

G.O.005 Communication and Academic Writing
1. Discipline/module information

Faculty	Computers, Informatics, and Microelectronics				
Department	Software Engineering and Automation				
Cycle of studies	Cycle I, Bachelor's Degree				
Study programme	0613.3 Software Engineering				
Year of study	Semester	Evaluation type	Formative category	Optionality category	ECTS credits
I (full-time study)	II	E	G-discipline for the development of general skills & competencies	O – mandatory course unit	2

2. Total estimated time

Total hours in the study plan	Including				
	Contact hours:		Individual work		
	Lectures	Practical classes	Year project	Study of theoretical material	Preparing applications
90	30	15		45	

3. Prerequisites to access the discipline/module

According to the study plan	Enrollment in this course is not conditioned by passing or completing a specific discipline.
According to the competencies	Communication Skills: English, at least B2

4. Conditions for carrying out the educational process

Lectures/ courses	To enhance the delivery of theoretical content in the classroom essential equipment includes a projector, a reliable internet connection, speakers, and either a flipchart or a blackboard for writing. Punctuality is essential, and students are reminded that phone conversations are not allowed during the course.
Practical lessons	Scientific Journals articles, Youtube TedTalks

5. Specific competencies acquired

Professional competencies	<ul style="list-style-type: none"> - Applying communication types or forms tailored to various situations. - Demonstrating refinement and rigor in presenting research findings clearly, simply, and comprehensively in an individual paper. - Presenting results at student conferences, based on materials analyzed during individual and group research. - Applying communication techniques and collaboration in organizing tasks effectively. - Addressing specific professional challenges through effective communication techniques.
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Transversal competencies	<p>The course aims to the development of the following transversal competencies:</p> <ul style="list-style-type: none"> - TC1. Demonstrate responsible execution of professional tasks under conditions of autonomy. - TC2. Perform roles and activities specific to teamwork and distributes tasks among members at subordinate levels. - TC3. Recognize the need for continuous learning with the efficient use of resources and learning techniques for personal and professional development.
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6. Course/Module objectives

General objective:	The development of academic communication and writing skills.
Specific objectives	<p>The course will be oriented towards achieving the following specific objectives:</p> <ul style="list-style-type: none"> • Explain the content and strategy specifics of intra- and interpersonal communication as a mode of interaction in social/organizational life; • Define the differences that arise in the application of communication rules, depending on role, context, and purpose; • Formulate specific scientific content in a paper; • Draft a scientific paper topic from the professional field; • Deliver a public speech.

7. Content of the discipline/module

Course topics		Number of hours	
		full-time study	part-time study
1.	Foundations of Academic Writing..	2	
2.	Avoiding plagiarism and ensuring academic integrity.	2	
3.	Building strong paragraphs.	2	
4.	Crafting introductions and conclusions.	2	
5.	Writing an abstract, re-writing & proof-reading.	2	
6.	Integrating references & acknowledging contributions.	2	
7.	Formatting academic and research papers.	4	
8.	Effective communication in a digital era.	2	
9.	Building rapport through non-verbal & para-verbal communication.	2	
10.	Introduction to public speaking.	2	
11.	Introductions matter.	2	
12.	Structuring the body of a speech.	2	
13.	Concluding with power.	2	
14.	Mastering speech delivery.	2	
Total course hours		30	
Practical classes			
1.	Tailoring the paper outline.	2	
2.	Drafting the body of the paper.	2	
3.	Writing the introduction, conclusion, and abstract.	2	
4.	Proofreading, revising, and formatting the paper.	2	
5.	Detecting non-verbal cues.	2	
6.	Drafting an effective speech.	2	

7.	Delivering different types of speeches.	3	
Total practical hours:		15	

8. References

Mandatory	<p>Course teaching materials placed on the ELSE platform:</p> <ul style="list-style-type: none"> • Bailey, S. Academic Writing: A Handbook for International Students. Routledge. 2011. 314 p. • Morley, J. Academic Phrase bank. The University of Manchester. 2014. • Whitaker, A. Academic Writing Guide. 2010 • Stand up, speak out. Practice the ethics of public speaking 2011 (adapted edition produced by the University of Minnesota Libraries Publishing). • GHID Elaborarea și susținerea proiectelor / tezelor de licență. UTM, 2019 • https://scholar.google.com/ • https://www.researchgate.net
Optional	<ol style="list-style-type: none"> 1. Pease, Allan. Questions are the Answers. Publisher: Pease International, 2000 2. Hamlin, Sonya. How to Talk So People Listen: Connecting in Today's Workplace. 2006, 336 p. ISBN 978-0060734077. 3. Academic Writing for Learners. ETBI 2019. 4. Elvin, Charles. Advanced Academic Writing Workbook. 2018. 5. https://edisciplinas.usp.br/pluginfile.php/5760983/mod_resource/content/1/Academic%20Writing%20Bailey%203rd%20Edition.pdf 6. https://softwaresolutioninc.com/content-writing/article-writing-beginner/ 7. https://literacyideas.com/how-to-write-an-article/ 8. https://www.successcds.net/learn-english/writing-skills/article-writing.html 9. http://library.utm.md/ 10. https://www.pdfdrive.com/ 11. https://www.developgoodhabits.com/personal-development-books/ 12. https://writingcooperative.com/how-to-write-articles-that-sell-a-beginners-guide-to-freelance-writing-782b7c7224d3

9. Use of Generative AI

Permission regulations	<p>The use of generative AI in assignments and projects is allowed, provided that students adhere to the following rules:</p> <ul style="list-style-type: none"> • Generative AI can be used for generating ideas, text structures, but all generated material must be reviewed and adjusted by the student to ensure it meets academic requirements. • Any use of generative AI must be disclosed in the Appendix section of each paper, using the following statement: "In preparing this paper, the author used [TOOL/SERVICE NAME] for the purpose of [REASON]. After using this tool/service, the author reviewed and edited the content as necessary and assumes full responsibility for the content of the paper."
Usage restrictions	<p>Students must not consider generative AI as a reliable source of information, as it does not provide clear references or documented sources.</p> <ul style="list-style-type: none"> • Direct citation of AI-generated content in academic papers as if it were a primary source is not allowed.

	<ul style="list-style-type: none"> Activities where the use of generative AI is prohibited are specified by the instructor, typically including mid-terms and final assessments or tasks that do not involve the development of professional skills.
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10. Evaluation

Education form	Periodic evaluations		Current evaluation	Individual study	Exam
	PE 1	PE 2			
Full-time study	15%	15%	15%	15%	40%
Minimum performance standard					
Attendance and involvement (activity) at lectures and practical lessons. Obtaining the minimum grade '5' for each type of evaluation.					

11. Evaluation criteria

Activity type	Evaluation component	Evaluation method. Evaluation criteria.	Ratio in the final grade of the activity	Ratio in evaluating the discipline
Full-time study				
Midterm 1	Theoretical content: topics 1-7	Paper submission & presentation	100%	15%
Midterm 2	Theoretical content: topics 8-14	Speech transcript presentation & submission	100%	15%
Current evaluation	Attitude	Self-assessment grid: <ul style="list-style-type: none"> Attendance Active participation in class Responsibility, respect and collaboration 	10% 60% 30%	15%
Individual work /Project	Assignments on the ELSE platform	Timely completion and submission of assignments on the ELSE platform: <ul style="list-style-type: none"> Drafting the paper body Drafting the introduction & conclusions Developing the PPT for the scientific paper Developing the PPT for the Public speech 	50% 20% 15% 15%	15%
Final Evaluation	Theoretical content	<ul style="list-style-type: none"> Speech delivery/recording Reflective essay 	50% 50%	40%