

Remote teaching guide

Information about remote teaching during the COVID-19 extraordinary period

1 Course basic information

Name	English for Professional and Academic Communication (EPAC)
Programme	GMI
Academic year	4º
Semester	2º
Coordination	Elena Montiel Ponsoda (elena.montiel@upm.es)
Moodle	https://moodle.upm.es/titulaciones/oficiales/course/view.php?id=9596
Other resources	NA

2 Activity Log

The purpose of this section is to become a log of remote activities as they are being performed in the course. Examples are sending documents, live teaching session, class tutoring, etc. The coordinator of this course must update this document each time there is relevant activity in the course. We intend for brief descriptions, as the detailed information should have been sent to the students. The activities must be logged in chronological order.

2.1 Activities for all groups

Date	Summary of the activity	Media
11/3/2020	Through the Notice section in Moodle (Avisos), an email is sent to the students of EPAC with directions and explanations on how we plan to proceed with the teaching, due to the coronavirus outbreak and the cancellation of in-person classes.	Moodle
11/03/2020	An email is sent to the students through Moodle (Avisos) with the instructions for the Language skills session of week 7 (Reading Skills) . All the related material (readings, handouts and a link to a video) is uploaded to Moodle.	Moodle
12/03/2020	An email is sent to the students through Moodle (Avisos) with the instructions for the Oral Presentations class, session I . All the related material (links to videos and handouts) is uploaded to Moodle.	Moodle, videos in YouTube, TEDTalks
16/03/2020	An email is sent to the students through Moodle (Avisos) with the instructions for the Language skills session of week 8 (Listening Skills) . All the related material (links to videos, handouts) is uploaded to Moodle. Key answers to tasks from week 7 are uploaded to Moodle for self-assessment.	Moodle, TEDTalks
19/03/2020	An email is sent to the students through Moodle (Avisos) with the instructions for the Oral Presentations, session II . All the related material (links to videos and handouts) is uploaded to Moodle. Key answers to tasks from week 7 are uploaded to Moodle for self-assessment.	Moodle, videos in YouTube, TEDTalks

3 Tentative working schedule

The purpose of this section is to describe the tentative schedule for the course. With this information, students will know what they need to do in the following weeks. Our intention is that the tentative schedule deals with the next month, and that it will be updated as necessary.

Remote activities can be **synchronous** (students are required to be connected at a specific date and time, as in a live lecture, a chat session or a live Teams teleconference) or **asynchronous** (students can connect to the activity at any time, although they will probably have a deadline to submit the result).

3.1 Schedule for all groups

Date	Summary of the activity	Type	Media
24/03/2020	Instructions for the Language skills session of week 8 (Reading Skills) will be sent to the students. All the related material (readings, handouts) will be uploaded to Moodle.	Asynchronous	Moodle
26/03/2020	Instructions for the Oral Presentations, session III will be sent to the students. All the related material (links to videos and handouts) will be uploaded to Moodle.	Asynchronous	Moodle, You Tube
23-27/03/2020	Feedback is given to students' previous assignments (elevator pitches)	Asynchronous	Moodle
31/03/2020	Instructions for the Language skills session of week 9 (Listening Skills) will be sent to the students. All the related material will be uploaded to Moodle.	Asynchronous	Moodle, YouTube
02/04/2020	Instructions for the Research proposal, session I will be sent to the students. All the related material will be uploaded to Moodle.	Asynchronous	Moodle
14/04/2020	Instructions for the Language skills session of week 10 (Reading Skills) will be sent to the students. All the related material will be uploaded to Moodle.	Asynchronous	Moodle
16/04/2020	Virtual session (at usual class schedule) to give an update of remaining activities and solve students' doubts. Also, instructions for the first part of the Research Proposal Assignment given to the students so that they can upload it until 22/04/2020	Synchronous	Moodle, Zoom
13-17/04/2020	Feedback is given to students' previous assignments (pentacharts)	Asynchronous	Moodle
21/04/2020	Virtual session on Language Skills (Academic Writing) . Related material will be uploaded to Moodle.	Synchronous	Moodle, Zoom
22/04/2020	Deadline to submit part 1 of the Research proposal assignment.	Asynchronous	Moodle
23/04/2020	Virtual session of the Research proposal, session II . All the related material will be uploaded to Moodle.	Synchronous	Moodle, Zoom
28/04/2020	Virtual session to give students feedback on their pentacharts and solve doubts.	Synchronous	Moodle, Zoom

Date	Summary of the activity	Type	Media
30/04/2020	Virtual session to give students feedback on their Research proposals (part 1) and solve students doubts.	Synchronous	Moodle, Zoom
03/05/2020	Deadline to submit part 2 of the Research proposal assignment.	Asynchronous	Moodle
05/05/2020	Virtual session to solve doubts about Oral Presentations.	Synchronous	Moodle, Zoom
07/05/2020	Virtual session to give students feedback on their Research proposals (part 2) and solve students doubts.	Synchronous	Moodle, Zoom
12/05/2020	Virtual session to solve doubts about Oral Presentations and Research Proposals.	Synchronous	Moodle, Zoom
14/05/2020	Virtual session in preparation for the exam (mock exam).	Synchronous	Moodle, Zoom
17/05/2020	Deadline to submit video of the Oral Presentation and self-assessment sheet (individual), and to upload videos to the Forum.	Asynchronous	Moodle
24/05/2020	Deadline to comment videos in Forum. Deadline to submit final version of Pentachart and Research Proposals.	Asynchronous	Moodle

4 Online evaluation activities for students opting for the continuous evaluation plan

Aquí se recogen las actividades de evaluación continua no presencial planificadas hasta el final del semestre. Se trata de hacer un resumen de dichas actividades para información a los estudiantes. Es muy importante identificar los medios técnicos necesarios para cada prueba, para identificar casos de estudiantes que no pudieran realizarlas.

Date	Summary of the activity	Type	Media	Technical resources
17/05/2020	Deadline to submit video of the Oral Presentation and self-assessment sheet (individual), and to upload videos to the Forum.	Asynchronous	Moodle	Moodle
19/05/2020	Online exam	Synchronous	Moodle	Details to be provided soon.
24/05/2020	Deadline to comment videos in Forum.	Asynchronous	Moodle	Moodle

	Deadline to submit final version of Pentachart and Research Proposals.			
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5 Online evaluation activities for students opting for the final evaluation plan (if needed)

Aquí se recoge la planificación de pruebas de evaluación final no presencial, para el caso en el que las autoridades sanitarias no permitan hacer exámenes presenciales.

En principio las fechas de evaluación final se mantienen, salvo que se requiera modificaciones por necesidades de recursos informáticos.

Date	Summary of the activity	Type	Media	Technical resources
09/06/2020	Details to be provided soon			