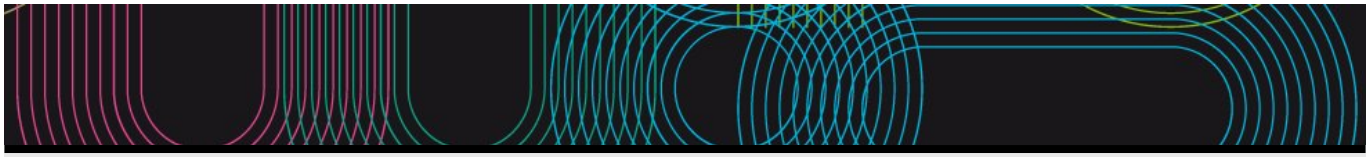

IDENTIFYING DATA				
Methodology for the drafting, presentation and management of technical works				
Subject	Methodology for the drafting, presentation and management of technical works			
Code	V12G420V01805			
Study programme	Grado en Ingeniería Biomédica			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Optional	4th	2nd
Teaching language	Spanish Galician English			
Department				
Coordinator	Alonso Rodríguez, José Antonio Cerqueiro Pequeño, Jorge			
Lecturers	Alonso Rodríguez, José Antonio Cerqueiro Pequeño, Jorge González Cespón, José Luis			
E-mail	jcerquei@uvigo.es jaalonso@uvigo.es			
Web	http://moovi.uvigo.gal/			
General description	The aim of this course is to prepare the students to handle the methods, techniques and tools that are needed for the elaboration and management of technical documents in the industrial field of Engineering. It will also be sought to develop skills in the handling of information and communication technologies related to the professional field of the student's degree. Furthermore, the student skills to communicate properly the knowledge, procedures and results in the Industrial Engineering field will be strenghtened. An essentially practical approach will be used, based in the solution of specific application exercises -with guidance of the subject's lecturer- that will require to apply the theoretical contents of the course.			

Skills	
Code	
B3	CG3 Knowledge in basic and technological subjects that will enable students to learn new methods and theories, and provide them the versatility to adapt to new situations.
C18	CE18 Knowledge and skills to organize and manage projects. Know the organizational structure and functions of a project office.
D2	CT2 Problems resolution.
D3	CT3 Oral and written proficiency.
D5	CT5 Information Management.
D6	CT6 Application of computer science in the field of study.
D7	CT7 Ability to organize and plan.
D8	CT8 Decision making.
D9	CT9 Apply knowledge.
D10	CT10 Self learning and work.
D11	CT11 Ability to understand the meaning and application of the gender perspective in the different fields of knowledge and in professional practice with the aim of achieving a more just and equal society
D13	CT13 Ability to communicate orally and in writing in the Galician language.
D14	CT14 Creativity.
D15	CT15 Objectification, identification and organization.

D17	CT17 Working as a team.
D18	CT18 Working in an international context.
D20	CT20 Ability to communicate with people not expert in the field.

Learning outcomes

Expected results from this subject	Training and Learning Results		
Utilization of methodologies, technics and tools for the organization and management of all technical documents other than engineering projects.	B3	C18	D2 D7 D8 D9 D10 D14 D15 D17
Skills in the utilization of information systems and in the communications in the industrial scope.			D5 D6 D9 D11 D17
Skills to communicate properly the knowledge, procedures, results, abilities in the field of Engineering in Industry.			D3 D13 D17 D18 D20

Contents

Topic	
1. Types of usual documents in the distinct fields of the professional engineering activities.	1.1. Technical documents: Characteristics and components. 1.2. Types of technical documents according to their contents. 1.3. Types of technical documents according to their recipients and objectives.
2. Methodology for writing and presenting technical documentation: assessments, valuations, expert reports, studies, reports, dossiers and other similar technical works.	2.1. General aspects in elaborating and presenting technical documentation. 2.2. Elaboration of technical reports. 2.3. Elaboration of technical studies. 2.4. Elaboration of assessments, expert reports and valuations. 2.5. Elaboration of dossiers and other technical works. 2.6. Technical work in concurrent and/or collaborative engineering environments.
3. Techniques for research, analysis, evaluation and selection of technological information.	3.1. Typology of technological information. 3.2. Sources of technological information. 3.3. Information and communications systems. 3.4. Techniques for information research. 3.5. Methods for analyzing information. 3.6. Evaluation and selection of information.
4. Laws and regulations about documentation.	4.1. Applicable laws to technical documentation according to its specific field. 4.2. Other applicable regulations.
5. Processing of technical documentation.	5.1. Processing at Government Offices of technical documentation. 5.2. Legitimization and responsabilities in the processing of documentation before Government's Offices. 5.3. Processing of documentation: Concepts, procedures and specifics.
6. Presentation and verbal defence of technical documents.	6.1. Regulations in the elaboration of technical presentations. 6.2. Preparation for the verbal defence of technical documents. 6.3. Techniques and specific tools for the performance of public presentations.

Planning

	Class hours	Hours outside the classroom	Total hours
Lecturing	29.5	44.25	73.75
Laboratory practical	29.5	44.25	73.75
Laboratory practice	1.3	0	1.3
Problem and/or exercise solving	1.2	0	1.2

*The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.

Methodologies

	Description
Lecturing	Presentation by the lecturer of the contents of the topic to be studied, the theoretical bases and/or guidelines of a specific work, exercise or project to be developed by the student.
Laboratory practical	Activities that require applying theoretical knowledge to specific situations in order to acquire basic and procedural skills related to the topic that is being studied. These activities will be developed in special spaces with specific equipment (laboratories, computer rooms, etc.).

Personalized assistance

Methodologies	Description
Laboratory practical	Activities oriented to the application of knowledge to specific situations, and to acquire basic and procedimental skills related to the field of study. Rooms equiped with specific materials and resources will be used for these classes. An appropriate follow-up will be performed on student's work to verify that the best practices shown in theory classes are applied, and that the procedimental recommendations provided by the lecturer are followed. For all the teaching modalities considered in the Contingency Plan, the tutorial sessions can be carried out using IT tools (email, video-call, FAITIC forums, etc.) according to the modality of prior concertation of the virtual place, date and time.

Assessment

	Description	Qualification	Training and Learning Results		
Laboratory practical	Interdisciplinary exercises and problems -as close to real cases as possible- will be solved in groups of students, with lecturer orientation and enforcing active participation by the students.	55	B3	C18	D2 D3 D5 D7 D8 D9 D10 D13 D14 D15 D17 D18 D20
Laboratory practice	Making of practical tests and exercises related to the subject's contents, in the scope of the personalised attention to students.	20	B3	C18	D2 D3 D5 D7 D8 D9 D10 D13 D14 D15 D17 D18 D20
Problem and/or exercise solving	Groups of short answer questions related to the subject's contents, to check that the students have understood and assimilated the theoretical and practical contents.	25	B3	C18	D2 D3 D7 D8 D9 D11 D14 D15

Other comments on the Evaluation

In the face of the uncertain and unforeseeable evolution of the health alert caused by COVID-19, University of Vigo has established an exception planning that will be activated at the time the government offices and the own University mandate it. Such decision will be made based on safety, health and responsibility criteria, always guaranteeing the continuity of the teaching processes in a partial or full non-classroom scenario. Those already-planned steps will guarantee, at the moment it is required, the development of the teaching processes in a more streamlined and effective way as both the students and the lecturers will know about them beforehand (or with a broad anticipation), by means of the DOCNET standard institutional

tool.

According to the instructions provided by the Vice-Rectorate for Learning Organization and Teaching Staff, the following three scenarios are required to be taken into account with their corresponding contingency level:

SCENARIO 1. Full-classroom modality.

All teaching activities will be carried out at the classroom, both for theory and laboratory classes, according to the typical way for the course in the years before 2020.

SCENARIO 2. Half-classroom modality.

In the case the half-classroom teaching modality is activated by the University government, such event will involve a reduction in the capacity of the usual teaching spaces where the full-classroom modality is developed. Because of that, as a first measure the School will provide the teaching staff of the course with the information regarding the new authorized capacities for such teaching spaces so that the teaching activities can be re-organized for the remaining time of the term. It must be pointed out that the necessary re-organization to implement will depend on the specific moment in the term in which this teaching modality is activated. The following guidelines will be followed in the re-organization or the teaching activities:

a) Communication. All students in the course will be informed through the FAITIC teaching portal on the specific conditions for the development of the teaching and the evaluation activities that remain until the end of the term.

b) Adaptation of the tutorial and personalized attention to students. The tutorial sessions may be carried out by means of IT tools (email, video-call, FAITIC forums, etc.), according to the modality of prior concertation of the date and time for the session in the lecturers virtual offices.

c) Classroom and non-classroom activities. From the teaching activities that remain until the end of the term, those that could be carried out by all students in class need to be identified (prioritizing laboratory activities when possible), and those other that will be carried out remotely (theory classes are the ones that usually decrease in effectiveness less in this modality), to the effects of the planning of its efficient performance.

d) Teaching contents and learning goals. There will be no changes neither in the contents to be taught nor in the learning goals, as a consequence of this teaching modality.

e) Teaching schedule. The class timetable and the calendar of the different activities in the course will be maintained as initially planned and scheduled.

f) Bibliography or additional materials to facilitate self-learning. The teaching staff for the course will provide the students with the necessary learning materials to attend to the specific help needs of the students with respect to the course, according to the circumstances that turn out at any particular time, through the FAITIC portal.

With regard to the tools used for the teaching activities in the non-classroom modality, the CAMPUS REMOTO and FAITIC portals will be of preferential use, complemented if necessary with other solutions in order to address specific needs arising along the lecturing period.

SCENARIO 3. Non-classroom modality.

In the case the full non-classroom modality (discontinuation of all on-class learning and evaluation activities) is activated, the tools offered by the platforms currently available at University of Vigo -CAMPUS REMOTO and FAITIC- will be of preferent use. The specific conditions for the reo-organization to be carried out will depend of the particular time in the term in which such modality is mobilized. The following guidelines will be followed in the re-organization of the teaching activities:

a) Communication. All students in the course will be informed through the FAITIC teaching portal on the specific conditions for the development of the teaching and the evaluation activities that remain until the end of the term.

b) Adaptation and/or modification of the teaching methodologies. Even if the teaching methodologies for the course were fundamentally conceived towards the full-classroom modality, the teaching staff considers that they keep in essence their effectiveness in the non-classroom modality. That is why it is proposed to keep them as they are, even if special attention will be payed to their right development and results. Therefore, no changes will be made to the teaching methodologies initially defined for the course.

c) Adaptation of the tutorial and personalized attention to students. The tutorial sessions may be carried out by means of IT tools (email, video-call, FAITIC forums, etc.), according to the modality of prior concertation of the date and time for the session in the lecturers virtual offices.

d) Teaching contents and learning goals. There will be no changes neither in the contents to be taught nor in the learning goals, as a consequence of this teaching modality.

e) Teaching schedule. The class timetable and the calendar of the different activities in the course will be maintained as initially planned and scheduled.

f) Evaluation. No changes will be made neither to the evaluation tests, nor to their corresponding score weights, nor to their set dates.

g) Bibliography or additional materials to facilitate self-learning. The teaching staff for the course will provide the students with the necessary learning materials to attend to the specific help needs of the students with respect to the course, according to the circumstances that turn out at any particular time, through the FAITIC portal.

Sources of information

Basic Bibliography

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Lannon, John M. and Gurak, Laura J., **TECHNICAL COMMUNICATION**, 13th, Pearson, 2013

Pringle, Alan S. and O'Keefe, Sarah S., **TECHNICAL WRITING 101: A REAL-WORLD GUIDE TO PLANNING AND WRITING TECHNICAL CONTENT**, 1st, Scriptorium Publishing Services, 2009

Complementary Bibliography

BIBLIOGRAFÍA BÁSICA:, **----------**, ----------,

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Brown, Fortunato, **TEXTOS INFORMATIVOS BREVES Y CLAROS: MANUAL DE REDACCIÓN DE DOCUMENTOS**, 1ª, Octaedro, 2003

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Balzola, Martín, **PREPARACIÓN DE PROYECTOS E INFORMES TÉCNICOS**, 2ª, Balzola, 1996

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Himstreet, William C., **GUÍA PRÁCTICA PARA LA REDACCIÓN DE CARTAS E INFORMES EN LA EMPRESA**, 1ª, Deusto, 2000

Sánchez Pérez, José, **FUNDAMENTOS DE TRABAJO EN EQUIPO PARA EQUIPOS DE TRABAJO**, 1ª, McGraw-Hill, 2006

Williams, Robin, **THE NON-DESIGNER'S PRESENTATION BOOK**, 1st, Peachpit Press, 2009

Recommendations

Subjects that it is recommended to have taken before

Graphic expression: Fundamentals of engineering graphics/V12G320V01101
Technical Office/V12G320V01704

Other comments

Previously to the realisation of the final assesments, students should check in the FAITIC platform to know whether it is necessary for them to carry any particular documentation, materials, etc. into the exam room to perform the tests.

It is necessary that the student registered in this course, either has passed all courses of the former years, or is registered in the courses he's not passed yet.