340282 - HADP-O8P36 - Academic Skills for Project Development

Coordinating unit: 340 - EPSEVG - Vilanova i la Geltrú School of Engineering
Teaching unit: 736 - PE - Department of Engineering Design
Academic year: 2015
Degree: BACHELOR'S DEGREE IN INDUSTRIAL DESIGN AND PRODUCT DEVELOPMENT ENGINEERING (Syllabus 2009). (Teaching unit Optional)
BACHELOR'S DEGREE IN ELECTRICAL ENGINEERING (Syllabus 2009). (Teaching unit Optional)
BACHELOR'S DEGREE IN INFORMATICS ENGINEERING (Syllabus 2010). (Teaching unit Optional)
BACHELOR'S DEGREE IN MECHANICAL ENGINEERING (Syllabus 2009). (Teaching unit Optional)
BACHELOR'S DEGREE IN ELECTRONIC SYSTEMS ENGINEERING (Syllabus 2010). (Teaching unit Optional)
BACHELOR'S DEGREE IN INDUSTRIAL ELECTRONICS AND AUTOMATIC CONTROL ENGINEERING (Syllabus 2009). (Teaching unit Optional)
ECTS credits: 6
Teaching languages: English

Teaching staff
Coordinator: Elisabet Arnó Macià

Prior skills

Students should be able to communicate in English both in speech and writing and have acquired a minimum level of B1.2 according to the Common European Framework of Reference for Languages.

Degree competences to which the subject contributes

Transversal:
1. SELF-DIRECTED LEARNING - Level 3. Applying the knowledge gained in completing a task according to its relevance and importance. Deciding how to carry out a task, the amount of time to be devoted to it and the most suitable information sources.
2. EFFICIENT ORAL AND WRITTEN COMMUNICATION - Level 1. Planning oral communication, answering questions properly and writing straightforward texts that are spelt correctly and are grammatically coherent.
3. EFFICIENT ORAL AND WRITTEN COMMUNICATION - Level 2. Using strategies for preparing and giving oral presentations. Writing texts and documents whose content is coherent, well structured and free of spelling and grammatical errors.
4. EFFICIENT ORAL AND WRITTEN COMMUNICATION - Level 3. Communicating clearly and efficiently in oral and written presentations. Adapting to audiences and communication aims by using suitable strategies and means.
5. EFFICIENT ORAL AND WRITTEN COMMUNICATION. Communicating verbally and in writing about learning outcomes, thought-building and decision-making. Taking part in debates about issues related to the own field of specialization.
6. THIRD LANGUAGE. Learning a third language, preferably English, to a degree of oral and written fluency that fits in with the future needs of the graduates of each course.
7. TEAMWORK - Level 3. Managing and making work groups effective. Resolving possible conflicts, valuing working with others, assessing the effectiveness of a team and presenting the final results.
8. TEAMWORK. Being able to work as a team player, either as a member or as a leader. Contributing to projects pragmatically and responsibly, by reaching commitments in accordance to the resources that are available.
9. EFFECTIVE USE OF INFORMATION RESOURCES - Level 3. Planning and using the information necessary for an academic assignment (a final thesis, for example) based on a critical appraisal of the information resources used.
10. EFFECTIVE USE OF INFORMATION RESOURCES. Managing the acquisition, structure, analysis and display of information from the own field of specialization. Taking a critical stance with regard to the results obtained.
Learning objectives of the subject

This course aims at developing the skills that technical students need to successfully communicate in speech and writing in professional and academic situations related to their field of study. It focuses on developing students' proficiency in English and on the skills related to the development of a collaborative project. This course is intended to develop students' academic and communicative skills for their project. The course will provide students with the resources to develop their fluency, accuracy, and appropriateness in developing project texts (both written and spoken), such as a report, an article, poster, and an oral presentation.

Study load

<table>
<thead>
<tr>
<th>Total learning time: 150h</th>
<th>Hours large group: 30h</th>
<th>20.00%</th>
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</thead>
<tbody>
<tr>
<td>Hours medium group:</td>
<td>0h</td>
<td>0.00%</td>
</tr>
<tr>
<td>Hours small group:</td>
<td>15h</td>
<td>10.00%</td>
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<tr>
<td>Guided activities:</td>
<td>0h</td>
<td>0.00%</td>
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<tr>
<td>Self study:</td>
<td>105h</td>
<td>70.00%</td>
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| **MODULE 1. AUTONOMOUS LANGUAGE LEARNING, COLLABORATIVE WORK, AND MEETINGS** | **Learning time:** 6h  
Theory classes: 4h  
Practical classes: 2h |
| Description: This module will provide students with resources and strategies for autonomous language learning, developing strategies and skills for collaborative team work and effective participation in meetings, in order to lay the ground for successful collaborative project development. |

| **MODULE 2. EFFECTIVE TECHNICAL COMMUNICATION IN ENGLISH** | **Learning time:** 10h  
Theory classes: 6h  
Practical classes: 4h |
| Description: This module will present the basics of effective technical communication in English in order to help students analyze a specific communicative situation in the academic or profesional domain and adapt to it. We will deal with the concepts of audience and purpose, in order to plan and develop an appropriate rhetorical strategy. |

| **MODULE 3. PREPARING A TECHNICAL TEXT: THE PLANNING STAGE** | **Learning time:** 5h  
Practical classes: 5h |
| Description: This is a practical module in which students will participate in a Project with their team. In those cases in which students participate in the Trans-Atlantic Project (TAP), this stage will also involve collaboration with their US partners. |

| **MODULE 4. WRITTEN TECHNICAL COMMUNICATION** | **Learning time:** 10h  
Theory classes: 5h  
Practical classes: 5h |
| Description: This module will focus on the writing process: outlining, drafting, and revising texts. Students will work on developing certain types of academic texts, especially abstracts and articles. Attention will be paid to elements of structure (paragraphs, sentences, logical connectors, etc.), language, and style. The practical part of this module will also include the development of the texts in the collaborative project. |
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MODULE 5. SPOKEN TECHNICAL COMMUNICATION

**Description:**
This module will develop students' speaking and presentation skills so as to help them prepare an effective presentation of their project. Students will learn skills and strategies related to different types of concise presentations (elevator pitch, PechaKucha) in order to get practice in spoken production. They will practise adapting to different types of audiences and to different purposes. This module will also include the final project presentations in class, developed and delivered in teams.

**Learning time:** 6h
- Theory classes: 4h
- Practical classes: 2h

**Regulations for carrying out activities**

Because of the nature of the course, students are required to attend classes (most of the assessment activities will take place during regular class sessions).

In order to qualify for a course mark, students must do at least 50% of the required work for each of the course components (i.e. assignments, activities, classes). Any assessed activities must be submitted by the set deadlines. Late activities CANNOT be accepted.

Academic integrity and plagiarism: It is the responsibility of each student to ensure that any work submitted is original and that it is his/her own work (i.e. not plagiarised in part or in its entirety, and carried out without external assistance). If the instructor considers that any work submitted is not original, the student will be disqualified from the activity and will get a mark of 0.

**Bibliography**

**Basic:**