

Updated On	2023/09/12										
Curricular Year / Period	2023/24 / S1										
Course	Social Service										
Curricular Unit	Management and Administration of Social Responses										
Language(s) of Instruction											
ECTS/tempo de trabalho (horas)	ECTS	Total	Horas de contacto semestral								
	6		T	TP	PL	S	TC	E	O	OT	EC
				60						15	
	T - Theoretical; TP - Theoretical and practical; LP - Laboratory Practice; S - Seminar; TG - Tutorial guidance; FW - Fieldwork; T - Training; ; EC - Clinical teaching; O* - Other hours typified as Clinical Training under the Directive 77/453/EEC of June 27, adapted by Directive 2005/36/EC.										
Teacher in charge (GDPR consent) <small>[complete name, email]</small>	Carlos Manuel Barbas Do Rosário / carosario@ippportalegre.pt										
Prerequisites <small>[Curricular Units that must precede and specific entry competences]</small>											
Learning outcomes <small>[Description of the overall and specific objectives] [Knowledge, skills and competences to be developed by students]</small>	<p>It is intended to lead the student to:</p> <ul style="list-style-type: none"> . Know the political and historical dimension of social institutions and the social responses they develop . Know the legal-administrative framework of social institutions in Portugal. . Deepen social management and administration methodologies to implement the planning, organization and evaluation of social institutions. . Understand how innovative care strategies contribute to promoting the well-being of vulnerable groups: children and young people, the elderly and people with disabilities. . Know innovative management techniques to promote the quality of services provided by social institutions. . Know the professional practice of the social worker in social institutions. 										
Sustainable Development Goals											
Syllabus	<p>Module 1 Introduction</p> <ul style="list-style-type: none"> . Social responses and social institutions: concept and problem . Evolution of social institutions in Portugal: from Social Assistance Institutions to Private Social Solidarity Institutions within the framework of the Social and Solidarity Economy <ul style="list-style-type: none"> - Emergence and development of the Social Economy - Entrepreneurship, Social Innovation and Renewal of Social Responses - Trends and challenges in the Portuguese context <p>Module 2 The legal and administrative regime and the financing of social institutions</p> <ul style="list-style-type: none"> - Classification (Cooperatives; Mutualities; Associations; Misericórdias; IPSS; Foundations) and evolution of social organizations in Portugal - Areas of Intervention (Social Security; Health; Education; Employment, Housing) - Legal Framework and Legal Statute - Typologies of social responses - Support and financing of social institutions <p>Module 3 Management and Administration of Social Organizations</p> <ul style="list-style-type: none"> - Concept of organization and its main characteristics - Organizational development - Management and Administration Theories - The Technical Directorate of the IPSS - Coordination (Management and leadership of staff work teams; volunteers) - Management Instruments (Statutes; Regulations; Maps; Organizational Charts) - Resource Management (human, financial, technical; services; customers) 										

	<ul style="list-style-type: none"> - Quality Management The certification process - The Planning - Organizational performance evaluation
<p>Teaching methodologies (including assessment)</p> <p>[Specify the types of assessment and the weights and evaluation criteria]</p>	<p>1 - Teaching methodologies</p> <p>The methodology to be adopted will include the approach of the different themes through theoretical exposition by the professor of the curricular unit, as well as the development of works by the students that will consist mainly of analysis of articles and other materials and analysis of case studies related to processes management of social institutions.</p> <p>Taking into account the importance of mastering practical knowledge for the management and development of social institutions, work will be carried out related to the practice of social workers in these organizations.</p> <p>2 - Period assessment</p> <p>Students will be evaluated according to the completion of an individual test and the written synthesis of the work to be developed and presented during the classes. The final grade of the curricular unit will be the result of the weighted average of the written test (with a weighting equal to three) and the average of the works (with a weighting equal to one).</p> <p>3 - Examination assesement</p> <p>The U.C exam is of a written nature.</p>
<p>Bibliography</p>	<p>1 - Main Bibliography</p> <p>Figueira, a. (2019) Práticas de gestão de pessoas para a sustentabilidade das IPSS's. Lisboa: Editorial Cáritas.</p> <p>Laville, J. L. (2016). A Economia Social e Solidária: Práticas. Teorias e Debates, Coimbra, Almedina.</p> <p>Mações, M. (2018). Manual de Gestão Moderna. Teoria e Prática. Leya.</p> <p>Magalhães, F; Pereira, M. (2017) Manual de trabalho para o terceiro setor. Porto: VidaEconómica.</p> <p>Mendes, V. (2012). O terceiro setor, economia social e solidária. Porto: Legis Editora.</p> <p>2 - Complementary Bibliography</p>
<p>Special Situations</p> <p>[Students with special status]</p>	<p>1 - Period assessment - Students with special status</p> <p>Exceptionally, on the reasoned request of the student with special status addressed to the teacher of the course and presented until November 15, evaluation tests may be scheduled for dates other than those originally scheduled, or alternative assessment modalities are considered. The decision on the applications submitted is the responsibility of the teacher.</p> <p>2 - Examination assesement - Students with special status</p> <p>The U.C exam is of a written nature.</p>