

Course guide

340282 - HADP-O8P36 - Academic Skills for Project Development

Last modified: 03/04/2024

Unit in charge:	Vilanova i la Geltrú School of Engineering	
Teaching unit:	756 - THATC - Department of History and Theory of Architecture and Communication Techniques.	
Degree:	BACHELOR'S DEGREE IN ELECTRICAL ENGINEERING (Syllabus 2009). (Optional subject). BACHELOR'S DEGREE IN INDUSTRIAL DESIGN AND PRODUCT DEVELOPMENT ENGINEERING (Syllabus 2009). (Optional subject). BACHELOR'S DEGREE IN INDUSTRIAL ELECTRONICS AND AUTOMATIC CONTROL ENGINEERING (Syllabus 2009). (Optional subject). BACHELOR'S DEGREE IN MECHANICAL ENGINEERING (Syllabus 2009). (Optional subject). BACHELOR'S DEGREE IN INFORMATICS ENGINEERING (Syllabus 2018). (Optional subject).	
Academic year: 2024	ECTS Credits: 6.0	Languages: English

LECTURER

Coordinating lecturer:	Elisabet Arnó Macià
Others:	Joseph Edward Barr Rachel Mary Playfair

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.

TEACHING METHODOLOGY

The course is based on an active methodology including:

- presentations by the lecturer.
- class discussions.
- group work.
- project work and assignments.
- autonomous student work.

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 proper 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 abstract, an article, and an oral presentation. The contents learnt in this course can be applied to the development of the student's final thesis (i.e. TFG), regardless of the language of the thesis.

STUDY LOAD

Type	Hours	Percentage
Hours small group	15,0	10.00
Hours large group	45,0	30.00
Self study	90,0	60.00

Total learning time: 150 h

CONTENTS

MODULE 1. ACADEMIC COMMUNICATION, COLLABORATIVE WORK AND MEETINGS

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 in English.

Full-or-part-time: 6h

Theory classes: 4h

Practical classes: 2h

MODULE 2. EFFECTIVE TECHNICAL COMMUNICATION IN ENGLISH

Description:

This module will present the basics of effective technical communication in English in order to help students analyse a specific communicative situation in the academic or professional domain and adapt to it. We will deal with the concepts of audience and purpose so as to plan and develop an appropriate rhetorical strategy. Emphasis will be placed on the ethical dimension of technical communication.

Full-or-part-time: 10h

Theory classes: 6h

Practical classes: 4h

MODULE 3. PREPARING A TECHNICAL TEXT: THE PLANNING STAGE

Description:

This is a practical module in which students will participate in a specific project together with the rest of their team. Taking into account the elements involved in the planning of a technical text, they will complete the plan sheet for the spoken and written texts related to their project. This module will also focus specifically on the planning and writing of abstracts. Besides, in those cases in which students participate in the Trans-Atlantic and Pacific Project (TAPP), this stage will also involve collaboration with their US partners.

Full-or-part-time: 5h

Practical classes: 5h

MODULE 4. WRITTEN TECHNICAL COMMUNICATION

Description:

This module will focus on the writing process: outlining, drafting, and revising texts. Students will work on developing certain types of academic texts in English, 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.

Full-or-part-time: 12h

Theory classes: 5h

Practical classes: 5h

Laboratory classes: 2h

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 acquire skills and strategies related to different types of concise presentations (elevator pitch, PechaKucha) in order to get practice in spoken production in the technical fields. They will practise adapting to different types of audiences and to different purposes. In order to practise spoken professional communication in real situations, this module will feature specific virtual reality (VR) activities.

This module will also include the final project presentations in class, developed and delivered in teams. Students will also learn to create project videos. The speaking module usually forms part of the Trans-Atlantic and Pacific Project (TAPP), which is a COIL activity. In that case, the order of the modules is readjusted (i.e. with the speaking module before the written one) and the project videos are shared with the US partners.

Full-or-part-time: 8h

Theory classes: 4h

Practical classes: 4h

GRADING SYSTEM

Collaborative project (process and product), oral presentation and report: 25%

Assignments: 15%

Written exam(s) based on course materials: 45%

Class participation (including both in-class and out-of-class activities): 15%

EXAMINATION RULES.

Because of the nature of the course, students are required to attend classes regularly (most of the assessment activities will take place during regular class sessions). More than 20% of unjustified absences will affect the final course mark.

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). Failure to comply with this requisite will result in a final mark of "NP" ("No presentat").

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:

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- Comfort, Jeremy [et al.]. Speaking effectively : developing speaking skills for business english. Cambridge: Cambridge University Press, 1994. ISBN 9780521376914.
- Thompson, Kenneth. English for meetings. Oxford: Oxford University Press, 2007. ISBN 9780194579346.
- Barahona Fuentes, Claudia ; Arnó Macià, Elisabet. English for academic purposes : learning english through the web [on line]. Barcelona: Edicions UPC, 2001 [Consultation: 10/03/2022]. Available on: <https://upcommons.upc.edu/handle/2099.3/36428>. ISBN 8483014793.
- Ellis, Mark. Giving presentations. Essex: Longman, 1992. ISBN 0582064414.
- Lannon, John M.; Gurak, Laura G. Technical communication [on line]. 15th ed. Harlow: Pearson Education Limited, 2021 [Consultation: 14/02/2024]. Available on: <https://ebookcentral-proquest-com.recursos.biblioteca.upc.edu/lib/upcatalunya-ebooks/detail.action?pq-origsite=primo&docID=6504034>. ISBN 9781292363646.
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