

THE STUDENT'S GUIDE



JEWELLERY PROCEDURES CURRICULUM

RETENTION in the SCHOOL

EVALUATION and PROMOTION

RULES

CLASSROOMS DIRECTORY

STRUCTURE of the VIRTUAL CLASSROOM

ESCUELA de ARTE y SUPERIOR de PALENCIA
CONSERVACIÓN y RESTAURACIÓN de BIENES CULTURALES 'MARIANO TIMÓN'



estudiando y enseñando arte desde 1922

The **CURRICULUM** of the training cycle of average degree of Plastic Arts and Design in JEWELLERY PROCEDURES is divided into 9 MODULES taught in the center and developed during two academic courses, in addition to the Training module in Workplace that takes place at the end of the second course.

For the student accredits the knowledge and skills acquired, he/she must perform a FINAL WORK, which will develop once passed positively all the modules mentioned above.

WEEKLY HOURLY DISTRIBUTION of the MODULES TAUGHT in SCHOOL

<u>MODULES</u>	<u>1st Course</u>	<u>2nd Course</u>
HISTORY of ART and GOLDSMITHING and JEWELLERY	2	2
ARTISTIC DRAWING	2	2
VOLUME	3	3
TECHNICAL DRAWING	2	2
MATERIALS and TECHNOLOGY: GOLDSMITHING and JEWELLERY	2	2
FOREIGN LANGUAGE: ENGLISH	2	2
BASIC COMPUTING	2	
JEWELLERY WORKSHOP	15	15
TRAINING and EMPLOYMENT GUIDANCE		2

Given the characteristics of some disciplines taught and given physical conditions that the School possesses; on occasions, it is essential that students develop part of their lesson time outside the centre, in other public spaces. Due to this circumstance, it is essential that the outputs of the centre are authorized by the legal representatives of the students.

EVALUATION, PROMOTION and RETENTION

To obtain the **TITLE of TECHNICIAN of PLASTIC ARTS and DESIGN in JEWELLERY PROCEDURES** is necessary a positive assessment in all the modules that comprise the curriculum; both the imparted in the educational centre and the phase of training in centres of work and the realization of a FINAL WORK cycle.

By the final draft, which will be overcome once all the modules have passed, the student must demonstrate mastery of the knowledge acquired, as well as practical preparation for professional practice.

The negative rating in more than two modules will prevent the promotion of the first to the second course. In this case, students should only study modules that had not passed.

The students will have to overcome each module four calls (two per academic year). On an exceptional basis, an extraordinary call in cases of disease that prevents the normal development of studies or others that deserve equal consideration may be authorized.

REVIEW of QUALIFICATIONS

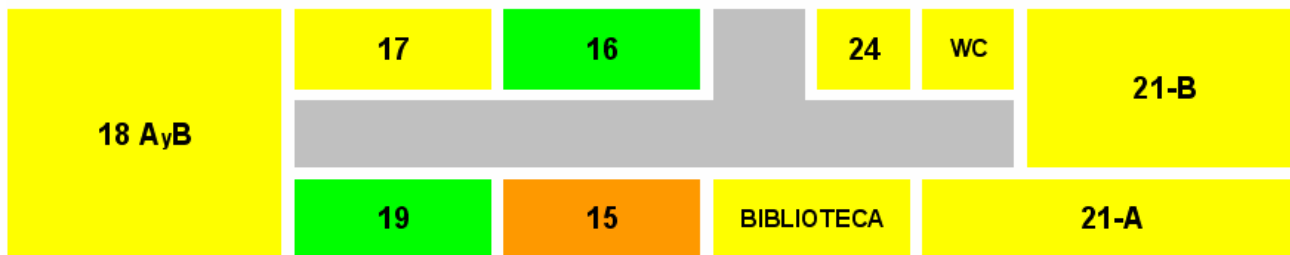
Students may request clarifications on their final grades to their teachers in the 24 hours following its publication. In the case of a persisting disagreement and, when grades are final nature, they may apply for review in writing to the Head of Studies within two school days to the request for clarification or publication of the claimed rating.

When students are minors, it will assist the parents or legal guardians during the process of clarification and claims.

RULES, contained in the INTERNAL REGIME REGULATIONS

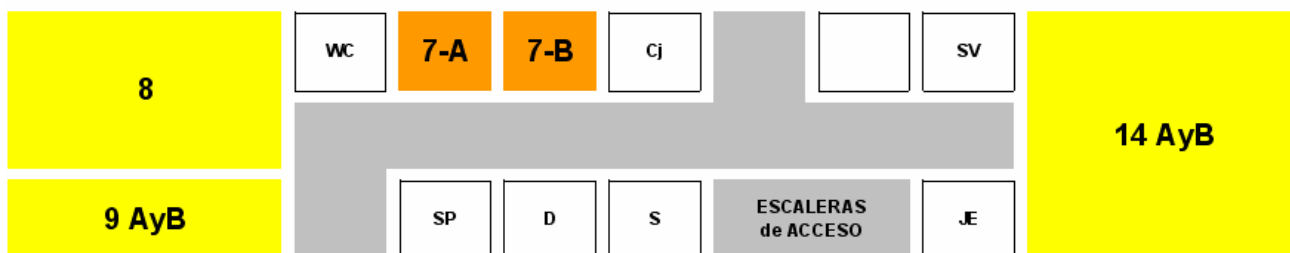
1. Relationships that exist between the different components of all walks of life of the centre shall be governed at all times with respect and consideration towards others criteria.
2. They shall comply with and respect the timetable approved for the correct development of the different activities of the school.
3. They will care and use properly the movable property and the facilities of the centre, as well as respecting the belongings of the other members of the educational community.
4. Class attendance, for being accredited courses, is obligatory.
5. Students must remain in the educational area throughout their teaching day, collected in the schedules of each group; and must not leave school without express permission of the teachers.
6. Class changes will be maximum diligence possible by teachers and students, because there is not a period of time between classes.
7. In the course of any teaching activity it is not allowed the use of mobile phones or other electronic devices that disrupt the normal development of the activity, being optional to each teacher its eventual use according to reasonable and exceptional circumstances.
8. The student must follow the orientations of teachers with respect to their learning.
9. You must attend class on time and participate in the activities.
10. No class attendance without justifying more than 15% of the total number of classes by subject will lead to automatic loss of the continuous assessment on the subject involved. In this case to positively overcome the module you should go to a final exam.
11. Three absences of punctuality are counted as a lack of assistance.
12. Regardless of class attendance, to overcome positive materials, the student must submit 100% of the work envisaged in curriculum design.
13. Students will have to present personal authorization, if they are adult, and if they are minor, authorization of the person having parental authority, for all the activities that require departures from the school, in Palencia, province, provinces or cities.
14. Work tools used in class to the completion of the teaching time will be collected by the students.
15. At the end of the class, the student will also check that it leaves his post in appropriate conditions of order and cleanliness.
16. The student will continue to indications of the teacher regarding the handling of all types of machinery, as well as with the obligations in the field of safety and health at work.
17. Each group of students during the first fifteen days of each course will elect two delegates, who will be the valid partners in other levels of school and will become part of the board of delegates of students.

SECOND FLOOR



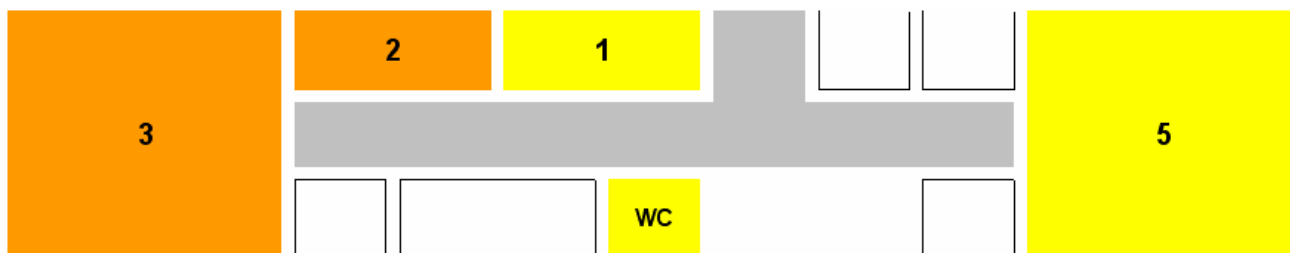
Classroom	15	HISTORY of ART / ENGLISH
Classroom	16	SPANISH LANGUAGE / ENGLISH
Classroom	17	COMPUTER SCIENCE
Classroom	18	VOLUME / MODELLED
Classroom	19	HISTORY of ART / PHILOSOPHY
Classroom	21-A	PROJECTS of FURNISHING / DESIGN / ENLARGEMENT
Classroom	21-B	TECHNICAL DRAWING
Classroom	24	PHOTOGRAPHY / AUDIOVISUAL

MAIN FLOOR



Classroom	7-A	FOL / MATERIALS
Classroom	7-B	MEASUREMENTS / TECHNOLOGY
Classroom	8	ASSEMBLY ROOM
Classroom	9	JEWELLERY WORKSHOP
Classroom	14	ARTISTIC DRAWING

SEMIBASEMENT FLOOR



Classroom	1	CAST / GRAPHIC EXPRESSION TECHNIQUES
Classroom	2	JEWELLERY PROJECTS
Classroom	3	WOODWORK WORKSHOP
Classroom	5	FORGE WORKSHOP



You can access to **VIRTUAL CLASSROOM** from the school page by selecting the link in the top right. After entering the values of **USERNAME** and the **PASSWORD**, you choose the virtual group you want to access:

In our case they shall be visible: **ALUMNOS 2013-2014** and **AV2013 CicloAPD PJY1** or **2**



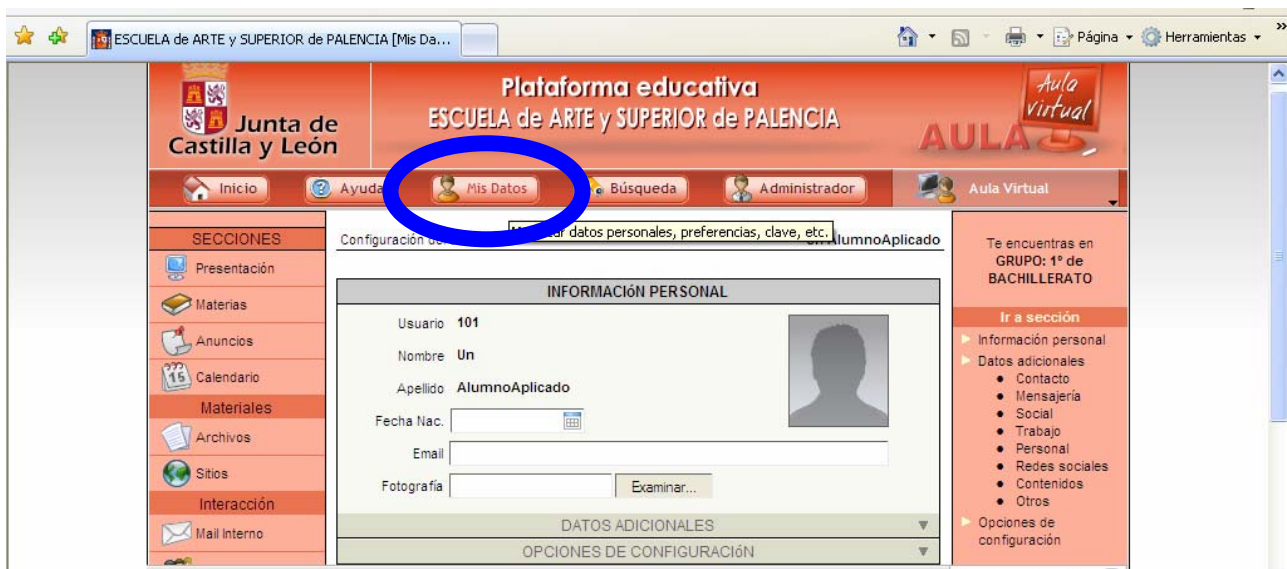
By way of example, we see the group home screen **ALUMNOS 2011-2012**



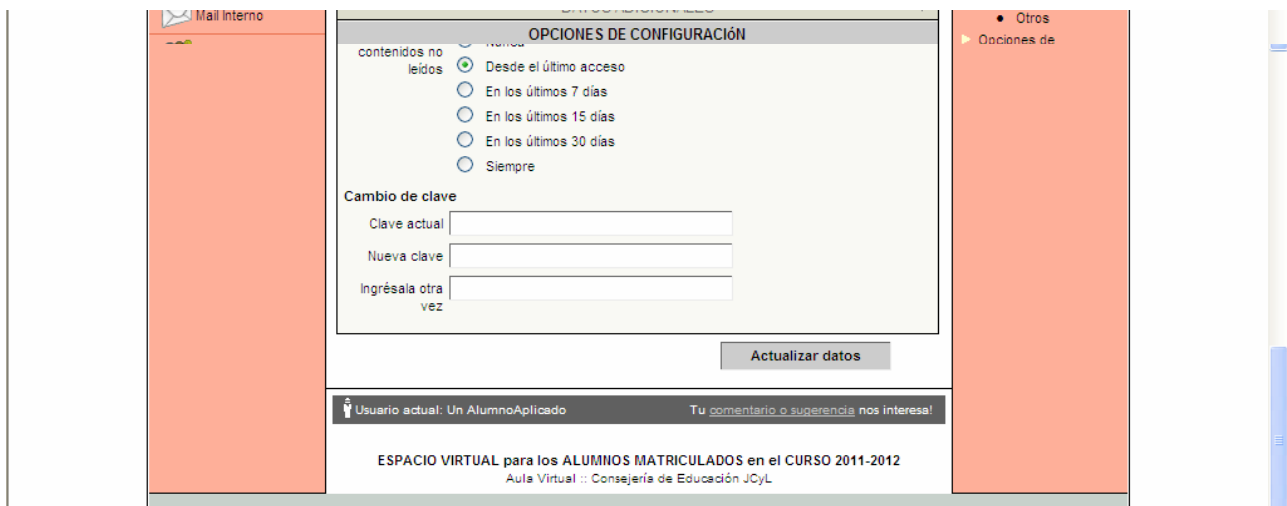
And the group screen **AV2011 CicloAPD PJY1**



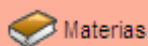
It may be interesting that the first time you access the *VIRTUAL CLASSROOM*, you define an account of email in *MY DATA*; so you can receive notices from the virtual platform.



And it is very advisable that you personalize your **PASSWORD** in **SETTINGS**.



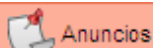
ACTIVE SECTIONS of the VIRTUAL CLASSROOM:



SUBJECTS:

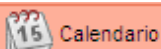
Access on the left may be the most useful, allowing quick access to *FILES, WEB SITES, AND CALENDAR* of all the subjects in which you are enrolled.

	Contenido relacionado		
	Archivos	Sitios	Calendario
0. TUTORIA Blanca Cidón Arias María GutierrezGonzalez RosaMaría Otero Vega TUTORIA VIRTUAL	0	0	0
MC C.MUNDO CONTEMPORANEO Responsables: María GutierrezGonzalez Magdalena GalánVicario CIENCIAS para el MUNDO CONTEMPORANEO	0	0	0
MC EDUCACIÓN FÍSICA Responsables: JoseAntonio LopezBenito Magdalena GalánVicario EDUCACIÓN FÍSICA	0	0	0



ADS:

To see news of interest concerning academic or extracurricular activities organized by subjects.



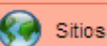
CALENDAR:

To check the dates of exams, delivery of works and other appointments set by teachers of different subjects.



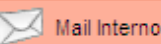
FILES:

Consultation and download of basic or interesting documents related to the subjects of the group.



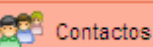
SITES:

Links to web sites recommended by teachers of all subjects.



INTERNAL MAIL:

To manage personal account that provides you with the virtual platform of the school. Each message can only carry a single attachment.



CONTACTS:

Relationship of the members of your virtual groups with the possibility of group messaging.



EXIT: To close the logged in the VIRTUAL CLASSROOM.