270190 - ASDP - Academic Skills for Developing a Project

Coordinating unit: 270 - FIB - Barcelona School of Informatics
Teaching unit: 756 - THATC - Department of History and Theory of Architecture and Communication Techniques

Academic year: 2019
Degree: BACHELOR'S DEGREE IN INFORMATICS ENGINEERING (Syllabus 2010). (Teaching unit Optional)
ECTS credits: 6

Teaching languages: English

Teaching staff
Coordinator: - Antonia Soler Cervera (antonia.soler@upc.edu)
Others: - Maria Del Carme Bordera Perez (carme.bordera@upc.edu)
- Rachel Mary Playfair (rachel.mary.playfair@upc.edu)

Prior skills
In order to carry out academic / professional communication activities in English, students are recommended to have acquired B1 level of the Common European Framework of Reference for Languages (CEF) or higher.

Degree competences to which the subject contributes

Generical:
G3. THIRD LANGUAGE: to know the English language in a correct oral and written level, and accordingly to the needs of the graduates in Informatics Engineering. Capacity to work in a multidisciplinary group and in a multi-language environment and to communicate, orally and in a written way, knowledge, procedures, results and ideas related to the technical informatics engineer profession.

Teaching methodology
Class session combine content presentation by teacher, extensive practice and students' participation. Students' participation and involvement are critical for the development of course activities. The work on the course contents is based on the development of projects and tasks. The activities are based on problem-solving tasks with practical exercises and analysis of samples.

Learning objectives of the subject
1. To understand and apply the principles of academic communication in engineering
2. To understand the importance of intercultural communication in the development of a collaborative project
3. To recognize academic oral and written genres in English
4. To analyze a communicative situation for an engineering project and to develop a plan sheet to communicate effectively
5. To understand and interpret information in English from written sources applying active-reading techniques, and to use information effectively
6. To understand and interpret information in English from oral sources applying active-listening strategies, and to use information effectively
7. To prepare an outline for a writing assignment and present the main ideas orally
8. To write the draft of a document section and revise a document
9. To report on the status of a project in writing (planning a project report)
10. To participate in academic discussion effectively using the correct kind of language and level of formality
11. To prepare and give a short oral presentation on a technical topic
<table>
<thead>
<tr>
<th>Study load</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total learning time:</strong> 150h</td>
</tr>
<tr>
<td>Hours large group: 30h</td>
</tr>
<tr>
<td>Hours medium group: 30h</td>
</tr>
<tr>
<td>Hours small group: 0h</td>
</tr>
<tr>
<td>Guided activities: 6h</td>
</tr>
<tr>
<td>Self study: 84h</td>
</tr>
</tbody>
</table>
Content

Principles of technical communication

Degree competences to which the content contributes:
Description:
Problem-solving and genre. Online communication in English. Intercultural communication in international settings.

Project planning and organization

Degree competences to which the content contributes:
Description:

Gathering and exchanging information in academic settings

Degree competences to which the content contributes:
Description:
Gathering information from oral and written sources. Active reading. Listening comprehension, and note-taking. Organizing ideas and preparing an outline for a project / project proposal. Presenting main ideas orally.

Basic writing techniques for academic work

Degree competences to which the content contributes:
Description:
From the outline to the draft. Revising a document (content, register, appropriateness). Elements of language and style in academic writing in English. The progress report.

Oral presentations in academic settings

Degree competences to which the content contributes:
Description:
### Planning of activities

**Understanding the principles of technical communication**

<table>
<thead>
<tr>
<th>Description:</th>
<th>Hours: 12h</th>
</tr>
</thead>
<tbody>
<tr>
<td>Becoming familiar with problem-solving approaches for communicative purposes and genre. Analyzing different examples of academic genres and the general communicative strategy used.</td>
<td>Theory classes: 3h</td>
</tr>
<tr>
<td></td>
<td>Practical classes: 3h</td>
</tr>
<tr>
<td></td>
<td>Laboratory classes: 0h</td>
</tr>
<tr>
<td></td>
<td>Guided activities: 0h</td>
</tr>
<tr>
<td></td>
<td>Self study: 6h</td>
</tr>
</tbody>
</table>

**Analyzing some fundamental aspects of technical and academic communication in international contexts**

<table>
<thead>
<tr>
<th>Description:</th>
<th>Hours: 12h</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analyzing strengths and weaknesses of online communication. Adapting to level of formality in English. Using online tools for collaboration. Reflecting on the importance of intercultural communication</td>
<td>Theory classes: 3h</td>
</tr>
<tr>
<td></td>
<td>Practical classes: 3h</td>
</tr>
<tr>
<td></td>
<td>Laboratory classes: 0h</td>
</tr>
<tr>
<td></td>
<td>Guided activities: 0h</td>
</tr>
<tr>
<td></td>
<td>Self study: 6h</td>
</tr>
</tbody>
</table>

**Planning and organizing a project in engineering. Analyzing a communicative situation. Developing a plan sheet to organize a collaborative project. Devising an effective communicative strategy**

<table>
<thead>
<tr>
<th>Description:</th>
<th>Hours: 12h</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analyzing a communicative situation. Developing a plan sheet to organize a collaborative project. Devising an effective communicative strategy.</td>
<td>Theory classes: 3h</td>
</tr>
<tr>
<td></td>
<td>Practical classes: 3h</td>
</tr>
<tr>
<td></td>
<td>Laboratory classes: 0h</td>
</tr>
<tr>
<td></td>
<td>Guided activities: 0h</td>
</tr>
<tr>
<td></td>
<td>Self study: 6h</td>
</tr>
</tbody>
</table>

**Gathering information from written sources and writing an outline for a communicative situation**

<table>
<thead>
<tr>
<th>Hours: 19h</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory classes: 4h</td>
</tr>
<tr>
<td>Practical classes: 4h</td>
</tr>
<tr>
<td>Laboratory classes: 0h</td>
</tr>
<tr>
<td>Guided activities: 0h</td>
</tr>
<tr>
<td>Self study: 11h</td>
</tr>
</tbody>
</table>
### Description:

### Specific objectives:
3, 5, 7

### Gather information from oral sources according to a specific purpose and presenting the main ideas of an academic task orally.

<table>
<thead>
<tr>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applying active-listening techniques. Taking notes. Practice in presenting the main ideas of academic work orally.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specific objectives:</th>
</tr>
</thead>
<tbody>
<tr>
<td>6, 10</td>
</tr>
</tbody>
</table>

### Hours: 21h
- Theory classes: 4h
- Practical classes: 4h
- Laboratory classes: 0h
- Guided activities: 2h
- Self study: 11h

### Applying writing techniques to write an academic document

<table>
<thead>
<tr>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drafting a document section. Revising a document: content, register, appropriateness. Revising language and style in academic writing to achieve fluency and accuracy.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specific objectives:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4, 8, 9</td>
</tr>
</tbody>
</table>

### Hours: 20h
- Theory classes: 4h
- Practical classes: 4h
- Laboratory classes: 0h
- Guided activities: 0h
- Self study: 12h

### Designing technical presentation in academic settings

<table>
<thead>
<tr>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applying a three-stage procedure: planning, delivery and evaluation. Devising strategy at the planning stage. Selecting information and structuring the presentation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specific objectives:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4, 11</td>
</tr>
</tbody>
</table>

### Hours: 16h
- Theory classes: 4h
- Practical classes: 4h
- Laboratory classes: 0h
- Guided activities: 0h
- Self study: 8h
### Delivering an oral presentation and evaluating it

**Description:**

**Specific objectives:**
10, 11

**Hours:** 18h  
Theory classes: 3h  
Practical classes: 3h  
Laboratory classes: 0h  
Guided activities: 2h  
Self study: 10h

### Mid-term test

**Description:**
A test on the recognizing the basic elements of technical communication and devising a communications strategy.

**Specific objectives:**
1, 2, 3, 4, 5, 7

**Hours:** 8h  
Guided activities: 2h  
Self study: 6h

### Delivering and evaluating the oral presentation

**Description:**
The students deliver their oral presentations in class and evaluate their partners.

**Specific objectives:**
11

**Hours:** 2h  
Guided activities: 2h  
Self study: 0h

### End-term test

**Description:**
Exam on the process of writing and academic genres

**Specific objectives:**
1, 3, 4, 5, 8

**Hours:** 10h  
Guided activities: 2h  
Self study: 8h
Qualification system

Course assessment is based on continuous assessment tasks (course assignments and class participation) and written tests with the following percentages:

- **Course assignments.** Practical assignments based on the different contents of the course: 15%. These assignments will be done either in class or as homework.
- **Course project.** Written document and oral presentation: 25%.
- **Mid-term test**
- **Class participation:** Students are expected to complete activities and tasks and bring their answers to class for discussion. They are also expected to work in collaboration with others.

A combined mark from these two items (mid-term test and class participation) is calculated, worth 30% with the following defined maximum: max (25% MT + 5% PC, 20% MT + 10% PC).

- **End-term test:** 30%

Students need to complete all the continuous assessment tasks in order to cover all the contents of the course and successfully perform in the exams.

Students will not get a participation mark if they do not attend a minimum of 50% of the course sessions.

Bibliography

**Basic:**

Secció d'Anglès (UPC). Course workbook: academic skills for developing a project. Cpet, 2012.

**Complementary:**


**Others resources:**

Hyperlink

http://www.quantumleap.cat