Module Title:
Please provide a module title which should have only 30 characters including punctuation and spaces .
Technical Writing

Module Code:
Please code according to the code QM-xx-xx, AM-xx-xx or DA-xx-xx
QM0503

Maximum Number of Students:
Please include any limitation on the number of students able to take the module.
40

Total ECTS Credits
This should be the sum of the credits for each of the semesters in which the module is to run.
2

Notional Learning Hours
(a) Contact Time -   20__h
(b) Private Study -   20__ h

Format of Teaching:
Lectures   20_____h
Laboratories or Practicals   _____h
Other   _____h

Teaching Strategy:
Please show how the contact hours are to be allocated in terms of the type of class involved.

The teaching hours will be given as interactive lectures.

Convener:
The name of the member of permanent staff responsible for the module.
Christian Jungnickel, PhD

University / Department:
The name of the University and Department responsible for the module.
Gdansk University of Technology, The Chemical Faculty, Department of Chemical Technology

Language of Tuition:
Please state whether module is to be taught through the medium of English or another language. If bi-lingual please indicate % of each language
English

Module Description - The Purpose or Aims:
This should specify the purpose of the module where it fits into the programme specification and what it aims to provide. Please list the Aims in numerical order.
1. To provide students with a strong background in technical writing, structure and peer review
2. To provide an insight into the necessities of communication in science and interpretation of writing
3. To provide an overview of referencing techniques and how to avoid plagiarism

Specific Learning Outcomes for this module: (contributing to general learning outcomes GLO 1 – GLO 10)
Learning Outcomes should provide statements which articulate what the student has achieved upon completion of the course. What will a student know, understand or be able to do?

GLO 4. research, develop and validate new techniques and methods of analysis
- LO 1. Specifically the student will be able to **research** and analyze literature/written work critically
- LO 2. **Express** and **communicate** his/her concepts accurately in writing to given technical audiences
- LO 3. Apply proper references techniques, avoid plagiarism, and understand the peer-review system

Summary of Course Content:
This should be a summary paragraph of list of the topics to be covered by the module.
After completion of this course the student will be able to use English for a scientific purpose securely and with confidence. The course aims to provide students a thorough background to technical writing, and writing skills. Effective writing techniques will be discussed. The lecture course will start by discussing the important of communication and writing in science. The student will also have a detailed knowledge of how to write a report, technical paper, and thesis. Writing styles will be detailed. This includes skills such as referencing and avoiding plagiarism. A specific focus will be given on technical writing to specific audiences. The course will also focus on graphical communication, and how to effectively present ideas and thoughts with tables/figures/equations. Later this will be built upon with a walkthrough on how to write effective presentations, and how to give effective oral presentations with confidence.

Transferable Skills Taught:

Please list in numerical order the key skills taught e.g. communication, information technology, interpersonal skills, teaching/study skills. Please relate these to benchmark statements.

Communication, teaching, study skills formed/obtained within this module are self-explainable.

Assessment Methods:

Details of assessment methods should include forms of assessment and the contribution of each to the summative assessment of the module. The relationship to the learning outcomes of the module should be explicit and the numbers of the various learning outcomes should be attached to the assessment methods listed. Please list in numerical order

- Assessment will be conducted by <u>daily tasks and assignments</u> that will allow the students to practice their skills. The tasks should be completed each day. The continued tasks are aimed at forcing the students to practise the specific form of technical communication. The <u>daily</u> review of the work will be conducted in part by other students – this will reinforce the concepts of the <u>peer-review</u> system. Both review and assignment will be conducted in the students private study time (Applied to LO 1-3).
- In addition at the end of the module – an assessment of the students understanding will be conducted by <u>examination</u> (For LO 1-2).

A total of <u>four</u> assignments will be given. Each assessment type (assignment and examination) will contribute 50% each to the final grade.

Assessment Criteria:

Details of assessment methods should include forms of assessment and the contribution of each to the summative assessment of the module. The relationship to the learning outcomes of the module should be explicit and the numbers of the various learning outcomes should be attached to the assessment methods listed. Please list in numerical order.

Assessment of this course (LO 1. – LO 3.) is aimed at encouraging interest and development of the technical writing capabilities of a student. The assessment therefore aims to reward those students that show an active interest in improving their own technical writing capabilities.

<u>Threshold (Grade E):</u>
- The student has *attempted* all assignments and has performed all the work according to instructions given.
- A pass in the examination is required.

<u>Good (Grade B, C, D):</u>
- As above
- The student has shown initiative and has provided very well written work. The student has participated in class discussion.
- The student has performed above average in the examination

<u>Excellent (Grade A):</u>
- As above
- The student has provided excellent assignment work with minimal grammatical and spelling mistakes. The student has shown an excellent understanding of technical writing, and has contributed significantly to discussions.
- The student has performed very well during the examination.

Resource Implications of Proposal and Proposed Solutions:

Details on any resources required and should be included. Please also list e.g core texts; recommended reading material; equipment; films etc.

Lecture notes will be available for students

Pre-Requisites:

Any module(s) which must have been taken prior to the current module, or any specific background required to take this module.

The course is aimed at students with a good and solid knowledge of English, but who desire to obtain skills to apply their English to science.