COURSE OUTLINE

1. Study programme information

1.1 Higher education institution	Universitatea de Vest din Timişoara
1.2 Faculty / Department	Chimie, Biologie, Geografie / Departamentul de Geografie
1.3 Sub-department	Geografie
1.4 Field of study	Geography
1.5 Level of study	Master's degree
1.6 Study programme / Qualification	Geographic Information Systems

2. Course information

2.1 Course title		**Tutoring**					
2.2 Course convenor/ Lecturer		Lect. dr. Florina ARDELEAN					
2.3 Teaching assistant		Lect. dr. Florina ARDELEAN					
2.4 Year of study	1	2.5 Semester	1	2.6 Type of assessment	E	2.7 Course type	DS/DOB

3. Total estimated time (hours of didactic activities per semester)

3.1 Number of hours per week	2	of which: 3.2 lecture	1	3.3 seminar/laboratory	1
3.4 Total hours in the curriculum	28	of which: 3.5 lecture	14	3.6 seminar/laboratory	14
Time distribution:					**hours**
Studying textbooks, course materials, bibliography and notes					
Further research in libraries, on electronic platforms and in the field					5
Preparing seminars/ laboratories, homework, research papers, portfolios and essays					15
Tutoring					47
Examinations					5
Other activities ……					

3.7 Total hours of individual study	**72**
3.8 Total hours per semester	**100**
3.9 Number of credits	**4**

4. Prerequisites (if applicable)

4.1 based on curriculum	
4.2 based on competencies	

5. Conditions (if applicable)

5.1 for the course	• Computer / laptop with audio-video system for the teacher and students • internet access; access to the E-learning UVT platform; • video projector
5.2 for the seminar/laboratory	• Computer / laptop with audio-video system for the teacher and students; • internet access; access to the E-learning UVT platform; • Involvement in the activities of the seminar, creation of portfolio (career plan)

6. Objectives of the discipline - expected learning outcomes to the formation of which contribute to the completion and promotion of the discipline

Knowledges	• Acquisition of knowledge, skills, and attitudes necessary for career guidance and personal development activities • Adequate use in professional communication of concepts, methods, and tools specific to psychological assessment for career counselling
Skills	• Designing the approach of an intervention in the field of career counselling using specific theories and models • Interpreting the role of communication in professional activity and explaining the different types and methods of communication
Responsibility and autonomy	• The application of effective and responsible work strategies, based on the principles, norms and values of the code of professional ethics • Application of effective work techniques in a multidisciplinary team, ethical attitude, respect for diversity and multiculturalism, acceptance of diversity of opinion • Responsible execution of professional tasks, in conditions of restricted autonomy and qualified assistance • Self-assessment of continuous training needs in order to adapt professional skills to the dynamics of the social context.

7. Content

7.1 Lecture	**Teaching methods**	**Observations**
Introductory course.	Lecture, Interactive presentations, heuristic conversation, problematization	2 hours
Individual factors that influence career counseling.		2 hours
General theories of career counseling.		2 hours
Specific theories of career counseling.		2 hours
Methodological aspects of career counseling.		2 hours
Using the computer in career planning.		4 hours

Bibliography

- Coşa, Lucica-Emilia, 2012, Consiliere şi orientare, Ed. NAPOCA STAR,Cluj-Napoca
- Gal, Denizia, 2003, Consiliere şcolară, Universitatea Babeş-Bolyai, Cluj-Napoca
- Jigău, M., 2001, Consilierea carierei, Editura Sigma, Bucureşti
- Klein, M.M. (1997). Introducere în orientarea în carieră, Institutul pt. Ştiinţele Educaţiei, Bucureşti
- Lemeni, G., Miclea, M.(coord.), 2004, Consiliere şi orientare. Ghid de educaţie pentru carieră. Editura ASCR, Cluj-Napoca
- Lemeni, G., Negru, O., 2004, Planificarea carierei. în Lemeni G., Miclea M. (coord.), Consiliere şi Orientare, Ghid de Educaţie pentru Carieră, Editura ASCR, Cluj-Napoca
- Neuman, N., 1994, Arta de a găsi o slujbă bună, Ed. BUSINESS TECH. INTERNATIONAL, Press, Bucureşti
- Parkinson, M., 2002, Ghidul carierei, Colecţia Cariere, Editura ALL BECK, Bucureşti
- Vlăsceanu, M., 2002, Managementul carierei. Să învăţăm să ne construim o carieră, Editura Comunicare.ro Bucureşti
- Additional references and course presentations are posted on E-learning UVT Platform (https://elearning.e-uvt.ro/)

7.2 Seminar / laboratory	**Teaching methods**	**Observations**
Formation of an advisory group	Structured exercise, questionnaire, scientific explanation, discussions.	2 hours
Professional interests		2 hours
Skills - abilities - competences		**2** hours
Values		2 hours
Problem diagnosis		2 hours
Vision of the career. Career plan		2 hours
Realisation of personal portfolio		2 hours

Bibliography

- Coşa, Lucica-Emilia, 2012, *Consiliere şi orientare*, Ed. NAPOCA STAR,Cluj-Napoca
- Gal, Denizia, 2003, *Consiliere şcolară*, Universitatea Babeş-Bolyai, Cluj-Napoca
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- Lemeni, G., Miclea, M.(coord.), 2004, *Consiliere şi orientare. Ghid de educaţie pentru carieră.* Editura ASCR, Cluj-Napoca
- Lemeni, G., Negru, O., 2004, *Planificarea carierei.* în Lemeni G., Miclea M. (coord.), Consiliere şi Orientare, Ghid de Educaţie pentru Carieră, Editura ASCR, Cluj-Napoca
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8. Corroborating course content with the expectations held by the representatives of the epistemic community, professional associations and typical employers in the field of the study programme

The content of the discipline was developed in accordance with the curriculum and meets the didactic and scientific requirements corresponding to similar specializations in European universities. The contents of the discipline cover a very important segment of the professional training at master level, being in agreement with the expectations of the community of specialists and employers in the field.

9. Assessment

Type of activity	9.1 Assessment criteria	9.2 Assessment methods	9.3 Weight in the final mark
9.4 Lecture	Ability to apply theoretical concepts and models in practice	Completion of practical tasks received at the end of the courses related to the course topic.	40%
9.5 Seminar / laboratory	Personal career plan	Active involvement in the seminar applications, creation of portfolio elements.	60%
9.6 Minimum performance standard			
• Minimum mark 5 at course evaluation. • Minimum mark 5 at practical activities.			

Date

12.09.2025

Course convenor's signature

Date of approval in the department

Head of department's signature