VII	Interpreting VIII Interpreting IX	Thesis III Interpreting X
4th	Optional Studies Interpreting XI	Thesis IV Professiona I Specializati on	Thesis IV FSL XI	Professiona I Specializati on FSL XII or Signed Communic ation	Thesis IV Professiona I Specializati on	Professiona I Specializati on/ Portfolio Entreprene urship and Working Life Skills

# HUMAK CORE STUDIES 10 ECTS

## Introduction to University Studies 5 ECTS

The sub-module includes the following courses: Study Skills and PSP (1 ECTS), Information Gathering (1 ECTS) and Digital Literacy (3 ECTS).

### **Study Skills and PSP 1 ECTS**

Objectives:

Students

- are able to identify different learning methods and learning environments
- are introduced to HUMAK's pedagogical environment
- practise planning their studies and evaluating their own learning
- are able to develop their PSP
- are introduced to the role of the portfolio in the evaluation of studies

Content:

- Learning methods and learning environments
- Degree programme, curriculum, study guide
- Training environment Jobstep
- Self-evaluation skills
- Study skills and PSP
- Portfolio – proof of growth and learning

### **Information Gathering 1 ECTS**

Objectives:

Students

- understand the importance of information gathering and management
- learn to use various databases, electronic materials and information networks in gathering information
- learn to evaluate the reliability of information

Content:

- Information gathering and management skills
- Using library, reference, article and full-text databases and electronic materials available at HUMAK and in the field of study
- Using information networks in information management
- Reliability of information

Digital Literacy 3 ECTS

Objectives:

Students

- are introduced to HUMAK's virtual campus
- learn to use HumakPro in their studies
- acquire basic IT skills in word processing, presentation and spreadsheet software

Content:

- Hunet, HumakPro, IMP
- Using networks
- Word processing (Microsoft Word), presentation (Microsoft PowerPoint) and spreadsheet (Microsoft Excel)

## Introduction to Profession and Professional Field 5 ECTS

The sub-module includes the following courses: Humanism (1 ECTS), Finnish (3 ECTS) and Professional Orientation (1 ECTS).

### **Humanism 1 ECTS**

Objectives:

Students

- are introduced to humanism as a life stance
- are introduced to the history of humanism
- are introduced to alternatives to a humanistic life stance

Content:

- Humanistic life stance
- History of humanism
- Alternative life stances

### **Finnish 3 ECTS**

The sub-module includes the following courses: Oral Communication (1 ECTS), Written Communication (1 ECTS) and Research Communication (1 ECTS).

### **Oral Communication 1 ECTS**

Objectives:

Students

- develop their expression, presentation and oral communication skills
- become familiar with the nature and requirements of various situations involving oral communication
- understand the nature of oral communication and professional communicative situations in Finland
- learn to analyze themselves as communicators
- are able to give and receive feedback on their own communication

Content:

- Expression, presentation and oral communication skills
- Introduction to oral communicative situations and their requirements and characteristics
- Individual as a communicator and developing as a communicator
- Feedback on student's communication
- Oral communication in interpersonal communication and professional communication

### **Written Communication 1 ECTS**

Objectives:

Students

- acquire a basic knowledge and skills in formal written communication
- are introduced to professional documents and their production
- are introduced to the basics of media writing
- become familiar with the characteristics and language of formal writing
- learn to analyze, understand, use, interpret, evaluate and produce texts belonging to various genres

Content:

- Characteristics and different written forms of formal communication
- Basic knowledge and skills required to produce written reports related to studies and working life
- Professional documents and their production, layout and document standard
- Basics of media writing (e.g., press/media release, other media texts)
- Characteristics and language conventions of formal writing (producing, evaluating, editing and revising texts)

### **Research Communication 1 ECTS**

Objectives:

Students

- are introduced to the basics of research communication and scientific writing
- practise research communication in different genres
- become familiar with using and documenting sources
- become familiar with the ethics of research communication

Content:

- Research communication and scientific writing
- Intertextuality
- Genres of research communication (e.g., abstract, summary, essay); producing texts in different genres; layout issues
- Documenting sources and creating a bibliography
- Ethics of research communication

### **Professional Orientation 1 ECTS**

Objectives:

Students

- are introduced to their own field
- are introduced to the training provided in their field
- are introduced to project and team work and the forms of collaboration involved

Content:

- Professions, actors, practices and prospects of student's own field
- Status of training in student's own field in the educational system of Finland
- Project and team work and different forms of collaboration

# STUDIES IN WORKING LANGUAGES

## Finnish Sign Language

### **Finnish Sign Language I: Me and My Background 5 ECTS**

Objectives:

Students

- understand the structure and handshapes of FSL signs
- understand the functions of clauses in FSL
- understand the topic-comment structure and non-manual features of FSL
- are able to produce and understand fingerspelling and basic numerals
- are able to produce and understand short signed clauses
- are able to handle simple communicative situations
- are able to use basic signs and phrases learned during the course to express themselves briefly and to produce and request information
- become familiar with the history of and research on FSL
- understand the communicational aspects of FSL culture related to getting the interlocutor's attention and following certain customs of conversation
- are able to use FSL dictionaries
- are introduced to various note-taking systems used in FSL

Content:

FSL:

- Fingerspelling, basic and incorporated numerals
- Introductions, the most common greetings and courtesies
- Most common nonverbal and descriptive signs
- Basic signs in the following areas: family and relatives, living, food, clothes, time and colours
- Basic structure and handshapes of FSL signs
- Functions of clauses in FSL (statements, negative clauses, assurances and interrogative clauses)
- Topic-comment structure of FSL
- Non-manual features of FSL
- Sign order
- History of and research on FSL
- FSL dictionaries
- Note-taking of signs and different note-taking systems

Culture and communication:

- Communicational aspects of FSL culture – getting the interlocutor's attention and customs of conversation
- Participating in an event held in FSL (specified by the lecturer)

Prerequisites: See general degree programme guidelines

Evaluation: Skills test

## **Finnish Sign Language II: Free Time and Health 5 ECTS**

Objectives:

Students

- understand the use of space and the focusing of one's look in FSL
- understand the structures used in FSL and the phonological processes used in forming signs
- become familiar with the plural forms of signs
- understand the principles of naming things in FSL
- become familiar with different expressions of time and incorporated numerals
- become familiar with the structure of multi-directional verbs
- become familiar with classifiers
- understand the characteristics of FSL culture
- are able to handle the most common interactive situations in FSL
- understand and are able to produce brief, slowly and clearly signed expressions in FSL, as well as expressions directly related to one's own life
- are able to use basic signs and phrases learned during the course to express themselves briefly and to produce and request information in matters related to free time and health
- are able to express their emotions and thoughts by signing

Content:

FSL:

- Basic signs in the following areas: health, health care, illness, free time, weather and nature
- Extended nonverbal signs
- Fixed and multi-directional verbs
- Structures used in FSL and phonological processes used in forming signs
- Classifiers
- Expressing the plural form of signs
- Principles of the use of space
- Different expressions of time
- Incorporated numerals

Culture and communication:

- Introduction to FSL culture
- Principles of naming things in FSL

Prerequisites: See general degree programme guidelines

Evaluation: Skills test

## **Finnish Sign Language III: Neighbourhood 5 ECTS**

Objectives:

Students

- are able to understand longer signed texts containing plenty of productive signs
- are able to understand and produce a variety of signed texts related to the subjects covered in the course
- are able to use the comparative forms of descriptive signs
- are able to use perspectives in FSL
- are able to inflect verbs and modify expressions of duration
- understand the phenomenon of inflecting verbs in aspect
- are able to use negative and plural expressions
- are able to produce and understand fluent fingerspelling
- are able to use basic signs learned during the course
- are able to communicate in FSL using space in three dimensions
- are familiar with FSL associations and their activities

Content:

FSL:

- Basic signs in the following areas: transportation and tourism, towns and cities of Finland, the environment, animals
- Comparative forms of descriptive signs
- Negative expressions
- Perspective and its use in FSL
- Descriptive verbs
- Aspect in FSL clauses
- Different types of signed texts (letters, non-fiction and stories)

Culture and communication:

- Introduction to deaf and FSL associations
- Participation at FSL event

Prerequisites: See general degree programme guidelines

Evaluation: Skills test

## **Finnish Sign Language IV: Education and Employment of Deaf People 5 ECTS**

Objectives:

Students

- are familiar with the different genres of FSL narration and are able to produce brief signed texts in some genres
- are familiar with the variations of FSL

- understand the historical and current significance of schooling for the life cycle of FSL users
- are able to interview FSL users
- are introduced to producing essays in FSL
- are able to use basic signs and phrases learned during the course to produce and request information related to issues covered in the course

Content:

FSL:

- Signs in the following areas: education, studying, professions, working life, and celebrations related to a person's life cycle
- FSL variations
- Interview material related to school experiences of FSL users
- Analyzing and binding signed text

Culture and communication:

- FSL narration and its genres
- Interviewing FSL users
- History of deaf schooling
- Visit to an educational institution giving instruction in FSL
- FSL essay

Prerequisites: See general degree programme guidelines

Evaluation: Skills test (50%) and book exam (50%)

## **Finnish Sign Language V: Society and Working Life 5 ECTS**

Objectives:

Students

- are able to describe an entire structural diagram with three-dimensional use of space (horizontal and vertical)
- are able to produce and understand longer and more demanding signed texts on subjects covered in the course
- are familiar with the services provided to deaf people by society
- learn about the status of deaf people in the labour market
- are able to use signs learned during the course
- are able to analyze their own FSL text production

Content:

FSL:

- Signs in the following areas: society and its structure, services and benefits provided by society, public administration, politics, law, legal system, police and rescue services, and economy

- Describing an organization structure with the use of space
- Analyzing FSL texts

Culture and communication:

- Introduction to professions and work of FSL users
- Services provided to deaf people by society

Prerequisites: See general degree programme guidelines

Evaluation: Skills test in FSL

## **Finnish Sign Language VI: Sign Language Community in Finland and Elsewhere 5 ECTS**

Objectives:

Students

- are familiar with sign language communities and their status in Finland and elsewhere
- are familiar with International Sign and international communication with deaf people
- are familiar with the spiritual life of FSL users
- understand and are able to produce different forms of FSL narration
- are familiar with Finnish legislation concerning FSL and FSL users
- are familiar with various international agreements concerning sign language users
- are familiar with the activities of international organizations promoting the rights of sign language users
- are familiar with and able to use the communication methods of deafblind people and visually impaired deaf people
- understand the social status of sign language from the perspective of the community and of the individual
- are able to use signs learned during the course

Content:

FSL:

- Signs in the following areas: Finnish place-names in more detail, world, countries and major cities, geography, travel, religions and world views, judicial system, rights and legislation
- Borrowing signs and signs containing fingerspelling
- Introduction to religious ceremonies translated into FSL

Culture and communication:

- Status of sign language communities in Finland and elsewhere
- Legislation concerning FSL
- International Sign and international communication with deaf people
- Introduction to the spiritual life of FSL users (service, mass, parish for the deaf)
- Communication methods used by deafblind and visually impaired deaf people
- Introduction to the activities of international organizations promoting the rights of sign language users

Prerequisites: See general degree programme guidelines

Evaluation: Report produced in FSL

### **Finnish Sign Language VII: Organizations Supporting Sign Language Users 5 ECTS**

Objectives:

Students

- are familiar with the organizations and bodies supervising the interests of customer groups using interpreting services
- are able to give a demanding presentation in FSL on a subject of choice
- are able to use signs learned during the course

Content:

- Training at an organization supervising the interests of customer groups using interpreting services
- Introduction to the activities of organizations and bodies operating in the sign language environment
- Signs: organizations, supervision of interests, meeting conventions, public relations
- Presentation in FSL

Prerequisites: See general degree programme guidelines

Evaluation: Training report (50%) and presentation in FSL (50%)

### **Finnish Sign Language VIII: Sign Language Communication 5 ECTS**

Objectives:

Students

- are able to handle various communicative and social situations in FSL
- are able to have conversations in FSL
- are able to start, maintain and end conversations in FSL in different context in a manner best suited to the particular situation
- understand and are able to produce signs in their area of specialization
- are fluent in using different text genres and styles of FSL
- are familiar with the different registers of FSL

Content:

- FSL communication
- Analyzing various signed texts (e.g., PR) and media texts (e.g., news in FSL, and the monthly bulletin of the Finnish Association of the Deaf)
- Signs used in special fields
- Different text genres, styles and registers of FSL

Prerequisites: See general degree programme guidelines

Evaluation: Intermediate-level exam organized by the Finnish Association of the Deaf

### **Finnish Sign Language IX: Language Use and Discourse in Sign Language Communities 5 ECTS**

Objectives:

Students

- are familiar with different language-use situations in the FSL community
- are able to handle everyday language-use situations in FSL
- are familiar with different variations of FSL
- are introduced to Finland-Swedish Sign Language
- is familiar with the status of Finland-Swedish deaf people

Content:

FSL:

- Signs used by different age groups
- Variations of FSL

Culture and communication:

- Finland-Swedish Sign Language, Finland-Swedish deaf people and their status

Prerequisites: See general degree programme guidelines

Evaluation: Assignment in FSL analysis

### **Finnish Sign Language X: Sign Language Performing Arts 5 ECTS**

Objectives:

Students

- are introduced to the art history of deaf sign language users
- are introduced to different genres of sign language performing arts and the art history of FSL users, and meet prominent deaf artists
- are able to understand and produce FSL poetry
- are able to perform several performing art forms independently and in cooperation with others

Content:

FSL:

- Signs in the following areas: art and music

Culture and communication:

- Introduction to sign language art forms
- Watching sign language theatre
- Analyzing performances of sign language arts
- Participating in a cultural event for the deaf / sign language users
- Planning and implementing a sign language art performance

Prerequisites: See general degree programme guidelines

Evaluation: Analysis and performance assignment

## Finnish

### **Finnish I: General Linguistics 5 ECTS**

Objectives:

Students

- are introduced to the broad field of linguistics, as well as its different areas and questions
- understand the basics of phonology, morphology, lexicon, syntax, semantics and pragmatics, and are able to analyze the structure of the language(s) they study by using the knowledge they have gained in the course
- expand their knowledge of fields related to linguistics, and understand their significance for linguistics
- are able to analyze the relationship between language and individuals, society and the surrounding world, and to identify relationships between language, culture, society and thinking
- is familiar with the history of the Finnish deaf community

Content:

- Introduction to linguistics (1 ECTS)
- Key concepts of theoretical linguistics (for phonology, morphology, lexicon, syntax, pragmatics and semantics) (2 ECTS, of which 0.5 ECTS allocated to learning linguistic terminology in FSL)
- Language, thought, power and society – approaches in applied linguistics (1 ECTS)
- History and organization of the Finnish deaf community, and the birth of FSL (0.5 ECTS)
- Course structure: lectures, study group assignment and other possible assignments, written exam based on lecture notes and literature

Prerequisites: See general degree programme guidelines

Evaluation: Exam (1 ECTS)

## **Finnish II: Multilingualism and Multiculturalism 5 ECTS**

Objectives:

Students

- are able to function in multilingual and multicultural environments
- understand the status of FSL users as a linguistic and cultural minority
- understand the differences between audiological and socio-cultural approaches
- understand the key factors influencing intercultural communication, bilingualism, multilingualism and multiculturalism
- are familiar with the process of first language acquisition for FSL users and Finnish speakers

Content:

- Intercultural communication, intercultural competence and multicultural identity (0.5 ECTS)
- Languages of the world, language policy, first language, bilingualism and multilingualism, linguistic identity, first language acquisition for FSL users and Finnish speakers (0.5 ECTS)
- FSL users, late-deafened and hard-of-hearing people as minorities; audiology; technical aids used by different groups; anatomy and functioning of the ear (1.5 ECTS)
- Exam (1 ECTS): book exam, Pauli Kaikkonen (2004). Vierauden keskellä: Vierauden, monikulttuurisuuden ja kulttuurienvälisen kasvatuksen aineksia (Surrounded by foreignness: Elements of foreignness, multiculturalism and intercultural education). Jyväskylä: Jyväskylän Yliopistopaino
- Learning Assignment I and Learning Assignment II (1.5 ECTS)

Prerequisites: See general degree programme guidelines

Evaluation:

Exam (60%)

Learning Assignment I (20%)

Learning Assignment II (20%)

## **Finnish III: Written Communication 5 ECTS**

Objectives:

Students

- understand the different stages of the writing process and the nature of their own writing process
- acquire tools for developing as writers
- are familiar with the main characteristics of different text genres, and are able to produce and analyze them

- understand the basics of evaluating their own texts, and giving and receiving feedback on texts
- acquire skills in collaborative writing, and understand the key aspects of online texts
- understand the principles of text revision and proofreading, as well as their role in the writing process

Content:

- Writing process, writing tools: creative writing, various written assignments
- Identifying, writing and analyzing different types of texts: narrative, descriptive, directive, analytical, argumentative, formal and online texts
- Key aspects of text revision and proofreading
- Writing a journal and reflecting on personal learning experience

Prerequisites: See general degree programme guidelines

### **Finnish IV: Oral Communication 5 ECTS**

Objectives:

Students

- understand the different elements of oral communication and are able to assess their own communication skills
- are familiar with the key aspects of speech technique and factors disturbing speech
- are able to develop their oral communication skills broadly during the course
- are able to function in various situations involving group communication, and understand the significance of expert communication
- understand the importance of listening in oral communication
- understand the importance of evaluation and feedback in learning oral communication skills

Content:

- Speech technique (1 ECTS)
- Interaction between speaker and listener, performance anxiety, various interactive relationships and group communication, meeting and negotiation skills, conversation (1 ECTS)
- Communication skills, introduction to oral communication (1 ECTS)
- Communication process, nonverbal communication, goal-oriented communication, anticipating communication behaviour (1 ECTS)

Prerequisites: See general degree programme guidelines

Evaluation: Exam

## **Finnish V: Oral Communication in Interpreting 4 ECTS**

Objectives:

Students

- develop their skills in interpreting into Finnish
- are familiar with the characteristics of spoken Finnish
- are able to observe and analyze spoken Finnish and various speech situations
- familiarize themselves with interpreted Finnish and elements of speech
- understand the key factors in the historical development and linguistic variation of Finnish, as well as the key elements of online Finnish
- are able to strengthen their expert communication and interaction skills during the course

Content:

- Interpreted Finnish (e.g., in monolingual communication, verbatim repetition, production of thematic entities, elements of verbatim repetition) (2 ECTS)
- Different forms, variation and prescriptive aspects of Finnish (standard language, spoken language, dialects, online language, multiethnolect) (1 ECTS)
- Different registers of spoken Finnish, situational variation (0.5 ECTS)
- Analyzing and evaluating speech situations (0.5 ECTS)

Prerequisites: See general degree programme guidelines

Evaluation: Skills test

# Foreign Languages

## **Foreign Languages: English and Swedish 6 ECTS**

Objectives:

Students

- acquire language skills corresponding to working life needs, both in terms of content and scope
- understand the significance of culture and are able to function in multicultural environments

### **English (3 ECTS)**

Students

- are able to express themselves fluently in professional and other everyday language use situations
- understand speech at normal tempo in subjects related to everyday life, free time and work
- are able to use linguistic structures broadly in their speech
- are familiar with the terminology of their own field
- are able to write clearly and fluently, using appropriate style (including in professional texts)
- understand the main ideas in texts written on general subjects and those related to their own special field
- are able to use linguistic structures broadly in their writing
- understand a broad general vocabulary in written texts
- are able to use a broad general vocabulary appropriately in their writing

### **Swedish (3 ECTS)**

- Same as for English (see above)

Prerequisites: -

Evaluation: Language proficiency test

# PROFESSIONAL STUDIES

## Translation

### **Translation I: Introduction to Translation I 5 ECTS**

Objectives:

Students

- are familiar with the history of translation and key concepts related to translation
- have a general understanding of translation, and text and translation strategies
- are aware of the differences between source and target texts, particularly with respect to the following:
  - intentions of the author, translator and target audience
  - linguistic characteristics of the languages involved
- aware of the multitude and diversity of translations in everyday life

Content:

- History of translation
- Key translation theories (linguistic theories, communicative theories, equivalence theories, skopos theories, relevance theory, etc.)
- Principles of intralingual translation
- Diversity of translations (individual text, genre, text type)
- Authentic or simulated translations from FSL into Finnish

### **Exercise (1 ECTS):**

- Translation assignment and analysis specified by the lecturer

Prerequisites: See general degree programme guidelines

Evaluation: Translation assignment

### **Translation II: Introduction to Translation II 5 ECTS**

Objectives:

Students

- are able to produce translations from various genres and text types
- are aware of the different phases of the translation process, and have an understanding of the overall translation process

- are familiar with several translation theories and are able to compare their suitability when translating texts belonging to different genres
- are able to apply different translation strategies to their translating

Content:

- Translating texts of different genres
- Translations from Finnish into FSL and from FSL into Finnish, as specified by the lecturer
- Producing a translation, and analysing and reporting on the process

Exercise (1 ECTS):

- Completing an authentic or simulated translation assignment, and reporting on the process using specified literature

Prerequisites: See general degree programme guidelines

Evaluation: Translation assignments and written process analysis

### **Translation III: Translation in Practice 5 ECTS**

Objectives:

Students

- gain experience in long-term translation work
- acquire skills in using parallel texts and other sources in translating
- acquire the technical skills required in dubbing/subtitling

Content:

- Translating and dubbing a video bulletin or similar authentic assignment
- Self-evaluating the translation process and the end product
- Presenting the translation process for peer evaluation in a seminar session

Prerequisites: See general degree programme guidelines

Evaluation: Translation and analysis

### **Translation IV: Introduction to Terminology Work 5 ECTS**

Objectives:

Students

- are familiar with the differences in the conceptual relationships and conceptual systems between different languages (Finnish and FSL)
- are familiar with the terminology work carried out on spoken languages
- have the technical skills required in gathering and recording signs

Content:

- Theoretical principles of terminology work
- Technical skills required in gathering and recording signs in terminology work (editing)
- Translation from FSL into Finnish of a professional text in the field of sign language or another special field
- As a group assignment, terminology sample in Finnish and in FSL
- Introduction to basic Finnish terminology in a special field of choice, and gathering signs related to the special field using interviews
- In a seminar session at the end of the course, small groups present the results of their sign gathering and interviews

Prerequisites: See general degree programme guidelines

Evaluation: Training

# Interpreting

## **Interpreting I: Introduction to Interpreting 5 ECTS**

Objectives:

Students

- understand the history of interpreting services and related key legislation
- are familiar with basic interpreting terminology
- are introduced to the differences between various interpreting models and the significance of memory in interpreting
- understand the various scientific approaches to interpreting
- are able to interpret short, relatively easy texts consecutively
- are able to develop their memory independently

Content:

- Key concepts in interpreting

- Key models of interpreting (e.g., Cokely/error classification, Gile/capacity model, model of interactive interpreting)
- Models of memory processes (Atkinson-Shiffrin model)
- History and legislative foundation of interpreting services
- Exercises in consecutive interpreting (mostly from FSL into Finnish)
- Skills test in consecutive interpreting and written exam on theories of interpreting

Prerequisites: See general degree programme guidelines

Evaluation: Written exam based on lectures and course literature (50%) and skills test in consecutive interpreting (50%)

## **Interpreting II: Working Life Skills I 5 ECTS**

Objectives:

Students

- are familiar with interpreters' professional code of ethics and the framework it provides for handling various professional situations
- are able to assess the impact of the professional code of ethics on various areas of an interpreter's profession using a SWOT analysis
- understand the differences and similarities between the following concepts: ethics, morals and philosophy
- understand the influence of their own values in client-based work, and the significance of nonverbal communication and emotions in interpreting situations.
- are able to recognize emotions expressed in the interpreting situation and separate them from their own emotions, and to act impartially in the role of an interpreter
- are able to analyze various emotions and their meaning in interpreting situations, and to separate and process their own emotions
- understand the special requirements of different client groups from the perspective of encountering clients and acting as an interpreter (e.g., guiding deafblind clients)

Content:

### **Professional ethics (2 ECTS)**

- General ethics, analyzing the following concepts: ethics, morals and philosophy
- Ethics of the interpreter and interpreting
- Interpreter's professional code of ethics (responsibilities, obligations, rights) – detailed analysis of professional ethics
  - adhering to the professional code of ethics
  - significance of the professional code of ethics in various situations (framework for professional interpreting)
- Impartiality
- Reliability
- Professionalism (responsibilities, obligations, performance, conduct, etc.)

- Sign language interpreter's professional image
- Interpreter's view of ethics
- Client's view of ethics
- Ethics of interpreting students
- Professional ethics and SWOT analysis
- Emotions, values and interpreting (personal values)
- Introduction to theory-in-use
- Significance of emotions in interpreting situations
- Interpreter's wielding of power in interpreting situations
- Conduct, dress, etc. Golden rules of conduct
- Significance of nonverbal communication in interpreting situations
- Professional requirements in working with different client groups (deaf, late-deafened [CI], hard-of-hearing, hearing people) and age groups – encountering clients

**Maintaining working capacity (1 ECTS)**

- Job control
- Ergonomics – appropriate, ergonomic working conditions

**Training (1.5 ECTS)**

- Observation and interaction
- Participating in the events/activities of various client groups (deaf, late-deafened, deafblind, CI, etc.) – experience gained gradually during the year

**Independent work (0.5 ECTS)**

- Independent assignments specified by the lecturer

Prerequisites: See general degree programme guidelines

Evaluation: Written exam on ethics (60%) and training report (40%)

**Interpreting III: Community Interpreting I 5 ECTS**

Objectives:

Students

- are able to use the SWOT analysis
- understand the principles and requirements of simultaneous interpreting
- understand the principles of giving and receiving constructive feedback
- learn to give and receive feedback
- are familiar with the typical day of a community interpreter and the requirements involved (preparing for an interpreting assignment, time use and finding the interpreting location, contextual requirements such as dress code, conduct, appropriate interpreting method, etc.)
- understand the principles of team interpreting
- are able to interpret simultaneously in relatively easy community interpreting situations
- are able draft a personal development plan for interpreting skills using a SWOT analysis
- understand the significance of self-evaluation as a tool for personal development

Content:

### **Contact (3 ECTS)**

- Giving and receiving feedback
- SWOT in interpreting (see Interpreting I)
- Principles of team interpreting
- Self-evaluation using SWOT
- Simultaneous interpreting in theory and practice
- Typical day of a community interpreter
- Exercises in simultaneous interpreting in community interpreting situations on and off campus
- Instructed exercises in simultaneous interpreting, including giving/receiving peer feedback
- Drafting a development plan
- Idiomatic expressions in FSL (0.5 ECTS)

### **Training (2 ECTS)**

- Observing interpreted events and accompanying a mentor interpreter
- Keeping a journal and reflecting on experiences
- Report (4–6 pages) based on journal, describing key learning experiences

Prerequisites: See general degree programme guidelines

## **Interpreting IV: Educational Interpreting I 5 ECTS**

Objectives:

Students

- are familiar with the educational institution as a work community and a work environment
- are able to interpret a monologue alone and with a partner
- are able to request additional information in the source language
- are able to use different types of source material quickly, reliably and creatively when preparing for an interpreting assignment
- understand the interpreting requirements of group situations
- understand the principles of integrated education
- understand the interpreting requirements of learners of different ages (e.g., children vs. adults)
- understand the interpreter's role in the work community of an educational institution
- able to adhere to a professional code of ethics, and to apply the code in various professional situations
- are able to take factors related to working capacity into consideration in different professional situations
- are familiar with the principles of signed speech
- understand the meaning of shared expertise in the sign language interpreter's profession

Content:

- School as a work community and a work environment
- Organization of educational interpreting
- Employment of educational interpreters
- Principles of integrated education
- Learners of different ages (children, young people, adults, seniors – note: CI)
- Learning capabilities (developmental psychology)
- Different levels of linguistic capability
- Communication methods of learners of different ages, and the requirements they present for interpreting
- Preparing for interpreting assignments
- Simultaneous interpreting process
- Pair and team work, collaboration in theory and practice
- Exercises in team interpreting
- Introduction to the principles of signed speech

Prerequisites: See general degree programme guidelines

Evaluation: Seminar presentation given during course (40%) and interpreting another student's recorded presentation (60%)

## **Interpreting V: Analyzing Interpreting I 5 ECTS**

Objectives:

Students

- are able to evaluate their own work and actions realistically
- are able to analyze their own interpreting process, identifying strengths and weaknesses
- know how to develop their working language grammatically, and how to develop their interpreting process
- are able to describe their own interpreting process to an interpreting partner (developing the team interpreting process)
- when in need of additional information, are able to ask polite, focused and clear questions that do not interrupt the flow of communication
- have a high tolerance for stress and are able to focus on the interpreting assignment despite distraction

Content:

### **Interpreting skills (1 ECTS)**

- When in need of additional information, asking polite, focused and clear questions that do not interrupt the flow of communication
- Focusing on interpreting assignment despite distraction (stress tolerance)

- Developing one's working languages grammatically:
  - Self-evaluation
  - Interpreting exercises and related feedback
  - FSL: refreshing one's knowledge of signs and grammar where necessary
- Develop one's interpreting process (interpreting exercises)

### **Interpreting into Finnish (2 ECTS)**

- Register & style issues
- Exercises in consecutive interpreting (FSL into Finnish)

### **Team interpreting (1 ECTS)**

- Pair and team work in practice
- Team interpreting exercises (from the perspective of classroom interpreting, Finnish into FSL)

### **Interim portfolio (1 ECTS)**

- Instructions on interim portfolio
- Evaluating interpreting excerpts realistically and analyzing the interpreting process
- SWOT
- Theory-in-use
- Drafting an interim portfolio
- Interim portfolio seminar

Prerequisites: See general degree programme guidelines

Evaluation: Interpreting skills test (50%) and interim portfolio (50%)

## **Interpreting VI: Prepared Interpreting I 5 ECTS**

Objectives:

Students

- are familiar with key FSL translations
- are able to analyze the relationship between translation and interpreting
- are able to use and apply existing translations in their interpreting, but are also able to distance themselves from existing translations when necessary
- are familiar with the FSL translations of Sana tulee näkyväksi, Viittomakielisen kirkkokäsikirja 1 (e.g., the Lord's Prayer, the creed, the Priestly Blessing, the Great Commission and the Words of Institution)
- are familiar with the FSL translations of ecclesiastical liturgies, doctrines, etc., and are introduced to new translation proposals
- are able to translate different types of texts as part of an interpreting assignment
- are able to use FSL translations when seeking terminology, while paying attention to source criticism
- understand the requirements involved in working as an interpreter in the ceremonies of different religious groups present in Finland
- understand the principles and requirements of interpreting texts read aloud

- acquire skills in interpreting a religious ceremony

Content:

- Translation as part of an interpreting assignment
- Different perspectives on interpreting translations: perspectives of the client, translator and target audience, and their application in practice
- Religious groups present in Finland from the perspective of interpreting
- Preparation process
- Working with a priest in a FSL church service and interpreting text read aloud
- Interpreting hymns
- FSL translations of Sana tulee näkyväksi, Viittomakielisen kirkkokäsikirja 1 (e.g., the Lord's Prayer, the creed, the Priestly Blessing, the Great Commission and the Words of Institution)
- Exam on fixed translations of religious texts (0.5 ECTS)
- Interpreting an authentic religious ceremony as team interpreting, and reporting on the process – focus on preparing for the interpreting assignment and combining translations with interpreting (1.5 ECTS)

Prerequisites: See general degree programme guidelines

### **Interpreting VII: Educational Interpreting II 5 ECTS**

Objectives:

Students

- are able to form a realistic idea of the process of interpreting lessons
- understand the interpreting requirements of group situations
- are familiar with the educational institution as a work community and a work environment for interpreters
- understand the interpreter's role in the work community of an educational institution
- acquire a high stress tolerance (e.g., focusing on the interpreting assignment despite distraction)
- are able to evaluate their own work and actions realistically
- are familiar with the principles of interpreting to children in theory and in practice

Content:

- Profession of educational interpreter: interpreting and publicity work
- School as a work community and a work environment (different schools)
- Organization of educational interpreting
- Employment of educational interpreters
- Interpreting to children (in theory and practice – lectures & interpreting exercises at an elementary school) (1 ECTS)
- Interpreting a group discussion held in FSL
- Pair and team work, collaboration (in practice)

- Exercises in team interpreting (simultaneous interpreting process)
- Practising educational interpreting at educational institutions in small groups (so-called mock training of educational interpreting)

Prerequisites: See general degree programme guidelines

Evaluation:

Book exam (40%) and skills test (60%)

### **Interpreting VIII: Prepared Interpreting II 5 ECTS**

Objectives:

Students

- are introduced to interpreting art performances (e.g., theatre) and the programmes of social events
- are able to interpret songs as part of an interpreting assignment (e.g., events with a programme)
- are able to prepare for and carry out the simultaneous interpreting of a film
- are able to well prepare for and function as community interpreters
- are familiar with the principles of police and legal interpreting
- are able to translate documents as part of an interpreting assignment
- possess the key knowledge and skills required in the interpreting of meetings

Content:

- Theatre interpreting in theory and practice (authentic or classroom exercises)
- Interpreting songs as part of an interpreting assignment
- Simultaneous interpreting of a film prepared together with an interpreting partner
- Interpreting in different types of meetings
- Police and legal interpreting in theory
- Observing a court session from the perspective of interpreting
- Translating documents as part of an interpreting assignment
- Prepared community interpreting situations

Prerequisites: See general degree programme guidelines

Evaluation: Exam (50%) and skills test (50%)

### **Interpreting IX: Educational Interpreting III 5 ECTS**

Objectives:

Students

- are familiar with the norms and culture of educational interpreters and of their work community

- are able to prepare for interpreting assignments and gather background information on the interpreted subject
- are able to provide information on the work and training of sign language interpreters
- acquire skills in classroom interpreting in educational environments
- are able to reflect on the interpreting situations and develop their professional competence from the perspective of educational interpreting
- are familiar with the labour legislation concerning sign language interpreters

Content:

- Profession of educational interpreter: interpreting and publicity work
- Labour legislation
- Reflecting on training experiences on an online forum
- Introduction to a local deaf association
- Reporting on training
- Analyzing training experiences in a seminar

Prerequisites: See general degree programme guidelines

Evaluation:

Training report (50%), oral presentation/group discussion (20%), supervisor's feedback (20%), self-evaluation (10%)

## **Interpreting X: Community Interpreting II 5 ECTS**

Objectives:

Students

- are familiar enough with remote interpreting to plan and implement a remote interpreting situation in a manner that promotes interaction between the communicating parties
- able to work as telephone interpreters in brief community interpreting situations
- able to work as remote interpreters or mobile interpreters in brief community interpreting situations
- are able to plan and implement media interpreting in cooperation with the media
- are able to use communication technologies when communicating with the work community and stakeholders
- understand the characteristics of workplace interpreting (e.g., jargon)
- are familiar with the basics of electronic communication

Content:

- Remote interpreting equipment in theory and practice
- Telephone interpreting in theory and practice
- Remote interpreting in theory and practice
- Mobile interpreting in theory and practice
- Media interpreting in theory and practice
- Using communication technologies in interpreting (ConnectPro, Skype, etc.)

- Workplace interpreting in theory
- Electronic communication

Prerequisites: See general degree programme guidelines

Evaluation: Remote interpreting exam/assignment (50%), course attendance (50%)

### **Interpreting XI: Community Interpreting III 5 ECTS**

Objectives:

Students

- are familiar with the whole interpreting services process: commissioning, interpreting, evaluation of interpreting
- are familiar with the principles of coordinating interpreting situations, and are able to coordinate interpreting assignments in accordance with the interpreter's professional code of ethics
- are able to function as interpreters in community interpreting situations involving individuals and small groups while treating all parties equally
- are able to function in an organization's work community and in a local interpreter community while respecting their colleagues and developing the community

Content:

- Professional ethics in a service organization
- Coordinating interpreting assignments
- Workplace interpreting and in-house interpreting in organizations in practice
- Invoicing and taxation of interpreting services
- Pension issues
- Training, written report, and oral presentation in a seminar
- Skills test in community interpreting, ethical discussion
- Skills test in classroom interpreting from Finnish into FSL and from FSL into Finnish
- Professionalism

Prerequisites: See general degree programme guidelines

Evaluation:

Skills test (60%) and training (40%)

### **Professional Growth and Working Life Skills: Entrepreneurship 5 ECTS**

Objectives:

Students

- are familiar with the different forms of entrepreneurship
- are able to start an enterprise with the support of public bodies
- are able to market their services
- are able to participate in competitive bidding situations
- are familiar with different forms of enterprises in the field of sign language
- are able to act as mentors to students carrying out training
- are familiar with various organizational cultures and models
- are familiar with the principles of research-based development of work practices
- are familiar with the regulatory systems of the labour market
- are familiar with the principles of organization and management of work
- is familiar with the principles of the development of work practices

Content:

**Entrepreneurship (3.5 ECTS):**

- Internal and external entrepreneurship
- Alternative models for entrepreneurship
- Starting a business
- Corporate finance
- Financial support systems for businesses
- Competitive bidding
- Entrepreneurial marketing and marketing communications
- Enterprises in the field of sign language
- Mentor training (0.5 ECTS)

**Working life skills (1.5 ECTS)**

- Organizational cultures and models
- Principles of research-based development of work practices
- Regulatory systems in working life
- Principles of organization and management of work
- Principles of the development of work practices
- Principles of evaluating competence and of staff development

Prerequisites: See general degree programme guidelines

# OPTIONAL STUDIES

## Professional Project 5 ECTS

Objectives:

Students

- are familiar with the different tasks involved in assignments and with their mutual relationships, and are able to handle the processes related to an assignment (an assignment may involve an interpreting situation, a translation, a project in the field of interpreting, or other type of contract work involving, for example, the Kuopio Dance Festival, the World Village Festival, translating a video bulletin or preparing a brochure)
- are able to act responsibly and are aware of their responsibilities in a professional project related to an assignment, recognizing their role and duties in the assignment (interpreter, interpreter coordinator, event organizer, project worker, rapporteur, translator, etc.)
- are familiar with the practical responsibilities involved in project coordination, and are able to distinguish between different roles (for example, the job descriptions of interpreter coordinator and brochure writer)
- are able to assume responsibility for their work as interpreting professionals in a multiprofessional community
- are able to analyze assignments from the perspective of clients and other parties involved
- are able to assess alternative approaches to different phases of an assignment (planning, implementation, evaluation)
- are able to choose the most appropriate working methods for the overall assignment
- are comfortable in their role as representatives of their profession

Content:

- Introduction to the theory of project management (tools) from the perspective of an assignment (1 ECTS)
- Coordinating, planning, preparing, implementing and evaluating an assignment related to the field of sign language; the assignment may involve, for example, a translation, a project, interpreting and/or organizing interpreting for an event, publicity work, producing materials, participating in activities, etc. (but not pedagogical duties)
- Planning an assignment and preparing a final report (1 ECTS)

Prerequisites: See general degree programme guidelines

## Introduction to Pedagogy 5 ECTS

Objectives:

Students

- are familiar with different concepts of learning, as well as their approaches, manifestations and practical applications
- are familiar with alternative pedagogies and are able to build an instructor identity

Content:

- General learning, concepts of learning, learning strategies and instruction styles (2 ECTS)
- Dialogue and group dynamics (1 ECTS)
- Principles of working as an instructor in early childhood and adult education (2 ECTS)

Prerequisites: Signed Communication and Client Groups

## Introduction to Speech-to-Text Translation 5 ECTS

Objectives:

Students

- are familiar with touch typing and are able to type 6,000 characters per 30 minutes (net characters) by the end of the course
- are familiar with the clientele using speech-to-text translation
- are able to spell correctly

Content:

- Finnish spelling
- Touch typing
- Typing speed
- Speech-to-text translator's client groups
- Characteristics of speech-to-text translation

Prerequisites: See general degree programme guidelines

Evaluation: Typing speed test

# Interpreting and Communicating with Deafblind and Late-Deafened People 5 ECTS

Objectives:

Students

- have a general knowledge of eyesight and its impact on the functional capacity of individuals
- are familiar with the basics of different interpreting and communication methods used with deafblind and late-deafened people in theory and practice
- are able to use methods learned during the course to communicate in different client situations with deafblind and late-deafened people belonging to various client groups
- are able to interpret signed speech in a free space
- are able to distinguish between interpreting and intralingual translation

Content:

- Eyesight from a medical perspective (0.25 ECTS)
  - Vision aids
- Communicating with deafblind and late-deafened people (1 ECTS)
  - Sign language in a narrow field of vision, and tactile signing
  - Signed speech in a narrow field of vision, and tactile signing
  - Speech-to-text translation, fingerspelling, pointing in the text and block alphabet
- Speech repetition
- Guiding (0.75 ECTS)
- Describing (0.75 ECTS)
- Social quick messages (0.25 ECTS)
- Communication and interpreting exercises with methods used by deafblind and late-deafened people
- Differences between interpreting and intralingual translation
- Interpreting in a free space using signed speech (1 ECTS)
  - Interpreting services used by hard-of-hearing and late-deafened people
  - Skills test in interpreting from Finnish into signed speech
- Independent assignment (1 ECTS)

Prerequisites: See general degree programme guidelines

# Signed Communication and Client Groups 5 ECTS

Objectives:

Students

- understand the difference between language and communication method
- are familiar with the principles of signed communication
- understand the nature of the client groups using signed communication

Content:

- Dysphasia (1 ECTS)
- Signed speech and support signs, introduction to AAC methods and cued speech (1 ECTS)
- Client groups using signed communication (cochlear implant, dysphasia, developmental disability, different varieties of autism, as well as hard-of-hearing, late-deafened, hard-of-hearing and/or late-deafened deafblind people) (3 ECTS)

# THESIS STUDIES

## Thesis I: Research-Based and Development-Oriented Approach 5 ECTS

Objectives:

Students

- are familiar with the principles of research-based learning and approach
- understand the significance of scientific knowledge and its application to professional contexts
- acquire skills in participating in collaborative knowledge-building and in sharing their expertise in the development of work practices
- are able to organize problem-solving methods based on the basic models of research-based learning, and are familiar with practical applications of the research-based approach
- understand the significance of critical literacy and are familiar with the principles of scientific writing
- are familiar with the key ethical issues related to writing a thesis

Content:

- Research-based learning and approach
- Shared expertise and collaborative knowledge-building
- Knowledge required in profession
- Differences between scientific knowledge and other information
- Critical literacy
- Principles of research ethics, and ethical use of sources

Prerequisites: See general degree programme guidelines

## Thesis II: Research Methodology 5 ECTS

Objectives:

Students

- understand the requirements for a thesis
- are familiar with methods suited to both research- and practice-based theses
- understand the competence related to preparing reports and carrying out research required in the development of work practices
- are able to gather relevant and reliable material for the development of work practices

- are able to interpret and analyze information in order to contribute to the development of work practices and operating cultures
- acquire skills in evaluating work practices and their own activities related to developing work practices
- acquire skills in implementing small-scale development projects in workplace contexts
- are able to write a thesis report
- understand the process and different phases of producing a thesis as part of developing work practices and strengthening their own professional specialization

Content:

- Research and development at universities of applied sciences
- Producing a thesis at HUMAK
- Thesis report and product
- Ethical gathering and use of material
- Methods of gathering material for a thesis (different types of interviews and surveys, observation, documents, narratives and other methods where necessary)
- Methods of qualitative analysis
- Key applied methods of quantitative analysis
- Interpreting results and drawing conclusions

Prerequisites: Thesis I

Evaluation: Assignment (50%) and online course (50%)

## Thesis III: Thesis Workshop 5 ECTS

Objectives:

Students

- are familiar with the research and development projects of HUMAK and of key actors in their field, and are able to select and limit the scope of their thesis subject in cooperation with an expert network in their field
- are able to prepare a thesis plan and to schedule their work
- are able to use the methods required in their thesis
- are familiar with different structural models for a thesis
- understand the significance of peer evaluation from the perspective of critical thinking and developing their own thesis
- understand the overall process of producing a thesis

Content:

- Introduction to the R&D activities of HUMAK and key actors in one's field
- Finding and limiting the scope of a thesis subject

- Applying methodological knowledge to a thesis
- Structural models for a thesis
- Forms of thesis (written [or FSL] report, product + written [FSL] report)
- Scheduling a thesis
- Participating in a thesis working group
- Practices related to producing a thesis (agreement with workplace mentor, research permits, forming a thesis working group, supervision)

Prerequisites: Thesis II

Evaluation:

Thesis outline (50%) and thesis plan (50%)

## Thesis IV 15 ECTS

Objectives:

Students

- demonstrate their ability to gather and analyze information independently and their knowledge of the methods required in developing work practices
- are able to collaborate at the workplace and with their student peers
- acquire skills in presenting and distributing information in their field
- are able to implement a thesis based on working life needs on a subject they have chosen and are able to justify

Content:

- Thesis report and product of practice-based thesis
- Bulletin/poster
- Maturity test
- Participation at a HumakPro forum, if applicable
- Seminars (interim thesis seminar, thesis seminar)
- Peer evaluation of thesis

Prerequisites: Thesis III

# PROFESSIONAL SPECIALIZATION

## Pedagogy 30 ECTS

This specialization module contains the following sub-modules:

Specialization I 5 ECTS

Specialization II 10 ECTS

Specialized Language Studies I 5 ECTS: see Finnish Sign Language XI

Specialized Language Studies II 5 ECTS: see Finnish Sign Language XII

Career Planning and Portfolio 5 ECTS: see Professional Growth and Working Life

Skills: Career Planning and Portfolio

### **Specialization I 5 ECTS**

Objectives:

Students

- are familiar with the key concepts related to learning
- are familiar with various methods of language instruction
- are familiar with different instruction environments in the field of sign language
- acquire skills in teaching signed communication as an alternative method of communication

Content:

- Introduction to different learning environments and instruction methods in language and communication instruction (3 ECTS)
- Introduction to various materials used in language and communication instruction (1 ECTS)
- Introduction to teaching signed communication (1 ECTS)

Prerequisites: Signed Communication and Client Groups, and Introduction to Pedagogy

### **Specialization II 10 ECTS**

Objectives:

Students

- are able to teach signed communication as an alternative method of communication under supervision
- acquire skills in, for example, gathering information, drafting reports and producing materials (by participating in a project)
- are introduced to developing work practices

- are able to develop a personal theory-in-use that suits their professional profile in the field of education
- are able to apply the knowledge acquired in the sub-module Introduction to Pedagogy in various instruction environments
- are able to apply the language skills and theory acquired independently in various jobs in the field

Content:

### **Training I (5 ECTS)**

- Entrepreneurship in sign language education (1 ECTS)
- Materials (2 ECTS)
- Supervised teacher training (2 ECTS)
  - Participating in a pedagogical project through organizations, experts or actors in the field
  - Assembling a collection of materials and products gathered for the pedagogy section of the final portfolio

### **Training II (5 ECTS)**

- Teaching signed communication as an alternative method of communication
- Students who are native FSL users: teaching FSL
  - Assembling a collection of materials and products gathered for the pedagogy section of the final portfolio

Prerequisites: Signed Communication and Client Groups, and Introduction to Pedagogy

# INTERNATIONAL OPERATING ENVIRONMENT

## 30 ECTS

This specialization module contains the following sub-modules:

Specialization I and II 15 ECTS

Specialized Language Studies I 5 ECTS: see Finnish Sign Language XI

Specialized Language Studies II 5 ECTS: see Finnish Sign Language XII

Career Planning and Portfolio 5 ECTS: see Professional Growth and Working Life Skills: Career Planning and Portfolio

### **Specialization I and II 15 ECTS**

Objectives:

Students

- are familiar with the operating environment of sign language in another country
- are able to use their studies in FSL and foreign languages to acquire knowledge and skills in their chosen educational institution or trainee organization
- are able to analyze the differences and similarities in the field of sign language in Finland and in their chosen country
- develop a personal theory-in-use that suits their professional profile

Content:

- Theoretical orientation
- Valtteri online course
- Training
- Specialized Language Studies 10 ECTS: see Finnish Sign Language XI and Finnish Sign Language XII
- Career Planning and Portfolio 5 ECTS: see Professional Growth and Working Life Skills: Career Planning and Portfolio

Prerequisites: See general degree programme guidelines

# INTERPRETING AND TRANSLATION 30 ECTS

This specialization module contains the following sub-modules:

Specialization I 5 ECTS

Specialization II 10 ECTS

Specialized Language Studies I 5 ECTS: see Finnish Sign Language XI

Specialized Language Studies II 5 ECTS: see Finnish Sign Language XII

Career Planning and Portfolio 5 ECTS: see Professional Growth and Working Life

Skills: Career Planning and Portfolio

## Specialization I 5 ECTS

Objectives:

Students

- broaden their theoretical knowledge of interpreting by studying memes and paradigms
- are familiar with and able to summarize the latest research in the field of interpreting
- are able to act as interpreter coordinators if necessary
- understand the theoretical concept of dialogue, and practise open dialogue in an interpreting team
- familiarize themselves with the latest research in the field
- are able to apply theoretical knowledge to the development of their own interpreting practices

Content:

- Theoretical orientation
- Basic phenomena in interaction
- Tasks of an interpreter coordinator
- Dialogue
- Studying relevant literature and applying the knowledge in the interpreter's work
- Planning the development project to be carried out in Specialization II

Prerequisites: See general degree programme guidelines

Evaluation: Written exam (50%) and skills test (50%)

## Specialization II 10 ECTS

Objectives:

Students

- are able to interpret simultaneously in various situations under supervision

- acquire skills in, for example, gathering information, drafting reports and producing materials (by participating in a project)
- are introduced to developing work practices
- are able to develop a personal theory-in-use that suits their professional profile in the field of interpreting
- are able to apply the knowledge acquired in Specialization I in practice in several interpreting environments chosen by the students
- are able to apply the language skills and theory acquired independently in various jobs in the field

Content:

- Entrepreneurship in the field of sign language
- Networks in the field of interpreting, and working in organizations
- Supervised interpreter training
- Strengthening interpreting skills, and practical workplace training
  - Participating in an interpreting project through organizations, experts or actors in the field
  - Assembling a collection of materials and products gathered for the interpreting section of the final portfolio

Prerequisites: See general degree programme guidelines

# INTERPRETING AND TRANSLATION: TRANSLATION 30 ECTS

This specialization module contains the following sub-modules:

Specialization I 5 ECTS

Specialization II 10 ECTS

Specialized Language Studies I 5 ECTS: see Finnish Sign Language XI

Specialized Language Studies II 5 ECTS: see Finnish Sign Language XII

Career Planning and Portfolio 5 ECTS: see Professional Growth and Working Life

Skills: Career Planning and Portfolio

## **Specialization I 5 ECTS**

Time of instruction: See INTERPRETING AND TRANSLATION/Specialization I

Objectives: See INTERPRETING AND TRANSLATION/Specialization I

Content: See INTERPRETING AND TRANSLATION/Specialization I

Prerequisites: See general degree programme guidelines

Evaluation: Written exam (50%) and skills test (50%)

## **Specialization II 10 ECTS**

Objectives:

Students

Part 1:

- are familiar with the latest FSL translations
- are able to apply recent research on translation in their future training
- are able to accommodate the client's wishes and the special needs of different client groups when working on translation assignments
- are able to apply different translation theories and strategies in their work as sign language interpreters
- are familiar with the best practices in material and information gathering, and are able to apply them to translation

Part 2:

- are able to listen to and respect clients and different actors when working as translators in organizations in the field
- are able to translate different types of texts from FSL into Finnish and from Finnish into

## FSL

- are able to apply the skills and theoretical knowledge acquired in their working languages and in interpreting and translation when working as translators
- are able to adhere to professional ethics when working as translators
- are able to clarify the expectations/requirements that the client/commissioning party has for a translation assignment
- are able to deliver translations in accordance with the client's expectations/requirements

## Content:

### Part 1:

- Translation theories and strategies in the work of a sign language interpreter (report/journal on literature specified together with the lecturer) (1 ECTS)
- Translations in the work of a sign language interpreter (essay of 2–5 pages, literature and other sources) (1 ECTS)
- Native FSL translators – what can sign language interpreters learn from them? (interview and its translation), or alternatively: Native FSL users and other client groups as users of translations (interview and its translation) (1.5 ECTS)
- Planning and reporting on training taking place in Part 2 (1.5 ECTS)

### Part 2:

- Training, which focuses on translation

Prerequisites: See general degree programme guidelines

# INTERPRETING AND TRANSLATION: INTERPRETING FOR HARD-OF-HEARING, LATE- DEAFENED AND DEAFBLIND PEOPLE 30 ECTS

This specialization module contains the following sub-modules:

Specialization I 5 ECTS

Specialization II 10 ECTS

Specialized Language Studies I 5 ECTS: see Finnish Sign Language XI

Specialized Language Studies II 5 ECTS: see Finnish Sign Language XII

Career Planning and Portfolio 5 ECTS: see Professional Growth and Working Life

Skills: Career Planning and Portfolio

## **Specialization I 5 ECTS**

Objectives:

- See INTERPRETING AND TRANSLATION/Specialization I
  - In addition, students are able to pay attention to hard-of-hearing, late-deafened and deafblind clients when examining different aspects of interpreting and the interpreter's work

Content: See INTERPRETING AND TRANSLATION/Specialization I

Prerequisites: See general degree programme guidelines

Evaluation: Written exam (50%) and skills test (50%)

## **Specialization II 10 ECTS**

Objectives:

Students

Part 1:

- understand the personal, linguistic and cultural factors influencing hard-of-hearing, late-deafened and deafblind clients and working with them
- understand the distinct requirements set by each client group and client for interpreting
- are in their training report able to evaluate their own learning by drawing on a SWOT analysis (see Interpreting I), professional ethics and interpreting memes
- Part 2:
- are able to adhere to professional ethics when working with organizations, experts, clients and actors in the field of interpreting for late-deafened and deafblind people

- are able to listen to and respect clients and different actors when working in various positions in the field
- are able to interpret in FSL and in signed speech in a free space, in a narrow field of vision, and using tactile signing
- are familiar with guiding clients safely
- gain experience in using social quick messages in interpreting situations
- are able to describe the physical and mental environment to clients
- are able to clarify the distinct requirements that clients may have for an interpreting situation
- are able to interpret in accordance with the client's requirements

Content:

Part 1:

- Hard-of-hearing, late-deafened and deafblind people as
  - Individuals
  - A linguistic and cultural group
- Literature
  - Deafblind people as a community; Deafblind people as individuals and as a linguistic and cultural group (essay of 2–5 pages)
  - Hard-of-hearing people: report/journal on Kalela's publication
- Literature and other sources
  - Essay on the subject "Late-deafened people"
- Training and interview (1.5 ECTS)
  - Working at, for example, a service centre, camp, course, day club, etc.
  - Interviewing a hard-of-hearing/late-deafened client and a deafblind client using tactile communication on a subject related to interpreting (interview questions should be based on ideas prompted by course literature or essay writing)
  - Reporting: the interview report should include a report on the realization of training objectives and on personal learning experiences
- Planning and reporting on training focused on interpreting (1.5 ECTS)

Part 2:

- Training in the field with a focus on interpreting (5 ECTS)
  - Interpreting services used by hard-of-hearing, late-deafened and deafblind people (Note: CI)
- Registered deafblind interpreter's exam

Prerequisites: See general degree programme guidelines

## **Signed Communication 5 ECTS**

Objectives:

Students gain interaction skills based on signed communication and are able to handle authentic situations using their skills in signed communication.

Content:

- Signed speech and the related intermediate-level exam (3 ECTS)
- Support signs (1 ECTS)
- Signed communication use situations (1 ECTS)

Prerequisites: See general degree programme guidelines

## **Professional Growth and Working Life Skills: Career Planning and Portfolio 5 ECTS**

This sub-module contains the following courses: Career planning and job seeking (2 ECTS), Portfolio (2 ECTS) and Demonstration of skills (1 ECTS).

Objectives:

### **Career planning and job seeking, online course (2 ECTS)**

Students

- are able to closely follow the changes taking place in the labour market and to apply their knowledge to career planning
- view career planning as a factor influencing one's life cycle
- are aware of the needs and opportunities related to their career, and are able to consciously plan their career
- have broad skills in job seeking
- are familiar with the principles of entrepreneurship

### **Portfolio (2 ECTS)**

Students

- are able to apply their self-evaluation skills to their studies and to their professional identity as sign language interpreters
- are able to recognize their own development needs
- are able to act ethically
- are able to combine theory and practice in their own professionalism
- are able to demonstrate their skills in a suitable manner

### **Demonstration of skills (1 ECTS)**

Students

- are able to act professionally and adhere to professional ethics when working in community and classroom interpreting situations
- are able to assess their own language and interpreting skills in community and classroom interpreting situations realistically, aiming to develop their professional competence
- are able to solve ethically challenging situations by relying on professional codes of ethics

Content:

Career planning and job seeking, online course (2 ECTS)

<https://pro.humak.edu/humakpro/humak/165269/ura0.htm>

- Working life knowledge
- Knowledge about oneself
- Job application process
- Entrepreneurship as an alternative

### **Portfolio (2 ECTS)**

- Attending at least one final portfolio presentation on campus (final portfolio seminar) before presenting one's own final portfolio
- Preparing and presenting a final portfolio
- Peer evaluation

### **Demonstration of skills (1 ECTS)**

- Community interpreting situation and self-evaluation of interpreting
- Classroom interpreting from Finnish into FSL and self-evaluation of interpreting
- Classroom interpreting from FSL into Finnish and self-evaluation of interpreting
- Written analysis/solving of cases related to codes of ethics and the interpreter's power in interpreting situations

Prerequisites: See general degree programme guidelines

Evaluation: Mean value of portfolio and demonstration of skills

# PROFESSIONAL SPECIALIZATION: Interpreting and Translation and International Operating Environment

## Specialized Language Studies

### **Finnish Sign Language XI: Semantics and Pragmatics of Finnish Sign Language 5 ECTS**

Objectives:

Students

- are introduced to theories concerning the semantics and pragmatics of FSL in relation to other signed languages
- are familiar with the semantic analysis and description of FSL; how language represents thinking and human conceptual systems, and how meaning is constructed and interpreted
- is familiar with different figures of speech (such as idioms and metaphors) in FSL and other signed languages
- are able to use signs related to special fields required in community and classroom interpreting
- are introduced to the latest research on FSL

Content:

FSL:

- Semantic and pragmatic theories
- Figures of speech (such as idioms and metaphors) in FSL and other signed languages (ASL/BSL)
- refreshing and strengthening knowledge of signs related to special fields required in community and classroom interpreting

Culture and communication:

- Independent assignment: interview in FSL on the interpreter's role in the sign language community, and a presentation in FSL based on the interview (1 ECTS)

Prerequisites: See general degree programme guidelines

Evaluation: Presentation in FSL

# PROFESSIONAL SPECIALIZATION: Interpreting and Translation and International Operating Environment

Finnish Sign Language XII: Text and Communication Competence 5 ECTS

Objectives:

Students

- are able to understand, produce and analyze different types of signed texts
- are able to handle various communicative and social situations in FSL

Content:

FSL:

- Practising learned signs and strengthening knowledge of signs related to special fields
- Strengthening text-related skills (comprehension and production)

Culture and communication:

- Strengthening communication skills (conversation, dispute, argumentation, lecture, etc.)
- Independent assignment: lecture in FSL and its implementation in the deaf community

Prerequisites: See general degree programme guidelines

Evaluation: Independent assignment