

## **CONTINGENCY PLAN FOR THE PREVENTION OF CORONAVIRUS INFECTION OF THE FACULTY OF EDUCATION**

Following the instructions of the COVID-19 Monitoring Commission of the University of Murcia, the following measures are adopted whose temporal scope will be marked by the rector's resolutions which, in turn, will be determined by the regional and state guidelines.

We understand the Contingency Plan as a set of actions that must be carried out while this extraordinary situation lasts. These are of a dynamic nature and may change depending on the development of events. At the Faculty of Education, we specify them in several areas: official teaching, external practices (given their impact we have separated them from the previous measures), the academic calendar, national and international mobility, complementary activities and facilities. In addition, we carry out some considerations Specific to students.

### **FORMAL EDUCATION**

In view of the suppression of teaching activity decreed by the regional and state authorities, we must face the development of the subjects in a different way: because neither the subjects nor the course have finished and because we have to carry out the Teaching Guides (GD) approved by the Faculty Board. Therefore, the intention of this plan is to clarify how we are going to approach the development of each of the subjects during the weeks or period during which face-to-face classes are suppressed.

In the meetings held by the Decanal Team, the representatives of the areas and the coordinators of the Masters have communicated:

1. All the teaching staff must plan a weekly work in each of the subjects that are being taught in this 2nd term or annually. Position that DG is proposed for all groups within a subject, it is recommended that these jobs are the same or fairly similar for all students who are taking the same course.
2. The work proposed must not only be consistent with the content of the subjects, but must consider the volume of work they are assigned on a weekly basis.

In a clearly identified place in the Aula Virtual it must appear a Folder that says: "Contingency plan week 17-22 March." It should include as indicative title:

1. Approach to weekly work.
2. Documents, materials, tutorials... for its realization.
3. Work to be delivered by the students.
4. Delivery date of the same.

4. Obviously, if the situation persists for several weeks, the following should appear: "Contingency plan Week 24-29 March" and so on until the week in which the course was to be completed.

5. The delivery dates of each assignment may vary depending on what each teacher decides, but in no case may it be later than the day that the final exam has been set or is established.

6. At [www.um.es/atika/remoto](http://www.um.es/atika/remoto) you can find a list of tools for the PDI to teach at a distance.

7. The teachers must keep the attention to their students through the Aula Virtual, now more justified than ever.

8. The Contingency Plan for each subject can be required at any moment for any instance. Like the examination materials of any subject, the work done by the students must be kept for two years.

9. The development of TFGs and TFMs will continue as at present, although all Tutoring tasks should be carried out through the Aula Virtual.

10. The clarification of doubts about the contingency plans of each The course will be carried out by the heads of the areas or by the Vice-Dean of Degree ([vicedugrado@um.es](mailto:vicedugrado@um.es)) and/or the Vice Dean of Graduate Studies ([viceduposgrado@um.es](mailto:viceduposgrado@um.es)).

**SCHOOL CALENDAR**

The dates for the exams in the June and July sessions may vary July, and the TFG/TFM. When we have more data, the Faculty.

The Vice-rectorate of Studies has announced that it is studying possible changes in the academic calendar that would affect the second term, the call for exams and TF defense.

### **NATIONAL AND INTERNATIONAL MOBILITY**

All issues related to national and international mobility are will manage according to the indications of the International Relations Service from the University of Murcia.

To solve any doubt you should contact the Vice-Dean of Strategic Development and Internationalization ([viceduinternacionales@um.es](mailto:viceduinternacionales@um.es)).

### **COMPLEMENTARY ACTIVITIES TO CLASSROOM TEACHING**

The activities that were planned for the coming weeks will be rescheduled; in particular, talks, conferences, seminars that required people to travel by public transport or from other locations.

Scheduled talks at high schools and colleges are cancelled or delayed.

If you have any questions regarding this type of activity, please contact [viceduproyeccion@um.es](mailto:viceduproyeccion@um.es).

### **FACILITIES**

The Rector of the University of Murcia has signed a compulsory resolution, whose third point indicates

Notwithstanding the provisions of the previous point, and without prejudice to general recommendation of the health authorities to restrict the mobility, as the State of Alarm declaration allows "travel to the workplace to perform (the) work, professional or business service", members of the university community (WORKERS) will be able to voluntarily access the buildings, using their university cards, to perform tasks essential in relation to teaching, research, management or administration.

At no time should students or family members have access to the university facilities. It is reiterated that workers can only access to carry out an indispensable task.

### **FINAL CONSIDERATIONS**

This resolution is issued for implementation in accordance with the circumstances concurrent on their date. If, at a subsequently, an alteration of the same, the immediate provision of supplementary instructions.

All the students and staff of the University of Murcia are summoned to comply strictly and diligently with the instructions issued by the authorities competent health care providers and to ensure that they are at all times duly informed of the concurrent developments.

All institutional communication will be done through the website of the Faculty of Education [www.um.es/web/educacion/](http://www.um.es/web/educacion/).

## **SPECIFIC CONSIDERATIONS FOR STUDENTS**

First of all, we must remember that we are in a very complicated situation, in which the instructions and recommendations given by the competent authorities must be followed. Few like you are aware of the vulnerability of some groups (the elderly, children with certain pathologies...) and of the social commitment that any educator must have. This knowledge may oblige you more than others.

One of the main intentions of the Contingency Plan is to give an academic answer to the extraordinary situation we are living. From March, 16th, a **Weekly Working Plan will be uploaded in the Aula Virtual**, in each one of the subjects you have because the course has not ended yet, nor the subjects. Please check all the news in the page web of the Faculty.

In the subject **Prácticas de Enseñanza** there have been extraordinary situations in previous years. The experience we already have will help to complete the remaining time to attend this subject.

In the case of the students which are in a national or international mobility programme and that are in universities of another country or another city of Spain, to grant them an institutional and equal response, we assure that our aim is to preserve their rights as students from Murcia and evaluate their work done in the universities where they are studying now. The coordinators will be contacted to concrete the subjects that must be

evaluated or completed here, creating “personalised” plans which respond to the situation of the Learning Agreement.

We remind you the importance of following the recommendations of the health authorities on the people that comes from a risk area and the convenience of staying home or helping when needed.

These and other measures are not just precautions that benefit us personally, but we also have **an obligation to follow them from our responsibility social as citizens and as future professionals in Education.**

#### **ATTENTION TO DIVERSITY**

The Diversity and Volunteer Service has contacted the students with special educational needs who require some form of curricular adaptation. These students have an adapted virtual desktop which makes it easier for them to follow classes in virtual mode. More information at; Tlf: 868 88 3934 and [adyvol@um.es](mailto:adyvol@um.es)

#### **TELEPHONE AND CONTACT ADDRESS OF THE FACULTY**

Tel: 868 88 3919 <https://www.um.es/web/educacion/> e-mail: [facultadeduccion@um.es](mailto:facultadeduccion@um.es)

#### **UMU INFORMATION CHANNELS ON THE COVID-19 PANDEMIC**

Web: <http://www.um.es/coronavirus>

Inquiries and notifications: [infocovid19@um.es](mailto:infocovid19@um.es)

Remote access to UMU applications: <http://www.um.es/atika/remoto>

International mobility: [internacionales@um.es](mailto:internacionales@um.es)

If you have any doubts about the fulfilment of this contingency plan, please contact the addresses listed in the text of this contingency plan or the center: [decanoedu@um.es](mailto:decanoedu@um.es)

Signed by Antonio de Pro Bueno

Dean of Education

## **Annex**

I copy below the message published in the Virtual Classroom and private message (March 12, 2020)

Dear students and teachers,

Following the indications of the Regional Government and the rectoral team, we communicate the suspension of the school practices in educational centres, as well as all activities related to this subject, from Monday 16 March 2020. Please keep in touch through the institutional mail and the Aula Virtual for future communications.

Kind regards,

Esperanza Clares

Vice-Dean of Practicum of Teaching

In view of the measures being taken by both state and regional health authorities in response to the Public Health Emergency declared by the WHO due to the outbreak of coronavirus 2019-nCoV, and the Resolution of the Rector of the University of Murcia of 13 March 2020, on extraordinary measures regarding the coronavirus (COVID-19), the following contingency plan is adopted for the subject (2098) Prácticas Externas II in Social Education Studies:

1. All curricular practices of all students of this subject are suspended until the end of this measure.
2. As of the date of this writing, there are no certainties regarding the return of students to the work placement centres. In this regard, depending on the development of the events, they will be able to change the course completion dates and, consequently, the dates for the June and July exams or the TFG may change. From all this, you we'll keep you posted.
3. During the interruption of the internship stay, students can take advantage, depending on the indications offered by your academic tutors, in order to advance in the realization of the internship portfolio. In this sense, they can enrich the intervention project, outline some of the activities they have carried out and prepare those that they have not carried out to carry out at the time of their return to the centres.
4. Third Seminar (from 9th to 20th March)
  - It will be done on this date.
  - It will be done in the Aula Virtual with the tools offered by this platform.

The vice dean recommends the following process:

- The academic tutor shall create a forum. The tool will be configured depending on the necessities. In “Crear temas automáticamente”, the option “Crear temas para grupos automáticamente” shall be selected and, after that, the teacher shall select the group with his name.
- The forum will be about three principal points:

- Inform about the design status of the action project and establish proposals on how to improve/enrich that design.
  - Resolve possible doubts you may have in relation to the academic tasks of the papers to be submitted.
  - The academic tutor will let the students know the date and the hour in which they must be connected.
  - The academic tutor shall register the participation of the students.
- It is mandatory that all students participate in this forum.

The academic tutor will record the students' participation. It is mandatory that all students participate in the forum.

5. Third visit of the academic tutor to the internship entity and Seminary 4 (from 23/03 to 03/04):

- Third visit of the academic tutor to the internship entity:
  - The communication with the institutional tutor will be done by phone or by videoconference in which the following topics will be developed
    - To evaluate the development of the stay before the temporary suspension.
    - To evaluate the state of the project of intervention and to program its continued when the student rejoins.
- Seminary 4:
  - It will be done in the date set.
  - It will be carried out through the Aula Virtual with the tools that it offers us. The vice-deanery advises the following process:
    - The academic tutor will open a forum. He or she will configure a tool according to your needs. In 'Crear temas automáticamente' (Automatically create topics) , you will select the option 'Crear temas para grupos automáticamente' (Automatically create group topics) and then, you will select the group that bears your name.
    - The forum will mainly deal with these three issues:

- Reporting on improvement actions in activities and project that the academic tutor proposed to them in Seminary 3.
- To propose improvements and actions in the work carried out in the portfolio and in the activities to be carried out in the reincorporation to the centre.
- Resolve possible doubts that you may have in relation to the academic tasks of the papers to be presented.

o The academic tutor will inform students in advance of the day and time when they should be online.

o The academic tutor will register the participation of the students. It is compulsory to that all students participate in the forum.

- Seminar 5 (to be confirmed):

o It is carried out in person in the event that the measures adopted involve an alteration of the academic calendar. The date of this seminar will be conditioned by the date of return of the trainee. Therefore, instructions will be given later.

#### 6. Deadline of the portfolios (to be determined)

- In the event that the measures adopted involve an alteration of the academic calendar, the date of delivery of the internship work will vary. If this is the case, there will be new information on the deadline.

#### 7. Fourth visit of the academic tutor to the internship institution, individual interview, and the Honorary Registration Cour (to be determined):

- All these actions will be carried out in person. The date on which they are carried out will depend on the date on which the students returns. Instructions will therefore be given when this date is known.
  - If on May 18th the situation of emergency of public health stills, there will be new instructions on how to proceed.

**COMMUNICATION 1. CONTINGENCY PLAN (13/03/2020) EXTERNAL  
PRACTICE II DEGREE IN PEDAGOGY**

In view of the measures being taken by the health authorities, both State and The main objective of the project is to promote the development of autonomous communities in the face of the Public Health Emergency declared by the WHO due to the coronavirus 2019-nCoV outbreak, and the Resolution of the Rector of the University of Murcia of 13 March 2020 on extraordinary measures regarding coronavirus (COVID-19), was adopts the following contingency plan for the subject (2425) External Practices II Grade in Pedagogy:

1. Students on regular practice who have had their stay interrupted since on March 6th they will not return to the centres, ending, definitively, their internship stay.
2. The internships of students in extraordinary period are suspended until the of the date of expiry of this measure adopted by the Governing Council of the Community Autonomous Region of Murcia.
3. Seminar 3 (from 16 to 20 March)
  - It is held on the established date.
  - It is carried out through the aula virtual with the tools offered by this platform.

The vice-dean recommends this process:

- The academic tutor will open a forum. He/she will configure the tool according to his/her needs. Under 'crear temas

automaticamente' ('automatically create themes') you select the option 'crear temas para grupos automáticamente' ("Create group topics automatically") and then select the group that bears his name.

- The forum will deal with three main issues:
  - Assessment of internship experience.
  - Student self-evaluation.
  - Sharing of the activities carried out and any doubts that may arise
  - have in relation to the elaboration of the internship portfolio.

- The academic tutor will communicate in advance to the students the day and time they should be online and participate in the forum.
- The academic tutor will register the participation of the students. It is mandatory that all students participate in the forum.

#### 4. Delivery of the internship portfolio:

- Everything is kept the same.

#### 5. Third visit of the academic tutor to the internship entity (from 25/03 to 15/05):

- It will take place -in person- after Easter and *Fiestas de Primavera* (Spring Festivities) (from 20/04 to 15/05).
- If the public health emergency continues to exist on 20/04, the following will be done:
  - Communication with the institutional tutor will be done by telephone or video conference.
  - The institutional tutor will send the corresponding annexes by mail to the academic tutor.

#### 6. Individual interview (25/03 to 15/05):

- It will take place -in person- after the Easter and *Fiestas de Primavera* (Spring Festivities) (from 20/04 to 15/05).

- If the public health emergency continues to exist on 20/04, the following will be done:
  - The academic tutor will telephone the student - deanery will send the telephone number of the students who have given permission for this (all of them) - and will carry out the individual interview:
    - He/she will inform the student about the evaluation and qualification of his/her internship and portfolio.
    - It will assess the student's self-evaluation to inform about the competences acquired and those that are in the process of being acquired, guiding them towards their achievement.

#### 7. Delivery of grades (before 15/05 at 14 hours)

- Everything stays the same.
- If the public health emergency continues to exist on 15/05, the following will be done:
  - All the documentation scanned through the aula virtual will be given to the course coordinator.

#### 8. Honorary Registration Court (MH) (10/06).

- Everything is kept the same.
- If on 10/06 the public health emergency situation still exists, the following will be done:
  - All students proposed to MH will conduct an exhibition-defense of their work via telematics (Skype), following the indications established in the corresponding call.

Vice-Deanship of Social Education and Pedagogy Practice

