

Implementation plan Finished

Study unit	Operating Facility Services (A0125), 10.0
Implementation	MFA1311: 1/2013-2014 (26.08.2013 - 20.12.2013)
Type	INITIATION OF PROFESSIONAL GROWTH (A021)
Groups	Primary: MFA13SN Others :
Involved in the project	
Lecturers	
Number of participants	Minimum: Maximum:
Enrolment period	20.05.2013 08:00 - 02.06.2013
Main timing for implementation	
Applicability	For exchange students: Yes For elective studies: No Open UAS student: No Suitable for virtual UAS: No
Teachers	Pääskyvuori Marjo (Teacher in charge), Antinluoma Sirkka (Other teacher)
Campus	Laurea Leppävaara
Main location for implementation	
Implementation method	Optima realization/student group, Other method of implementation, Project/venture/R&D, Web/virtual Language: English Virtuality: 1 cr Integration of R&D: 1 cr
Implementation class	
Focus areas	
Evaluation at the latest	17.01.2011 Storing of graded material ends.: 17.12.2011
Exam days	
Having completed the study unit the student is able to	• know the working practices and the concepts in the field of facility management • create personal contacts in working life and operate in professional networks • know the prerequisites for profitable and customer-oriented operations • analyse the value of support services for the core business • outline targets for their personal development and choose development objects
Previous studies	
Learning objectives	Students learn to identify the complex nature of facility services. They are able to evaluate their own competence and learning style orientation.
Contents	* facility services in public and private sectors* core business and support services* clients, customers and end users of facility services* service level agreement as a quality tool for added value (flexibility, quality, cost, carbon footprint, safety and security)* personal study and development plan (PSDP)
Study material	Jensen, Per Anker.2008. Facilities management best practice in the Nordic countries : 36 cases. Centre for Facilities Management: Technical University of Denmark. Atkin, Brian. Total facilities management. Jensen, Per. A. Facilities Management Research in the Nordic Countries. Jensen, Per.A. Facilities management for students and practioners.
Evaluation criteria and methods	

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	EXCELLENT, grade 5, Students are able to: • Apply professional concepts expertly. • Work independently and take initiatives in line with objectives. Operations are often flexible, systematic, development-oriented, creative and active. • Promote group activities. • Able to critically apply ethical principles in the subject field in one's conduct and tasks. GOOD, grade 3, Students are able to: • Apply professional concepts systematically. • Able to cope independently in different tasks in each operating environment. • Work in a group in line with objectives. • Justify their activities in accordance with ethical principles.. SATISFACTORY, grade 1; Students are able to: • Apply most important/individual and appropriate professional concepts, and indicate their familiarity with the knowledge base. • Act appropriately under guidance. • Act as group members. • Act in accordance with ethical principles.
Project (name)	* Students become familiar with service companies and their environment, issues related to services, work positions?? and competences * Students create personal contacts on working life
Other arrangements	lessons will be at 9.00 - 16.00

Learning events

Date	o'clock/at h	Subject	Content	Status	Teachers
02.09.2013	9 - 16	Introduction to course	Orientation, goals, schedule, Optima and SoleOps Reporting and writing guidance Making working rules 12.30 security tour Visiting at Library1. individual assignment: What is Facility management?		Sirkka Antinluoma, Marjo Pääskyvuori
09.09.2013	9-16	Orientation to FM	9.00-11.00 Introduction to FM field: • What is FM? • Facility services in public and private sectors • Core business and support services • Work positions and competences • Clients, customers and end users of Facility Services 12-30-16.00 Guidance for 1. assignment	it-class	Sirkka Antinluoma, Marjo Pääskyvuori
16.09.2013	9-16	Services at the field of the Facility Management	9- 12 : Working with 1. Assignment 12-13: lunch 13-16: Working with 1. Assignment and 2. assignment starts : Student become familiar with companies and their environment, issues related to services, work position and competences. Student create contacts on working life. upload your report to optima at		Sirkka Antinluoma, Marjo Pääskyvuori

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				thursday 19.09.2013 at 16.00. Tutoring		
23.09.2013	9 - 14		Services at the field of Facility Management	9 - 12 Workshop of 1. assignment 12 - 13 lunch 13- 14 guidance for reports and writing Tutoring		Sirkka Antinluoma, Marjo Pääskyvuori
30.09.2013	9-16		Contact of working life	9 - 11 working with 2. assignment / tutoring 11- 16 Groupworking		Sirkka Antinluoma
07.10.2013	9 - 16		Contact of working life, Groupwork	8.45 Sokos hotel Aleksanteri (Ulrika-kabinetti), Iina Janhunen, Albertinkatu 34 00180 Helsinki Afternoon Groupwork indepently		Sirkka Antinluoma, Marjo Pääskyvuori
14.10.2013	9-16		FM Companies	9.00 Certificates and standards (Visiting lecture from Kampi?) Lunch break 12 - 16 working with 2. assignment		Sirkka Antinluoma, Marjo Pääskyvuori
21.10.2013	9-16		contact of working life	9 - 11 project tutoring 11 - 12 lunch 12 - 16 groupworking; interviewings		Sirkka Antinluoma, Marjo Pääskyvuori
28.10.2013	9-16		contact of working life	9-14 INDIVIDUAL WORKING; Interviewings 14 - 15 Important Nurse meeting!!! Classroom 195 together with BM-students!!		Sirkka Antinluoma, Marjo Pääskyvuori
04.11.2013	9-16		contact of working life	9.00 - 11.00 Presentation (Standard); Samu, Annina and Daria / Lisaproject tutoring 12.00 - 16.00 groupworking Return your 2. assignment to optima thursday 7.11.2013		Sirkka Antinluoma, Marjo Pääskyvuori
11.11.2013	9-16		contact of working life	9 - 11.30 NAVID present his outcomes from restaurant trainee How to create a PSP = Personal Study Plan and groupworking with 2. assignment lunch 12.30 Groupworking		Sirkka Antinluoma, Marjo Pääskyvuori
18.11.2013	9-16		PSP and service agreements and certificates	9 - 11.30 Presentations lunch 12.30 -16.00 Presentations		Sirkka Antinluoma
25.11.2013			Return Your PSP	Individual working Return Your PSP = Personal study plan at 29.11.2013 at 16.00 (1-2 pages)		
02.12.2013	9-16		Personal study plan	9 - 11. 30 Tutorial discussions together with teacher 9.00 Afroz Sharmin and Babanina Daria 9.20 Brandt Annina and Cao Bich Lien 9.40 De Oliveira Cardoso Maia and Eskola Samu		Sirkka Antinluoma, Marjo Pääskyvuori

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				10.10Fomina Natalia and Hossain Razib 10.30Jermolajeva Anna and Kirves Jenni 10.50Kogwonye Ogochukwu and Kuisma Tilda 11.10Lebedeva Evgenia and Ma Chao <u>and Hygiene test after own discussion</u> 11.30 - 12.15 lunch12.15 - 13.15 Sign up for next spring study unit, feedback collecting of the study unit / IT-classroom 010 (12.15-13.15)(13.30 - 14.30 hygiene test)		
09.12.2013	9-16		Tutoring	9 - 11.30 Closing study unit, feedback discussionontutorial discussions with teacher:9.00Matinpalo Nanne and Nguyen Kim Anh 9.20Nguyen Thi and Niemi Nelli 9.40Pohjolainen Tiina and Rashid Md.Harun 10.10Rokala Riikka and Santacreu Alejandro 10.20Trang Dinh Thu and Trinh Nhat Minh 10.40Wondafrash Ehite and Mäenpää Janina		Sirkka Antinluoma, Marjo Pääskyvuori