

ENGI E4000 PROFESSIONAL DEVELOPMENT AND LEADERSHIP

FALL 2020 COURSE SYLLABUS

Course Management Team

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Course Description

Columbia Engineers and Applied Scientists possess outstanding technical competencies and analytic abilities, are collaborative, and embrace interdisciplinary thought. The Professional Development and Leadership course aims to enhance and expand our graduate students' professional, interpersonal, intrapersonal, and leadership abilities. Students will build upon and strengthen their skills to further distinguish themselves in academia and in their careers. ENGI E4000 is an M.S. degree requirement.

Course Objectives

In this course, students will:

1. Launch your career by obtaining skills to find and keep a job, including: a professional portfolio (resume, LinkedIn, cover letter), interviewing, and grow your network;
2. Cultivate your career by developing in the areas of: professional communication, time and stress management, programming and technical skills, and teamwork.
3. Recognize and develop your leadership and followership style through observation and reflection.
4. Engage in experiential exercises and thought-provoking cases to develop ethical behavior and values.
5. Promote well-being, kindness, and respect to positively effect change in the world and contribute to society.

Grading and Expectations

ENGIE4000 is a pass/D/fail course required for a Columbia Engineering M.S. degree. You are given two semesters to complete PDL, the course appears on your academic transcript in the first semester you are enrolled and the grade is assigned at the end of the second term.

Credit for completing a PDL session is earned through active, respectful engagement throughout the session and prompt completion of any required assignments (before, during, and/or after the PDL session). Attendance progress is maintained on Canvas. You will pass the class at the end of the spring semester, provided you:

1. **Attend and engage in all (10) sessions of the course.** Professional development is an engaging process. We expect you to prepare, attend, and participate in each session.
2. **Complete required assignments in a timely and ethical manner.** We expect you to uphold Columbia's standard on [academic integrity](https://gradengineering.columbia.edu/academics/academic-integrity) (<https://gradengineering.columbia.edu/academics/academic-integrity>).

Meeting Times

The course begins prior to academic classes starting. You are expected to attend all sessions designed especially for your program and discipline. During the semesters, sessions are generally offered on Mondays, Wednesdays, and Fridays. The precise offering will be announced at least 2 weeks in advance, and will require advanced registration. Consider your registration for a session as a professional commitment.

**ENGI E4000 PROFESSIONAL DEVELOPMENT AND LEADERSHIP
FALL 2020 COURSE REQUIREMENT**

ENGI E4000 consists of ten sessions. Six out of the ten sessions are considered core sessions required for all engineers and applied scientists. Four out of the ten sessions are electives where students can choose from an extensive list of sessions.

REQUIRED SESSIONS (ALL TEN)	DESCRIPTION
1. RESUME	Prepare your US professional resume to successfully compete in the job market or academia.
2. LINKEDIN AND JOB SEARCH	Leverage LinkedIn for your job search and career development.
3. BUSINESS WRITING	Write effective and professional cover letters and emails; learn strategies to maintain contact with your professional network.
4. COMMUNICATION	Augment your in-person communication skills to inspire, persuade and provoke change.
5. EXECUTIVE PRESENCE	Practice and adopt verbal and non-verbal techniques that enhances any presentation or interaction.
6. ETHICS AND INTEGRITY	Develop your ethical orientation to demonstrate academic and professional integrity.
7. ELECTIVE (1 of 4)	Select an elective from a set designated as Life Management.
8. ELECTIVE (2 of 4)	Select topics from a given list, based on your interest.
9. ELECTIVE (3 of 4)	Select topics from a given list, based on your interest.
10. ELECTIVE (4 of 4)	Select topics from a given list, based on your interest.

Attendance Policy: Columbia Engineering invests a considerable amount of resources to host PDL sessions to enhance your experience, knowledge, and marketability. If you register for a PDL session, we expect that you commit to attend and engage for the entirety of the session. *Credit will only be given when you attend and engage with the full session.*

Cancellations (via the registration platform) are allowed no later than (2) business days in advance of the session. Excessive absences without cancellation may result in poor administrative standing. Students in poor administrative standing may not be eligible for the EGSC Professional Development Scholarship, Class Day Graduate Student Speaker or Marshall, Graduate Student Life Award, and other community activities and honors at the School and academic department levels. This may be in addition to any other sanction that your academic department may impose.