

ENGI E4000 PROFESSIONAL DEVELOPMENT AND LEADERSHIP

FALL 2023 COURSE SYLLABUS

Course Management Team

Dr. Jenny Mak, Dr. Elizabeth Strauss, Ms. Gabriella Lilienthal, Ms. Kaitlynn Liriano, Ms. April Neal
seas-pdl@columbia.edu
pdl.engineering.columbia.edu

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 your second 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

There will be PDL offerings during the semesters on Mondays, Wednesdays, and Fridays at varying times. 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 consists of ten sessions. Five out of the ten sessions are considered core sessions required for all engineers and applied scientists. The remaining five 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. SOCIAL MEDIA AND JOB SEARCH	Leverage social media and 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. ETHICS AND INTEGRITY	Develop your ethical orientation to demonstrate academic and professional integrity.
6. ELECTIVE – INTERVIEWING (1 of 5)	Select an elective from a set designated as Interviewing.
7. ELECTIVE – LIFE MANAGEMENT (2 of 5)	Select an elective from a set designated as Life Management.
8. ELECTIVE (3 of 5)	Select topics from a given list, based on your interest.
9. ELECTIVE (4 of 5)	Select topics from a given list, based on your interest.
10. ELECTIVE (5 of 5)	Select topics from a given list, based on your interest.

Attendance Policy

Columbia Engineering invests a considerable amount of time and resources to host PDL sessions to enhance your experience, knowledge, and marketability. If you register for a PDL session, it is your responsibility to attend and engage for the entirety of the session. *Credit will only be given when you attend and engage with the full session -*

Attendance means arriving on time and leaving when the session ends. Engagement can be defined as the attention and respect given to the speaker in class (E.g, looking at the professor, answering in-class prompts, not doing other work).

If you are not present at the start of the session, your seat is no longer guaranteed. Being more than 15 minutes late to any 2-hour class (10 minutes to any 1-hour class) is not acceptable and will result in the inability to attend for credit. If you have multiple instances of being late to class or registering for sessions and not attending (without cancellation), you will risk not being in good academic standing with the University - and we are doing everything that we can to prevent this from happening. The PDL Team reserves the right to assess in-class behavior and arrival time for PDL credit.

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Cancellations

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.

Our Commitment to Diversity, Equity, & Inclusion: Diversity, Equity, and Inclusion are core values held by all offices at Columbia University. As such, we are committed to upholding the commitment to anti-racism, outlined in President Bollinger's statement of July 21, 2020. As a coalition of professionals, we strive to uphold these values and principles in the execution of our work, recognizing the role that access to resources plays in social mobility and dismantling historic systems of exclusion and racism.

Through PDL, students will find professional development resources tailored to the needs of all students, including the unique needs of historically underrepresented groups in U.S. higher education. We strive for many of these programs to be developed in collaboration with student groups, alumni organizations, and employer partners who share our values.

Discrimination and Harassment: Columbia University is committed to providing a working and learning environment free from unlawful discrimination and harassment.