Universida_de_Vigo

Subject Guide 2023 / 2024

IDENTIFYING DATA
Methodology for the preparation, presentation and management of technical projects

Subject	Methodology for the preparation, presentation and management of technical projects
Code	V12G330V01905
Study programme	Grado en Ingeniería en Electrónica Industrial y Automática

Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Optional	4th	2nd

Teaching language	Spanish Galician English
Department	
Coordinator	Iglesias Sánchez, Iván Alonso Rodríguez, José Antonio
Lecturers	Alonso Rodríguez, José Antonio González Cespón, José Luis Iglesias Sánchez, Iván Seoane González, Pablo
E-mail	jaalonso@uvigo.es ivan.iglesias@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.

Training and Learning Results

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

Páxina 1 de 4

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.		

Expected results from this subject

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	
Edition and composition of scientific texts - technical	Editors of text Introduction to the language *LaTeX Language *Markdown *Metadatos
Management of the knowledge	Plagiarism Quote and references Bibliography and bibliographic agents Use of bibliography with editors of Managing text of knowledge: *Obsidian *Plugins and staff in *Obsidian
Editorial	Norms and styles of editorial Editorial and preparation of scientific documents - technical. Language *inclusivo
Oral defence of works	Realisation of presentations Language *gestual Protocol Presentation and defence of works *academicos

Planning

	Class hours	Hours outside the classroom	Total hours
Lecturing	10	40	50
Practices through ICT	20	23.5	43.5
Presentation	5	5	10
Workshops	15	20	35
Laboratory practice	2.5	0	2.5
Problem and/or exercise solving	3	0	3
Presentation	2	0	2
Essay	1	3	4

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

Methodologies

	Description
Lecturing	Class *expositiva of the professor with support of visual material and of Tics

Practices through ICT	The methodology of practices with support of TIC focuses in the autonomous learning of the student through the TIC, and in the cooperative work between student and professor.	
Presentation	The professor explains with the example, making a presentation of as it has to make an oral exhibition.	
Workshops	A workshop is a class of instruction or of information that centres in the education of skilled technicians or in the study of a subject in specific.	

Personalized assistance

Assessment

	Description	Qualification	Training and Learning Results
Laboratory practice	Realisation of proofs and practical exercises related with the contents of the matter, in the frame of the personalised attention to the students.	25	B3 C18 D2 D3 D5 D7 D8 D9 D10 D13 D14 D15 D17 D18 D20
Problem and/or exercise solving	Resolution of exercises related with the subject of management of the knowledge and of bibliographic management, appointments and references.	25	B3 C18 D2 D3 D7 D8 D9 D11 D14 D15
Presentation	Preparation and oral exhibition of a subject proposed by the *profesorado	25	
Essay	Preparation of one or several works of type *cientifico-technical proposed by the *profesorado and with application of all the exposed in the subject.	25	

Other comments on the Evaluation

to) Modality of Continuous Evaluation:In each one of the items indicated will be precise to take out a minimum note of 4 on 10. Of not being like this, the student will have to go back to examine of the item suspense.&*nbsp;*b) Modality of global Evaluation:The student will be able to surpass the subject in a consistent global evaluation in:Preparation of a scientific document-technical with *LaTeX. (40%)Preparation of a clear-cut structure in a vault of *Obsidian (30%)Preparation of a presentation and oral exhibition of&the same *nbsp; &*nbsp;(30%)In each one of the proofs indicated, will be precise to take out a minimum note of 4 on 10. Of not being like this, the student will have to go back to examine of the item suspense.&*nbsp;ethical Commitment: expects that the present student a suitable ethical behaviour. In the case to detect a no ethical behaviour (copy, plagiarism, utilisation of unauthorised electronic devices, and others) considers that the student does not gather the necessary requirements to surpass the matter. In this case the global qualification in the current academic course will be of suspense (0.0).

Sources of information

Basic Bibliography

Álvarez Marañón, Gonzalo, **EL ARTE DE PRESENTAR: CÓMO PLANIFICAR, ESTRUCTURAR, DISEÑAR Y EXPONER PRESENTACIONES**, 1ª, Gestión 2000, 2012

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:, **------------------------**, ------------------------,

Blair, Lorrie, **WRITING A GRADUATE THESIS OR DISSERTATION**, 1st, Sense Publishers, 2016

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

Budinski, Kenneth G., **ENGINEER'S GUIDE TO TECHNICAL WRITING**, 1st, ASM International, 2001

Pease, Allan, **ESCRIBIR BIEN ES FÁCIL: GUÍA PARA LA BUENA REDACCIÓN DE LA CORRESPONDENCIA**, 1ª, Amat, 2007

BIBLIOGRAFÍA COMPLEMENTARIA:, **------------------------**, -----------------------,

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

Boeglin Naumovic, Martha, **LEER Y REDACTAR EN LA UNIVERSIDAD: DEL CAOS DE LAS IDEAS AL TEXTO ESTRUCTURADO**, 1ª, MAD, 2007

Calavera, J., **MANUAL PARA LA REDACCIÓN DE INFORMES TÉCNICOS EN CONSTRUCCIÓN: INFORMES, DICTÁMENES, ARBITRAJES**, 2ª, Intemac, 2009

Córcoles Cubero, Ana Isabel, **CÓMO REALIZAR BUENOS INFORMES: SORPRENDA CON INFORMES CLAROS, DIRECTOS Y CONCISOS**, 1ª, Fundacion Confemetal, 2007

García Carbonell, Roberto, **PRESENTACIONES EFECTIVAS EN PÚBLICO: IDEAS, PROYECTOS, INFORMES, PLANES, OBJETIVOS, PONENCIAS, COMUNICACIONES**, 1ª, Edaf, 2006

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.