

COURSE NAME:	Organization and activity of Public Administration		
Program:	Joint Degree in Law and Economics	YEAR: 3rd	Term: 1st

WEEK	SESSION	DESCRIPTION OF TASKS, ASSIGNMENTS, ETC	GROUP (Marcar X)		STUDENT WEEKLY WORK		
			LARGE	SMALL	DESCRIPTION	Teaching hours	Total hours (max 7hrs)
1	1	Overall presentation of the course. General directions on methodology, teaching method in the large group sessions, bibliography, exam description, grading criteria, etc. Introduction to Unit 1	X		Lecturing on the main topics of unit 1	1,5	4,5
1	2	Presentation of the general directions on methodology, teaching method in the small group sessions, grading criteria for the continuing examination, etc. Presentation of case study 1.		X	Introduction into case study 1, methodology for solutions, orientation to be followed, etc.	1,5	
2	3	Unit 2	X		Attending the lecture on the unit, taking class notes, reading materials, etc.	1,5	4,5
2	4	Discussion and solutions given to case study 1		X	Completing the case study, clarifying questions and doubts/carrying out the assigned homework	1,5	
3	5	Unit 3	X		Attending the lecture on the unit, taking class notes, reading materials, etc	1,5	4,5
3	6	Discussion and solutions given to case study 2		X	Completing the case study, clarifying questions and doubts/carrying out the assigned homework	1,5	
4	7	Unit 4	X		Attending the lecture on the unit, taking class notes, reading materials, etc	1,5	4,5
4	8	Discussion and solutions given to case study 3		X	Completing the case study, clarifying questions and doubts/carrying out the assigned homework	1,5	
5	9	Unit 5	X		Attending the lecture on the unit, taking class notes, reading materials, etc	1,5	4,5
5	10	Discussion and solutions given to case study 4		X	Completing the case study, clarifying questions and doubts/carrying out the assigned homework Alternatively: partial examination covering units 1-5	1,5	
6	11	Unit 6	X		Attending the lecture on the main topics of the unit, taking class notes, reading materials, etc	1,5	4,5
6	12	Discussion and solutions given to case study 5 Or Discussion about the partial examination solutions		X	Completing the case study, clarifying questions and doubts/carrying out the assigned homework Or Discussion about the partial examination (questions, solutions, etc.)	1,5	
7	13	Unit 7	X		Attending the lecture on the main topics of the unit, taking class notes, reading materials, etc	1,5	4,5
7	14	Discussion and solutions given to case study 6.		X	Completing the case study, clarifying questions and doubts/carrying	1,5	

					out the assigned homework		
8	15	Unit 8	X		Attending the lecture on the main topics of the unit, taking class notes, reading materials, etc	1,5	4,5
8	16	Discussion and solutions given to case study 7.		X	Completing the case study, clarifying questions and doubts/carrying out the assigned homework	1,5	
9	17	Unit 9	X		Attending the lecture on the main topics of the unit, taking class notes, reading materials, etc	1,5	4,5
9	18	Discussion and solutions given to case study 8		X	Completing the case study, clarifying questions and doubts/carrying out the assigned homework	1,5	
10	19	Unit 10	X		Attending the lecture on the main topics of the unit, taking class notes, reading materials, etc	1,5	4,5
10	20	Discussion and solutions given to case study 9 Or: Partial exam, units 6-10		X	Completing the case study, clarifying questions and doubts/carrying out the assigned homework Alternatively: partial examination covering units 6-10	1,5	
11	21	Unit 11	X		Attending the lecture on the main topics of the unit, taking class notes, reading materials, etc	1,5	4,5
11	22	Discussion and solutions given to case study 10 Or: Comments and questions on the partial examination		X	Completing the case study, clarifying questions and doubts/carrying out the assigned homework Or: Discussion about the partial examination (questions, solutions, etc.)	1,5	
12	23	Unit 12	X		Attending the lecture on the main topics of the unit, taking class notes, reading materials, etc	1,5	4,5
12	24	Case study 11 Or: catch-up session		X	Completing the case study, clarifying questions and doubts/carrying out the assigned homework	1,5	
SUBTOTAL						36+55=91	
13-15		Catch-up sessions, tutorials, etc Partial examination, units 10-12			As required by the course/on demand of the students	7	
16-18		Study time, reading period and exam preparation			The final exam will be determined by the professor	3	30
TOTAL						150	