Teaching Guide				
Identifying Data				**2019/20**
Subject (*)	Final Dissertation		**Code**	613G03041
Study programme	Grao en Inglés: Estudos Lingüísticos e Literarios			
Descriptors				
Cycle	**Period**	**Year**	**Type**	**Credits**
Graduate	2nd four-month period	Fourth	Obligatory	6
Language	English			
Teaching method	Face-to-face			
Prerequisites				
Department	HumanidadesLetras			
Coordinador		**E-mail**		
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Web	https://www.udc.es/export/sites/udc/filo/_galeria_down/TFG/normativa/Regulamento_TFG.pdf_2063069239.pdf			
General description	The Final Dissertation consists of a piece of work carried out by an individual student; it should be a project, a report or a specific study supervised by one or more tutors. This work must demonstrate that the student has assimilated the training, skills and competences forming part of the degree programme. More information: https://www.udc.es/export/sites/udc/filo/_galeria_down/TFG/normativa/Regulamento_TFG.pdf_2063069239.pdf			

Study programme competences / results	
Code	**Study programme competences / results**

Learning outcomes			
Learning outcomes	**Study programme competences / results**		
Students should be able to obtain, handle, organize and interpret data in linguistic and/or literary studies so as to be able to form judgements after reflecting on relevant topics in this field of studies. They should also demonstrate that critical, creative and logical thought processes have inspired them to produce their conclusions.	A1 A2 A6	B1 B3	C2 C6 C8

Contents	
Topic	**Sub-topic**
Specific contents will be agreed upon with the supervisor according to the TFG topic assigned.	To be arranged with the supervisor of the work.

Planning				
Methodologies / tests	**Competencies / Results**	**Teaching hours (in-person & virtual)**	**Student?s personal work hours**	**Total hours**
Supervised projects	A1 A2 A6 B1 B3 C2 C6 C8	10	120	130
Oral presentation	A1 A2 A6 B1 B3 C2 C6 C8	1	9	10
Personalized attention		10	0	10
(*)The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.				

Methodologies	
Methodologies	**Description**
Supervised projects	Students will carry out the work under the supervision of a lecturer who will advise, check the ongoing work, and authorize its presentation and defence.
Oral presentation	On the day announced in the Faculty's academic calendar, students will present and defend their work before an assessment panel of lecturers appointed by the Faculty council, with a maximum duration of 20 minutes.

Personalized attention	
Methodologies	**Description**
Supervised projects	The project (TFG) will be carried out under the careful supervision of the assigned lecturer.

Assessment			
Methodologies	**Competencies / Results**	**Description**	**Qualification**
Oral presentation	A1 A2 A6 B1 B3 C2 C6 C8	The oral presentation will be assessed by the panel according to the following criteria: 1. Presentation (35%) . Adequate timing . Clarity and structure . Linguistic competence and adequacy 2. Content of presentation (35%) . synthesizing skills . explanation of relevant aspects 3. Replies to the panel's comments (15%) . Adequate replies to all the comments and questions 4. Use of means and supporting materials (15%) . effective and relevant use of audiovisual means and supporting materials	30

Supervised projects	A1 A2 A6 B1 B3 C2 C6 C8	Assessed by the tutor of the work; the following criteria will be taken into account:	70
		1. Formal aspects (20%).	
		.Adherence to the official norms for format	
		.Citation and bibiographical references	
		.General presentation of the text (examples, graphs, appendices, etc.)	
		.Linguistic accuracy	
		2. Content (60%)	
		. Structure: coherence and adequacy for the topic	
		. Clarity in the representation of arguments	
		. Selection and use of bibliography	
		. Results and conclusions according to the aims described	
		3. Writing process (20%)	
		. Organization, time management, autonomy	

Assessment comments

The structure of the Final Dissertation will comply with the following characteristics:

 1. Cover, which must include the logo and name of the university, name of the faculty, name of the degree, title of the work, name of the author, handwritten approval of the supervisor together with his/her name, and the year presented. This page will not be numbered.

2. Table of contents, with page numbers.

3. Summary of the work (approximately 500 words), including objectives, methodology, summing up of content, and conclusions.

 4. Introduction, which must include the objectives of the work and an explanation and justification of the methodology used.

 5. Main body of the work.

6. Conclusions.

 7. Works cited.

 8. Appendices (if applicable).

The Final Dissertation must be between 9,000 and 11,000 words long. The calculation of length will not include sections 1, 2, 3, 7, or 8.

A4 format must be used, with 2.5 cm margins, double space, and size 12 font. Sections 2 and 3 will be numbered using Roman numerals.

Any sign of plagiarism or similar dishonest behaviour will result automatically in failing the Dissertation.

Work may be tested through Turnitin in order to detect wrong citations, plagiarism or any other type of

fraud. Should this occur, the rules for plagiarism will be applied. (Normas de avaliación, revisión e reclamación das cualificacións dos

estudos de grao e mestrado universitario da UDC). Turnitin recognises papers

previously turned in by other people (or the student himself/herself) at this university

or other universities, as well as other material found on Internet.

Sources of information

Basic	- Swales, John M. (1994). Academic writing for graduate students essential tasks and skills: a course for nonnative speakers of english.. Ann Arbor: The University of Michigan Press. - Murray, Rowena. (2006). The handbook of academic writing: a fresh approach.. Maidenhead, England; New York: McGraw-Hill: Open University Press.
Complementary	

Recommendations

Subjects that it is recommended to have taken before

Subjects that are recommended to be taken simultaneously

Subjects that continue the syllabus
Other comments
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