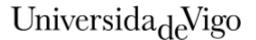
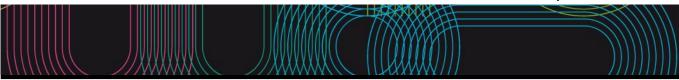
Subject Guide 2023 / 2024





IDENTIFYIN	G DATA	//////////		/	777771111
	gy for the preparation, presenta	ation and manage	ement of techni	ical projects	
Subject	Methodology for			р. ојосто	
,	the preparation,				
	presentation and				
	management of				
	technical projects				
Code	V12G330V01905				
Study	Grado en			·	
programme					
	Electrónica				
	Industrial y				
	Automática				
Descriptors	ECTS Credits		Choose	Year	Quadmester
	6		Optional	4th	<u>2nd</u>
Teaching	Spanish				
language	Galician				
Danastasast	English				
Department	Tallanda Céanlan Inda				
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				
L-IIIdii	ivan.iglesias@uvigo.es				
Web	http://moovi.uvigo.gal/				
General		e the students to h	andle the methor	ds techniques ar	nd tools that are needed
General The aim of this course is to prepare the students to handle the methods, techniques and tools that description for the elaboration and management of technical documents in the industrial field of Engineering.					
	It will also be sought to develop sk the professional field of the studer		of information ar	nd communicatio	n technologies related to
	Furthermore, the student skills to Industrial Engineering field will be		erly the knowled	ge, procedures a	nd results in the

Training and Learning Results

Code

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.

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.

- C18 CE18 Knowledge and skills to organize and manage projects. Know the organizational structure and functions of a project office.
- CT2 Problems resolution.
- CT3 Oral and written proficiency.
- CT5 Information Management.
- CT6 Application of computer science in the field of study.
- D7 CT7 Ability to organize and plan.
- CT8 Decision making.
- 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.

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	В3	C18	D2
technical documents other than engineering projects.			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			D3
Engineering in Industry.			D13
			D17
			D18
			D20

Contents	
Topic	
Edition and composition of scientific texts -	Editors of text
technical	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	December 2	0	Total
	Description	Qualification	Training a Learnin Result
	te 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
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
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

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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

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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.