



POLITÉCNICA

INTERNATIONAL
CAMPUS OF
EXCELLENCE

COORDINATION PROCESS OF
LEARNING ACTIVITIES
PR/CL/001



E.T.S. de Edificación

ANX-PR/CL/001-01

LEARNING GUIDE

SUBJECT

545000031 - English For Professional And Academic Communications

DEGREE PROGRAMME

54IE - Grado en Edificación

ACADEMIC YEAR & SEMESTER

2019/20 - Semester 1

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1. Description

1.1. Subject details

Name of the subject	545000031 - English For Professional And Academic Communications
No of credits	6 ECTS
Type	Compulsory
Academic year of the programme	Third year
Semester of tuition	Semester 5 Semester 6
Tuition period	September-January
Tuition languages	English
Degree programme	54IE - Grado en Edificación
Centre	54 - Escuela Tecnica Superior de Edificación
Academic year	2019-20

2. Faculty

2.1. Faculty members with subject teaching role

Name and surname	Office/Room	Email	Tutoring hours *
Joaquin Santiago Lopez	Subdirección	joaquin.santiago@upm.es	Tu - 10:00 - 13:00 Th - 10:00 - 13:00
Maria Trinidad Fernandez Perez (Subject coordinator)		trinidad.fernandez@upm.es	M - 10:30 - 12:30 M - 17:30 - 19:30 Tu - 10:30 - 12:30
Miguel Fernandez Alvarez		m.fernandez@upm.es	M - 16:30 - 19:30 W - 16:30 - 19:30

* The tutoring schedule is indicative and subject to possible changes. Please check tutoring times with the faculty member in charge.

3. Skills and learning outcomes *

3.1. Skills to be learned

CG13 - Uso de la lengua inglesa en el ámbito de la edificación

CT08 - Uso de la lengua inglesa

CT15 - Trabajo en un contexto internacional.

3.2. Learning outcomes

RA443 - CG13 - Uso de la lengua inglesa en el ámbito de la edificación CT08 - Uso de la lengua inglesa CT15 - Trabajo en un contexto internacional.

RA454 - RA233 - RA01. Identify main and secondary ideas in a text, and draw up an outline. RA02. Identify the parts and structure of a text. RA03. Identify specific details in a text. RA04. Assess the relevance of ideas presented in a text & draw conclusions. RA05. Express point of view orally in a coherent way. RA06. Reduce affective filters in oral communication. RA07. Present projects and technical reports orally. RA08. Participate in oral discussions using the appropriate linguistic conventions. RA09. Understand academic and professional discourse. RA10. Predict discourse strategies in oral communication. RA11. Identify parts and structure in a lecture. RA12. Understand specialized discourse based on audiovisual sources. RA13. Identify the main differences between oral and written communication. RA14. Write texts following the conventions used in different types of specialized documents. RA15. Take notes from lectures. RA16. Write up paragraphs following different text structures.

* The Learning Guides should reflect the Skills and Learning Outcomes in the same way as indicated in the Degree Verification Memory. For this reason, they have not been translated into English and appear in Spanish.

4. Brief description of the subject and syllabus

4.1. Brief description of the subject

This subject is aimed at helping students improve their competence in the main four skills, both production and reception. It is also aimed at developing the professional skills of students facing graduation.

4.2. Syllabus

1. Listening Skills
2. Reading Skills
3. Oral production. Oral presentations
4. Writing Skills

5. Schedule

5.1. Subject schedule*

Week	Face-to-face classroom activities	Face-to-face laboratory activities	Other face-to-face activities	Assessment activities
1	Class tasks Duration: 04:00 Cooperative activities			
2	Class tasks Duration: 04:00 Cooperative activities			
3	Class tasks Duration: 04:00 Cooperative activities			Class tests Problem-solving test Continuous assessment Duration: 08:00
4	Class tasks Duration: 04:00 Cooperative activities			
5	Class tasks Duration: 04:00 Cooperative activities			
6				Class tests Problem-solving test Continuous assessment Duration: 04:00
7	Class tasks Duration: 04:00 Cooperative activities			
8				Class tests Problem-solving test Continuous assessment Duration: 04:00
9	Class tasks Duration: 04:00 Cooperative activities			
10	Class tasks Duration: 04:00 Cooperative activities			
11	Class tasks Duration: 04:00 Cooperative activities			
12	Class tasks Duration: 04:00 Cooperative activities			
13				Class tests Problem-solving test Continuous assessment Duration: 04:00

14				Class tests Problem-solving test Continuous assessment Duration: 04:00
15				Class tests Problem-solving test Continuous assessment Duration: 04:00
16				Class tests Problem-solving test Continuous assessment Duration: 04:00
17				Final exam Written test Final examination Duration: 02:00

The independent study hours are training activities during which students should spend time on individual study or individual assignments.

Depending on the programme study plan, total values will be calculated according to the ECTS credit unit as 26/27 hours of student face-to-face contact and independent study time.

* The subject schedule is based on a previous theoretical planning of the subject plan and might go through experience some unexpected changes along throughout the academic year.

6. Activities and assessment criteria

6.1. Assessment activities

6.1.1. Continuous assessment

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
3	Class tests	Problem-solving test	Face-to-face	08:00	10%	10 / 10	CT08 CT15 CG13
6	Class tests	Problem-solving test	Face-to-face	04:00	10%	10 / 10	CT15 CG13 CT08
8	Class tests	Problem-solving test	Face-to-face	04:00	10%	10 / 10	CT08 CT15 CG13
13	Class tests	Problem-solving test	Face-to-face	04:00	10%	10 / 10	CT08 CT15 CG13
14	Class tests	Problem-solving test	Face-to-face	04:00	20%	10 / 10	CT15 CG13 CT08
15	Class tests	Problem-solving test	Face-to-face	04:00	20%	10 / 10	CT15 CG13 CT08
16	Class tests	Problem-solving test	Face-to-face	04:00	20%	10 / 10	CT15 CG13 CT08

6.1.2. Final examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
17	Final exam	Written test	No Presential	02:00	100%	5 / 10	

6.1.3. Referred (re-sit) examination

No se ha definido la evaluación extraordinaria.

6.2. Assessment criteria

Los alumnos podrán ser evaluados mediante el procedimiento de evaluación continua (solo aquellos que asistan al menos un 80% del tiempo total). Aquellos que no superen los criterios mínimos de asistencia tendrán que presentarse al examen final. Aquellos que opten por solo prueba final, presentarán una solicitud a tal efecto dentro del plazo de las 4 primeras semanas desde el comienzo de las clases.

Siguiendo el sistema de evaluación continua, el alumnado realizará las siguientes pruebas evaluables con los siguientes parámetros:

1. Reading test: 10%
2. Listening test: 15 %
3. Oral presentation: 20%
4. Writing test: 20%
5. Job interview (oral exam): 10%
6. Class assignments: 25%

Los alumnos de evaluación continua que suspendan dos o más partes evaluables del curso, deberán presentarse al examen final con toda la materia.

Los alumnos que accedan a la asignatura con certificado nivel B1, deberán presentar el certificado nivel B2 5 días hábiles antes de cada una de las convocatorias finales de examen; en caso contrario, no podrán ser evaluados.

7. Other information

7.1. Other information about the subject

Prof. Trinidad Fernández: 64 h

Prof. Miguel Fernández: 64 h

Prof. Joaquín Santiago: 64 h

8. Adendas

- De acuerdo con las Resoluciones y recomendaciones Rectorales emitidas durante el periodo de Estado de Alerta decretada por el Gobierno como consecuencia del Covid-19, la asignatura 'English for Professional and Academic Communication' ha sido clasificada como tipo A (docencia y evaluación telemática). Los contenidos de la asignatura se han mantenido de acuerdo con lo fijado en la Guía de Aprendizaje, si bien se han modificado las dinámicas docentes adaptándolas al medio virtual. En concreto, se han programado sesiones semanales respetando el horario de las clases presenciales, y se ha utilizado la aplicación Blackboard Collaborate. Las pruebas evaluables programadas en el procedimiento de evaluación continua se han mantenido adaptándolas al formato online a través de test y cuestionarios de opción múltiple, verdadero/falso, completar huecos o producir textos cortos. Los exámenes finales de las convocatorias ordinaria y extraordinaria se han diseñado siguiendo el mismo modelo, pero incorporando el conjunto de contenidos de las unidades del programa. También se ha ofrecido a los estudiantes la posibilidad de solicitar tutorías virtuales previa cita.