ANX-PR/CL/001-01

LEARNING GUIDE

SUBJECT

105001040 - English For Professional And Academic Communication

DEGREE PROGRAMME

10CD - Grado En Ciencia De Datos E Inteligencia Artificial

ACADEMIC YEAR & SEMESTER

2024/25 - Semester 2

Index

Learning guide

1. Description

1.1. Subject details

Name of the subject	105001040 - English For Professional And Academic Communication
No of credits	6 ECTS
Type	Compulsory
Academic year ot the programme	Fourth year
Semester of tuition	Semester 7 Semester 8
Tuition period	February-June
Tuition languages	English
Degree programme	10CD - Grado en Ciencia de Datos e Inteligencia Artificial
Centre	10 - Escuela Tecnica Superior De Ingenieros Informaticos
Academic year	2024-25

2. Faculty

2.1. Faculty members with subject teaching role

Name and surname	Office/Room	Email	Tutoring hours *
Jelena Bobkina Lukascuka	6004	jelena.bobkina@upm.es	Tu - 17:00 - 18:00 Th - 10:00 - 15:00 Appointments to be booked by email in advance. Thank you.
Hanane Benali Taouis (Subject coordinator)	6004	hanane.benali@upm.es	Tu - 11:00 - 15:00 Th - 13:00 - 15:00 Appointments to be booked by email in advance. Thank

			you.
Elena Montiel Ponsoda	6004	elena.montiel@upm.es	Tu - 12:00 - 15:00 Th - 12:00 - 15:00 Appointments to be booked by email in advance. Thank you.
Patricia Martin Chozas	6204	patricia.martin@upm.es	Tu - 10:00 - 13:00 Th - 10:00 - 13:00 Appointments to be booked by email in advance. Thank you

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

3. Prior knowledge recommended to take the subject

3.1. Recommended (passed) subjects

The subject - recommended (passed), are not defined.

3.2. Other recommended learning outcomes

- Students should send a copy of their B2 certificate to their tutor 5 working days before the writen exam.

- From all language certificates acknowledging B2 level, we strongly recommend against APTIS.

- B2 certification is required (SAI), according to the terms established by the Universidad Politécnica de Madrid

4. Skills and learning outcomes *

4.1. Skills to be learned

CB03 - Que los estudiantes tengan la capacidad de reunir e interpretar datos relevantes (normalmente dentro de su área de estudio) para emitir juicios que incluyan una reflexión sobre temas relevantes de índole social, científica o ética

CB04 - Que los estudiantes puedan transmitir información, ideas, problemas y soluciones a un público tanto especializado como no especializado

CG01 - Capacidad de trabajo en equipo, en entornos interdisciplinares y complejos, negociando y resolviendo conflictos, diseñando soluciones eficientes, fiables, robustas y responsables.

CG03 - Capacidad de emprendimiento y de liderazgo para dirigir y gestionar equipos y proyectos, generando confianza y compromiso en el grupo de colaboradores.

CG04 - Capacidad para innovar y encontrar soluciones creativas en situaciones complejas o de incertidumbre en el ámbito de la ingeniería.

CG05 - Capacidad para trabajar en contextos internacionales e interdisciplinares, comunicándose en lengua inglesa y adaptándose a un nuevo entorno.

CG07 - Capacidad para integrar aspectos sociales, ambientales, económicos y éticos inherentes a la ingeniería, analizando sus impactos, y comprometiéndose con la búsqueda de soluciones a retos del desarrollo sostenible.

4.2. Learning outcomes

RA147 - Ability to create an abstract sketch of a research method

RA152 - Ability to read, understand and implement research publications

RA153 - RA-ING-1 Exponer temas académicos y profesionales de forma clara, precisa y coherente, en grupo o de forma individual, teniendo en cuenta el tipo de audiencia.

RA154 - RA-ING-2Recopilar y sintetizar información de fuentes bibliográficas, y redactar distintos tipos de textos según las convenciones propias de cada tipo textual.

RA163 - Capacidad para leer, comprender e implementar artículos científicos

RA116 - Dado un problema real elegir la tecnología de ciencia de datos o de inteligencia artificial existente en el mercado más apropiada para su solución y diseñar su desarrollo e integración analizando la viabilidad de su solución, lo que se puede y no se puede conseguir a través del estado actual de desarrollo de la tecnología usada, y lo que se espera que avance en el futuro

RA173 - RA154 - The student is able to write specialized-content documents

RA171 - RA153 - The student is able to write a logically organized and coherent document on a wide variety of topics and support his/her views

RA169 - RA155 - The student is able to collect information from different sources, i.e. lecturers and bibliographic resources

RA172 - RA151 - The student is able to communicate fluently and accurately in written and oral English in professional and academic environments

RA168 - RA152 - The student is able to understand complex and abstract ideas

* 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.

5. Brief description of the subject and syllabus

5.1. Brief description of the subject

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 must complete to pass the course.

It is expected that students can:

1. identify and describe major economic, environmental, and health problems, etc. 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 correct references and citations from relevant materials about contemporary issues for which computer engineering may play a role;

6. deliver a written document about an original and innovative research idea (RP) that addresses contemporary issues relevant to 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 and innovative research idea that addresses

contemporary issues relevant to computer engineering (OP) following the instructions explained in class and shared on Moodle;

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 challenge-based learning and event cooperative learning at some stages. Challenge-based learning will be the predominant teaching method. This method focuses on student investigation and hands-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.

5.2. Syllabus

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 (Assignments may vary to grantee students' engagment)
2. Formulating a research idea
    2.1. Research proposal structure: understanding the parts of a reseach document
    2.2. Investigating current practices
    2.3. Covering research gaps
3. Academic writing: plagiarism, paraphrasing, summarising, referencing and quoting
4. Presenting a research idea
5. Student's Oral Presentations
6. Student's Research Proposals

6. Schedule

6.1. Subject schedule*

Week	Type 1 activities	Type 2 activities	Distant / On-line	Assessment activities
1		**Introduction to the course (I)** Duration: 02:00 Lecture **Gradebook description and group forming** Duration: 02:00 Problem-solving class		
2		**Research proposal structure I: understanding the parts of a reseach document** Duration: 02:00 Problem-solving class **Research proposal structure II: understanding the parts of a reseach document** Duration: 02:00 Problem-solving class		
3		**Investigating current practices I** Duration: 02:00 Problem-solving class **Investigating current practices II** Duration: 02:00 Problem-solving class		
4		**Covering research gaps I** Duration: 02:00 Problem-solving class **Covering research gaps II** Duration: 02:00 Problem-solving class		
5		**Academic writing I: plagiarism, paraphrasing, summarising, referencing and quoting** Duration: 02:00 Problem-solving class **Academic writing II: plagiarism, paraphrasing, summarising, referencing and quoting** Duration: 02:00 Problem-solving class		

6		**Academic writing III: plagiarism, paraphrasing, summarising, referencing and quoting** Duration: 02:00 Problem-solving class **Academic writing IV: plagiarism, paraphrasing, summarising, referencing and quoting** Duration: 02:00 Problem-solving class		
7		**Academic writing: Practice I** Duration: 02:00 Problem-solving class **Academic writing: Practice II** Duration: 02:00 Problem-solving class		
8		**Effective Oral Presentations I: organization, format and style** Duration: 02:00 Problem-solving class **Effective Oral Presentations II: organization, format and style** Duration: 02:00 Problem-solving class		
9		**Effective Oral Presentations III: organization, format and style** Duration: 02:00 Problem-solving class **Effective Oral Presentations IV: organization, format and style** Duration: 02:00 Problem-solving class		
10		**Effective Oral Presentations: Practice I** Duration: 02:00 Problem-solving class **Effective Oral Presentations:Practice II** Duration: 02:00 Problem-solving class		
11		**Academic writing - overview I** Duration: 02:00 Problem-solving class **Academic writing - overview II** Duration: 02:00 Problem-solving class		**Written assignments: Research Proposal, 25 hours for preparation and group work (as part of the progressive examination)** Group work Progressive assessment Not Presential Duration: 00:00
12		**Written exam (as part of the progressive evaluation) 50% of the total grade** Duration: 02:00 Additional activities **Student's Oral Presentations (20% of the total grade)** Duration: 02:00 Additional activities		**Written exam: Progressive Evaluation** Written test Progressive assessment Presential Duration: 02:00 **Oral Presentations: Progressive Evaluation** Group presentation Progressive assessment Presential

				Duration: 02:00
13		**Student's Oral Presentations (20% of the total grade)** Duration: 02:00 Problem-solving class **Student's Oral Presentations (20% of the total grade)** Duration: 02:00 Problem-solving class		
14		**Student's Oral Presentations (20% of the total grade)** Duration: 02:00 Problem-solving class **Student's Oral Presentations (20% of the total grade)** Duration: 02:00 Problem-solving class **Attendance and active participation in class (as part of the progressive examination and "no recuperable") 30 hours of clases (10% of the total grade)** Duration: 00:00 Additional activities		**Attendance and active participation in class (as part of the progressive examination and "no recuperable") 30 hours of clases (10% of the total grade)** Other assessment Progressive assessment Presential Duration: 00:00
15				
16		**Written exam (as part of the global examination) (50% of the total grade)** Duration: 02:00 Additional activities		**Written exam (as part of the global examination)** Written test Global examination Presential Duration: 02:00 **Written assignments: Research Proposal, 25 hours for preparation and group work (as part of the global examination) (20% of the total grade)** Group work Global examination Not Presential Duration: 00:00 **Oral presentatiom in video format: 7 minutes for delivery in 2-members groups (as part of the global examination) (20% of the total grade)** Group presentation Global examination Not Presential Duration: 00:00
17				

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.

7. Activities and assessment criteria

7.1. Assessment activities

7.1.1. Assessment

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
11	Written assignments: Research Proposal, 25 hours for preparation and group work (as part of the progressive examination)	Group work	No Presential	00:00	20%	5 / 10	CB03 CG01 CG04 CG07
12	Written exam: Progressive Evaluation	Written test	Face-to-face	02:00	50%	5 / 10	CB03 CB04
12	Oral Presentations: Progressive Evaluation	Group presentation	Face-to-face	02:00	20%	5 / 10	CB04 CG01 CG03 CG04 CG05
14	Attendance and active participation in class (as part of the progressive examination and "no recuperable") 30 hours of clases (10% of the total grade)	Other assessment	Face-to-face	00:00	10%	/ 10	

7.1.2. Global examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
16	Written exam (as part of the global examination)	Written test	Face-to-face	02:00	50%	5 / 10	CB03 CB04
16	Written assignments: Research Proposal, 25 hours for preparation and group work (as part of the global examination) (20% of the total grade)	Group work	No Presential	00:00	20%	5 / 10	CB03 CG01 CG04 CG07
16	Oral presentatiom in video format: 7 minutes for delivery in 2-members groups (as part of the global examination) (20% of the total grade)	Group presentation	No Presential	00:00	20%	5 / 10	CB04 CG01 CG03 CG04 CG05

7.1.3. Referred (re-sit) examination

No se ha definido la evaluación extraordinaria.

7.2. Assessment criteria

Students will be assessed according to the **progressive assessment option tasks** specified below:

1. Written assignments (Research Proposal) in groups of 2 to 3 students (20%)

2. Oral Presentation in groups of 2 to 3 students (20%) - **same topic as the one chosen for the research proposal**. Overall duration: 3 minutes for each group member.

3. Attendance and active participation in class (10%) - ***PORCENTAJE NO RECUPERABLE EN LA EVALUACIÓN GLOBAL***

4. Written exam (50%) - individual task

Should students fail any of the tasks described above, they will have the option to retake the above-mentioned tasks (with the exception of the ones marked as NO RECUPERABLE) as part of the **global assessment option,** as follows:

1. Written assignments (Research Proposal) in groups of 2 to 3 students (20%)

2. Oral Presentation in groups of 2 to 3 students (20%) - **same topic as the one chosen for the research proposal**. **Duration: 3 minutes for each group member. Format: video recording.**

3. Written exam (50%) - individual task. The duration of the exam may vary and will be announced in the exam room by the proctors.

IMPORTANT NOTE: The final score will be the result of averaging out the sum of the marks obtained in the compulsory assignments specified above, only if they are above the minimum score specified in the assessment table (5 is the minimum grade to pass each assignment).

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 gardes of the assignments will be kept only during the academic course.

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 gardes of the exam will be kept only during the academic course

The activities may vary to guarantee students¿engagment. Check Moodle for more details.

The extension of the proposal will be announced in class at the introduction of the course. A standard font should be used, preferably 12-point Times New Roman or Arial, with 1,5 line spacing.

This information is general and may vary from one semester to another. See Moodle for details that apply to the semester you are enrolled in.

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 on Moodle.

Please note that reading directly from notes, scripts, or slides during the oral presentation will result in a failing grade. We expect all students to engage with their audience and demonstrate a comprehensive understanding of their material.

Due to the nature of the exam questions we conserve the right not to share the exams. Students will be provided with an exam sample to be used as a mock exam for practice.

The grade of the group assignments includes a percentage (see the rubric on Moodle) of group organization and problem-solving skills. Tutors can provide advice, but will not solve any internal group problems.

Group assignments are to be submitted by the group leader and no individual submission will be allowed.

Note that students holding a B1 certificate must present a B2 certificate in "Secretaria" and send a copy to their tutor no later than 5 working days before the exam.

8. Teaching resources

8.1. Teaching resources for the subject

Name	Type	Notes
See Moodle	Web resource	UPDATED INFORMATION AND RESOURCES WILL BE AVAILABLE ON MOODLE
21st Century Reading. Creative Thinking and Reading with TEDTalks.	Bibliography	National Geographic Learning / CENGAGE Learnig
21st Century Communication. Listening, Speaking, and Critical Thinking.	Bibliography	National Geographic Learning / CENGAGE Learnig

9. Other information

9.1. Other information about the subject

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 encouranging 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.