



# Time-plan of the course & evaluation

## What is expected

## Evaluation

- 05 oct** 1st seminar is about the stages of diploma-management & most common mistakes in this connection, the ways to solve them & all the deadlines for the year.  
**During next week (the task for you as a 'tutor'):**  
-to read your partner's diploma, discuss with him or her all its' weak and strong points, fulfill in excel file with it, and write a full detailed plan of improving the diploma + time-management (with the personal deadlines for a partner for each type of work – literature review / data analysis / text-work etc.). how the results to your partner before the seminar and send the file to the lecturer up to 12 oct. Be prepared for presentation of the result on the next seminar.
- 12 oct** 2nd seminar is reserved for presentations of your results. Each 'tutor' tells about his 'partner's' diploma key idea, the weak points which are needed to be improved and your detailed plan with the deadlines made by you for your 'partner'. The result: Each student will have step-by-step recommendations for his/her personal work & clear all the common mistakes from the example of other students. The lecturer will provide a feedback, correcting the results.  
**Evaluation of the results.**  
**During next week (the task for a 'partner'):**  
-to think out a problem, connected to your diploma and the phenomenon of social development & write the proposed case-study. To write down a detailed time-plan of all research steps for this small case (ex. To make a literature review up to..., to make 5 in-depth interviews up to..., to find appropriate data which can illustrate the phenomenon up to..., to write down a final text up to...). To discuss the case-idea & the time-plan with your 'tutor'. To prepare a short presentation (up to 3 slides) about the case idea & time-managing. UP to 19 oct  
**During next week (the task for a 'tutor'):**  
-to help your 'partner' with thinking out a perspective case-problem. After the 'partner' prepares the time-plan – to improve it. To type a short comment about the results of that team work.
- 19 oct** 3rd seminar is reserved for presentations of your case-projects and time-plans. The lecturer will provide a feedback, correcting the results. **Evaluation of the results.**  
**During next time period (the task for a 'partner'):**  
- - to make an investigation in strong coordination to the time-plan; to prepare the final text (up to 7 pages excluding references & title-page) & send it to the lecturer up to UP to 23 nov Prepare the short presentation about the research-results).  
**During next time period (the task for a 'tutor'):**  
-to check whether each step is done in time, find out the reasons of breaking the deadlines & help to rewrite the time-plan in case if your 'partner' has any problems with the working process. To fulfill the diary of all the work you done and help you provided. Send it to the lecturer up to 23 nov. Prepare the short speech about the 'partners' success or fails during the work, the problems he faced with, the ways you help him/her, what were the profits of the work as a 'tutor' (personal profits and skills achieved for your personal further work with diploma)
- 23 nov** 4th seminar is reserved for presentations of your case-projects results and 'tutors' speeches. **Evaluation of the results.**

**Your work as a 'tutor' is for evaluation**  
(at the 2nd seminar).

**Max. score – 2.**  
The parameters for evaluation: Clear, detailed .xls file with all types of work, deadlines and short comments of weak & strong points of the diploma project.

**Your work as a 'partner' is for evaluation**  
(at the 3rd seminar).

**Max. score – 2.**  
The parameters for evaluation: Clear, detailed time-plan, perspective case-problem, variety of types of the research

**Your work as a 'tutor' is for evaluation**  
(at the 3rd seminar).

**Max. score – 1.**  
The parameters for evaluation: Short speech about the difficulties your partner faced with and the ways you used to deal with them.

**Your work as a 'partner' is for evaluation**  
(at the 4th seminar).

**Max. score – 4.**  
The parameters for evaluation: Detailed research, presentation skills, success with your time-plan.

**Your work as a 'tutor' is for evaluation**  
(at the 4th seminar).

**Max. score – 1.**  
The parameters for evaluation: Activity in providing help to your 'partner'.

## The final score formula:

Max score for your work as a 'tutor' – 4 points +  
Max score for your work as a 'partner' – 6 points

**Max  
10 points**