



UNIVERSIDAD
POLITÉCNICA
DE MADRID

PROCESO DE
COORDINACIÓN DE LAS
ENSEÑANZAS PR/CL/001



E.T.S. de Ingenieros
Informaticos

ANX-PR/CL/001-01

GUÍA DE APRENDIZAJE

ASIGNATURA

105000433 - English For Professional And Academic Communication

PLAN DE ESTUDIOS

10ID - Doble Grado en Ingenieria Informatica y en Ade

CURSO ACADÉMICO Y SEMESTRE

2020/21 - Primer semestre

Índice

Guía de Aprendizaje

1. Datos descriptivos.....	1
2. Profesorado.....	1
3. Requisitos previos obligatorios.....	2
4. Conocimientos previos recomendados.....	2
5. Competencias y resultados de aprendizaje.....	3
6. Descripción de la asignatura y temario.....	4
7. Cronograma.....	6
8. Actividades y criterios de evaluación.....	8
9. Recursos didácticos.....	11
10. Otra información.....	12

1. Datos descriptivos

1.1. Datos de la asignatura

Nombre de la asignatura	105000433 - English For Professional And Academic Communication
No de créditos	6 ECTS
Carácter	Obligatoria
Curso	Quinto curso
Semestre	Noveno semestre Décimo semestre
Período de impartición	Septiembre-Enero
Idioma de impartición	Castellano
Titulación	10ID - Doble Grado en Ingeniería Informática y en Ade
Centro responsable de la titulación	10 - Escuela Técnica Superior de Ingenieros Informaticos
Curso académico	2020-21

2. Profesorado

2.1. Profesorado implicado en la docencia

Nombre	Despacho	Correo electrónico	Horario de tutorías *
Jelena Bobkina	6003	jelena.bobkina@upm.es	M - 17:00 - 18:00 J - 10:00 - 15:00 Appointments to be booked by email in advance. Thank you.

Elena Montiel Ponsoda (Coordinador/a)	6003	elena.montiel@upm.es	M - 12:00 - 15:00 J - 12:00 - 15:00 Appointments to be booked by email in advance. Thank you.
--	------	----------------------	--

* Las horas de tutoría son orientativas y pueden sufrir modificaciones. Se deberá confirmar los horarios de tutorías con el profesorado.

3. Requisitos previos obligatorios

3.1. Asignaturas previas requeridas para cursar la asignatura

-
-
-

3.2. Otros requisitos previos para cursar la asignatura

El plan de estudios Doble Grado En Ingeniería Informática Y En Ade no tiene definidos requisitos para esta asignatura.

4. Conocimientos previos recomendados

4.1. Asignaturas previas que se recomienda haber cursado

El plan de estudios Doble Grado en Ingeniería Informática y en Ade no tiene definidas asignaturas previas recomendadas para esta asignatura.

4.2. Otros conocimientos previos recomendados para cursar la asignatura

- B2 certification is required (SAI), according to the terms established by the Universidad Politécnica de Madrid
- From all language certificates acknowledging B2 level, we strongly recommend against APTIS.

5. Competencias y resultados de aprendizaje

5.1. Competencias

30AD-CG01 - Que los estudiantes sean capaces de comprender, interpretar, sintetizar y evaluar de forma crítica información proveniente de fuentes diversas en el ámbito de la administración y dirección de empresas.

30AD-CG03 - Que los estudiantes sean capaces de comunicar conocimientos y conclusiones del ámbito de la administración y dirección de empresas, tanto de forma oral como escrita, a públicos especializados y no especializados, expresándose de manera fluida y sin ambigüedades.

30AD-CG04 - Que los estudiantes sean capaces de trabajar en un entorno bilingüe (inglés-castellano) propio del ámbito de la administración y dirección de empresas.

30AD-CG05 - Que los estudiantes sean capaces de aportar soluciones creativas en la resolución de problemas en el ámbito de la administración y dirección de empresas.

30AD-CG07 - Que los estudiantes sean capaces de trabajar en entornos diversos, comprendiendo y adaptándose a situaciones nuevas en el ámbito de la administración y dirección de empresas.

30AD-CG08 - Que los estudiantes sean capaces de aprender de forma autónoma, fijándose unos objetivos, identificando los procedimientos y recursos con los que cuentan y evaluando sus propios procesos de aprendizaje en el ámbito de la administración y dirección de empresas.

5.2. Resultados del aprendizaje

RA145 - Buscar información, su análisis, interpretación, síntesis y transmisión.

RA146 - Tener capacidad de razonamiento y abstracción.

RA142 - Escuchar, negociar, persuadir y defender argumentos oralmente o por escrito.

RA143 - Trabajar de forma autónoma y con iniciativa personal.

RA140 - Poder exponer y comunicar sus ideas y reflexiones, tanto de forma oral como escrita.

RA144 - Resolver problemas de forma creativa e innovadora.

6. Descripción de la asignatura y temario

6.1. Descripción de la asignatura

The main objective of this course is to make students aware of the importance of effective communication skills in academic or professional settings, with a strong focus on contemporary issues related to computer engineering, and to help them develop those skills to communicate effectively in both settings.

The course will be organized around science and technology related topics, and 2 assignments (written Research Proposal -RP- and Oral Presentation -OP) that they will have to complete to pass the course.

It is expected that students are able to:

1. identify and describe major economic, environmental and health problems for which a computer engineering solution could have a major impact on society;
2. identify different types of texts in their area of knowledge, as well as the register and tone typically used in scientific and technical texts;
3. read and summarise relevant materials about contemporary issues for which computer engineering may play a role, be it orally or in writing;
4. write coherent and cohesive texts that have a clear focus on contemporary issues, structuring, paragraphing, punctuation, etc., and that are correct from a grammatical and spelling viewpoint;
5. use correctly references and citations from relevant materials about contemporary issues for which computer engineering may play a role;
6. deliver a written report about an original research idea (RP) that addresses contemporary issues relevant for computer engineering;
7. develop listening comprehension skills in their area of knowledge;
8. use and explain figures and diagrams in a proper manner (OP);
9. deliver a technical and scientific presentation about an original research idea that addresses contemporary

issues relevant for computer engineering (OP)

As for the teaching methodology, we will follow a student-centered approach to learning in which the lecturer's role is to motivate students and facilitate their learning and overall comprehension of concepts and tasks. Student learning is assessed through both formal and informal forms of evaluation, including group projects, student and class participation. Teaching and assessment are connected, and student learning is continuously measured during teacher instruction.

Regarding teaching strategies, direct instruction will be combined with inquiry-based learning and event cooperative learning at some stages. Inquiry-based learning will be the predominant teaching method. This method focuses on student investigation and hand-on learning. Students will "learn by doing" as much as possible, both in the case of writing assignments as well as when delivering oral presentations. Students will also learn from constructive feedback on their work and on the work of others, and will also get feedback from their peers.

6.2. Temario de la asignatura

1. What is Professional and Academic Communication? - Introduction to the course
 - 1.1. 21st Century Skills in the context of EPAC
 - 1.2. Description of assignments: Research Proposals and Oral Presentations
2. Part 1 - Formulating a research idea
 - 2.1. Pentachart (I) - Background and Motivation
 - 2.2. Pentachart (II) - Innovation and Description
 - 2.3. Pentachart (III) - Impact and Path Forward
3. Part 2 - Presenting a research idea
 - 3.1. Effective Oral Presentations (I): Introduction
 - 3.2. Effective Oral Presentations (II): Organization and Structure
 - 3.3. Effective Oral Presentations (III): Format and Style
4. Part 3 - Developing a research idea
 - 4.1. Research Proposal (I) - Introduction
 - 4.2. Research Proposal (II): Organization and Structure
 - 4.3. Research Proposal (III): Format and Style
5. Student's Oral Presentations
6. Student's Research Proposals

7. Cronograma

7.1. Cronograma de la asignatura *

Sem	Actividad presencial en aula	Actividad presencial en laboratorio	Tele-enseñanza	Actividades de evaluación
1	Introduction to the course (I) Duración: 02:00 LM: Actividad del tipo Lección Magistral		Introduction to the course (II) Duración: 02:00 LM: Actividad del tipo Lección Magistral	
2	Pentachart (I) - Background and Motivation Duración: 02:00 PR: Actividad del tipo Clase de Problemas		Pentachart (I) - Background and Motivation. Listening comprehension Duración: 02:00 PR: Actividad del tipo Clase de Problemas	
3	Pentachart (II) - Innovation and Description Duración: 02:00 PR: Actividad del tipo Clase de Problemas		Pentachart (II) - Innovation and Description. Reading comprehension Duración: 02:00 PR: Actividad del tipo Clase de Problemas	
4	Pentachart (III) - Impact and Path Forward Duración: 02:00 PR: Actividad del tipo Clase de Problemas		Pentachart (III) - Impact and Path Forward. Listening comprehension Duración: 02:00 PR: Actividad del tipo Clase de Problemas	
5	Effective Oral Presentation (I): Introduction Duración: 02:00 PR: Actividad del tipo Clase de Problemas		Effective Oral Presentation (I): Introduction. Reading comprehension Duración: 02:00 PR: Actividad del tipo Clase de Problemas	
6	Effective Oral Presentations (II) - Organization and Structure Duración: 02:00 PR: Actividad del tipo Clase de Problemas		Effective Oral Presentations (II) - Organization and Structure. Listening comprehension Duración: 02:00 PR: Actividad del tipo Clase de Problemas	
7	Effective Oral Presentations (III) - Format and Style Duración: 02:00 PR: Actividad del tipo Clase de Problemas		Effective Oral Presentations (III) - Format and Style. Reading comprehension Duración: 02:00 PR: Actividad del tipo Clase de Problemas	
8	Research Proposal (I) - Introduction Duración: 02:00 PR: Actividad del tipo Clase de Problemas		Research Proposal (I) - Introduction. Listening comprehension Duración: 02:00 PR: Actividad del tipo Clase de Problemas	
9	Research Proposal (II) - Organization and Structure Duración: 02:00 PR: Actividad del tipo Clase de Problemas		Research Proposal (II) - Organization and Structure. Reading comprehension Duración: 02:00 PR: Actividad del tipo Clase de Problemas	
10	Research Proposal (III) - Format and Style Duración: 02:00 PR: Actividad del tipo Clase de Problemas		Research Proposal (III) - Format and Style. Listening comprehension Duración: 02:00 PR: Actividad del tipo Clase de Problemas	
11	Student's Oral Presentations Duración: 02:00 OT: Otras actividades formativas		Student's Oral Presentations Duración: 02:00 OT: Otras actividades formativas	Continuous assessment: Oral presentations (15 hours for preparation and 10 minutes for delivery in 3-member groups, and 7 minutes for delivery in 2-member groups) TG: Técnica del tipo Trabajo en Grupo Evaluación continua No presencial

				Duración: 15:00
12	Student's Oral Presentations Duración: 02:00 OT: Otras actividades formativas		Student's Oral Presentations Duración: 02:00 OT: Otras actividades formativas	
13	Student's Research Proposals Duración: 02:00 PR: Actividad del tipo Clase de Problemas		Student's Research Proposals Duración: 02:00 PR: Actividad del tipo Clase de Problemas	
14	Continuous assessment: Final written exam Duración: 02:00 PR: Actividad del tipo Clase de Problemas		Student's Research Proposals Duración: 02:00 PR: Actividad del tipo Clase de Problemas	Continuous assessment: Final written exam EX: Técnica del tipo Examen Escrito Evaluación continua No presencial Duración: 02:00 Continuous assessment: Written research proposal (25 hours for preparation and group work) TG: Técnica del tipo Trabajo en Grupo Evaluación continua No presencial Duración: 25:00
15				
16				
17				Final assessment: Written exam EX: Técnica del tipo Examen Escrito Evaluación sólo prueba final No presencial Duración: 02:00 Final assessment: Written research proposal (25 hours for preparation and group work) PG: Técnica del tipo Presentación en Grupo Evaluación sólo prueba final No presencial Duración: 25:00 Final assessment: Oral presentation (15 hours for preparation and 7 minutes for delivery in 2-member groups) PG: Técnica del tipo Presentación en Grupo Evaluación sólo prueba final No presencial Duración: 15:00

Para el cálculo de los valores totales, se estima que por cada crédito ECTS el alumno dedicará dependiendo del plan de estudios, entre 26 y 27 horas de trabajo presencial y no presencial.

* El cronograma sigue una planificación teórica de la asignatura y puede sufrir modificaciones durante el curso derivadas de la situación creada por la COVID-19.

8. Actividades y criterios de evaluación

8.1. Actividades de evaluación de la asignatura

8.1.1. Evaluación continua

Sem.	Descripción	Modalidad	Tipo	Duración	Peso en la nota	Nota mínima	Competencias evaluadas
11	Continuous assessment: Oral presentations (15 hours for preparation and 10 minutes for delivery in 3-member groups, and 7 minutes for delivery in 2-member groups)	TG: Técnica del tipo Trabajo en Grupo	No Presencial	15:00	35%	5 / 10	30AD-CG08 30AD-CG03 30AD-CG05 30AD-CG07 30AD-CG04 30AD-CG01
14	Continuous assessment: Final written exam	EX: Técnica del tipo Examen Escrito	No Presencial	02:00	40%	5 / 10	30AD-CG01 30AD-CG03 30AD-CG04
14	Continuous assessment: Written research proposal (25 hours for preparation and group work)	TG: Técnica del tipo Trabajo en Grupo	No Presencial	25:00	25%	5 / 10	30AD-CG08 30AD-CG03 30AD-CG05 30AD-CG07 30AD-CG04 30AD-CG01

8.1.2. Evaluación sólo prueba final

Sem	Descripción	Modalidad	Tipo	Duración	Peso en la nota	Nota mínima	Competencias evaluadas
17	Final assessment: Written exam	EX: Técnica del tipo Examen Escrito	No Presencial	02:00	50%	5 / 10	30AD-CG03 30AD-CG04 30AD-CG01
17	Final assessment: Written research proposal (25 hours for preparation and group work)	PG: Técnica del tipo Presentación en Grupo	No Presencial	25:00	20%	5 / 10	30AD-CG08 30AD-CG03 30AD-CG05 30AD-CG07 30AD-CG04 30AD-CG01
17	Final assessment: Oral presentation (15 hours for preparation and 7 minutes for delivery in 2-member groups)	PG: Técnica del tipo Presentación en Grupo	No Presencial	15:00	30%	5 / 10	30AD-CG08 30AD-CG03 30AD-CG05 30AD-CG07 30AD-CG04 30AD-CG01

8.1.3. Evaluación convocatoria extraordinaria

No se ha definido la evaluación extraordinaria.

8.2. Criterios de evaluación

A) In the **continuous assessment option**, students will be evaluated as follows:

1. Research Proposal in groups of 2 to 3 students (25%) - 1500 words (excluding references)
2. Oral Presentation in groups of 2 to 3 students (23%) - **same topic as the one chosen for the research proposal**. Overall duration: 7 min. for 2-member groups and 10 min for 3-member groups.
3. Written Exam (40%)

To be entitled to the continuous assessment option, students have to attend the online sessions of the course, actively participate in the activities and discussions proposed in those sessions, and/or submit the required tasks via Moodle.

IMPORTANT NOTE: Students will have to notify their choice of assessment type and members of their working group by the end of Week 2.

B) The **final assessment option** will consist of:

1. Written Exam (50%)
2. Research Proposal in groups of 2 (20%) - 1500 words (excluding references)
3. Oral Presentation in groups of 2 (30%) - **same topic as the one chosen for the research proposal**. Duration: 7 min. Time & place: on site, on the final exam date, right after the exam (IF CONDITIONS ALLOW, otherwise, online).

IMPORTANT NOTE: It is a necessary precondition to submit the research proposal and the Power Point of the presentation 7 days before the official exam date to be able to take the final exam. The submission will be done via Moodle in a "Moodle task" created for that purpose and announced in due time. Should you want any feedback prior to the submission of the assignments, a specific Moodle task will be available in Week 12 (exclusively).

Feedback will be provided no later than Week 15.

Students will have to notify their choice of assessment type and members of their working group by the end of Week 2.

For both options, A) and B), the final score will be the result of averaging out the sum of the marks obtained in the compulsory assignments specified above (namely, research proposal, oral presentation, and exam), only if they are above the minimum score specified in the assessment table.

If a student fails only the exam and passes the assignments (research proposal and oral presentation), he or she will only have to take the exam in the extraordinary call. The marks of the assignments will be kept only during that academic year.

If a student fails one or both of the two assignments, but passes the exam, both assignments will need to be re-submitted (but the exam will not need to be retaken). The mark of the exam will be kept only during that academic year.

In the **research proposal assignment**, students will be asked to identify a research gap or problem, and analyze it from a research perspective accounting for the following sections:

- a) Motivation and Background (state-of-the-art) for the research - about 500 words
- b) Proposed Innovation - about 200 words
- c) Description of the Idea/Project - about 500 words
- d) Potential Impact and Limitations of the Research - about 200 words
- e) Outline Programme of the Work (path forward) and future lines - about 100 words
- f) List of References - minimum 5 academic references.

The extension of the proposal will be of aprox. 1500 words. A standard font should be used, preferably 12-point Times New Roman or Arial, with 1,5 line spacing.

The **oral presentation** will be evaluated according to the following criteria (amongst others): appropriateness to the audience; use of attention-getting devices; structure and cohesion; sufficient variation in tone and enthusiasm; fluent pattern of speech; appropriate use of time connectors and signposts; use of specialized vocabulary and definitions of key terms unfamiliar to the audience; correct use of grammar and complex expressions; appropriate pace; eye contact and adequate use of body language; effective use of visual aids; accurate timing, interaction with the audience; correct pronunciation and intonation.

A **Power Point presentation** will be required to support the oral presentation, and will need to be submitted alongside the research proposal (a specific task in Moodle will be created to this effect and timely notified to students).

Scoring rubrics for oral presentations collecting these and other important assessment criteria to be taken into account in the evaluation process will be made available to the students.

2-member group presentations (continuous assessment) should take 7 min. in total; 3-member group presentations (continuous assessment) should take 10 min. in total; and 2-member group presentations (final exam option) should take 7 min. in total.

Note that students holding a B1 certificate must present in "Secretaria" a B2 certificate no later than 5 working days before the exam.

9. Recursos didácticos

9.1. Recursos didácticos de la asignatura

Nombre	Tipo	Observaciones
See Moodle of the course	Recursos web	UPDATED INFORMATION AND RESOURCES IN THE MOODLE PLATFORM OF THE COURSE.
21st Century Reading. Creative Thinking and Reading with TEDTalks.	Bibliografía	National Geographic Learning / CENGAGE Learnig

<p>21st Century Communication. Listening, Speaking, and Critical Thinking.</p>	<p>Bibliografía</p>	<p>National Geographic Learning / CENGAGE Learnig</p>
--	---------------------	---

10. Otra información

10.1. Otra información sobre la asignatura

Communication with your tutors will be held by email and/or virtual meetings by appointment, preferably within the time slot of the official office hours (Tuesdays or Thursdays).

The platforms to be used for online sessions, office hours, or any other type of meetings will be Teams and Zoom.

This course strongly contributes to 2030 Agenda for Sustainable Development Goals (SDG) in the following ways:

- Goal number 4. **Quality education**, in the sense of encouraging students lifelong learning using foreign languages;
- Goal number 5. **Gender equality**, by promoting class debates around prominent female researchers, scientists and engineers;
- Goal number 9. **Industry, innovation and infrastructure**, by encouraging students to research on technological advances that may have an impact on society .
- Goal number 6. Clean water and sanitation; Goal number 7. Affordable and clean energy; Goal number 8. Decent work and economic growth; Goal number 11. Sustainable cities and communities; Goal number 12. Responsible consumption and production; Goal number 13. Climate action; by encouraging students to read texts, watch videos and discuss on topics related to the mentioned goals and to think on how Computer engineering may contribute to these objectives.