

ENGI E6001 - 6004 PROFESSIONAL DEVELOPMENT AND LEADERSHIP FOR PHD FALL 2020 COURSE SYLLABUS

Course Management Team

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Course Description

Columbia Engineers have outstanding technical competencies, analytic abilities and are skilled at working in a collaborative environment that embraces interdisciplinary thought. The Professional Development and Leadership courses aim to enhance and expand Columbia Engineering doctoral students' interpersonal, research, professional and leadership skills. Students in the courses will build upon and enhance their interpersonal and intrapersonal skills to further distinguishing themselves in academia and in their careers.

Course Objectives

Students will engage, learn and share their experiences in order to make meaning of professional development and leadership. The students will:

1. Gain knowledge, skills and experience that increase ability and motivation to effect positive change, contribute to society, and develop meaning.
2. Prepare to launch your career (in academia and/or industry) by developing skills in writing, interviewing, cultivating a professional network, etc. Recognize the skills necessary to compete effectively.
3. Develop skills to succeed and grow your career, such as communication, project/time/stress management, programming/technical tools, and professional composure and appeal.
4. Develop your leadership, followership and teamwork skills through learning, observing and reflecting on the domains.
5. Engage in experiential exercises and thought-provoking cases to cultivate ethical behavior and values.

Grading and Preparation

The course is graded R and the grade is given at the end of the spring semester. We recommend that you take a minimum of (3) sessions per academic year.

1. Attend and engage in all (3) sessions of the course.

Professional development is an engaging process. We expect you to attend, engage and prepare for each class. Attendance is taken at the beginning and conclusion of each session.

2. Complete the required assignments in a timely and ethical manner.

Assignments will be announced prior to and/or at the conclusions of select sessions. We expect you to uphold Columbia's standard on academic integrity

(<https://gradengineering.columbia.edu/academics/academic-integrity>).

Office Hours

Communicated via Canvas.

Course Meeting Times

The course begins in late-August and meets intensively during the last week of August for first year students. During the semesters, sessions are offered at a variety of days and times – typically Mondays, Wednesdays, and Fridays. The precise offering will usually be announced at least 2 weeks in advance, and will require advanced registration to attend. Credit for completing a PDL session is earned through active, respectful engagement throughout the session.

Course Structure

ENGI E6001 is designed for first year doctoral students, emphasizing the skills needed for success in orienting them to Columbia and doctoral studies.

ENGI E6002 is designed for second year doctoral students, emphasizing the skills needed for continued success in the doctoral program.

ENGI E6003 is designed for third year doctoral students, facilitating career explorations.

ENGI E6004 is designed for fourth year doctoral students, supporting job search and degree completion.

ENGI 6001 PDL for First Year PhDs

Sessions designed to orient the Columbia graduate student.

- Engineering Your PhD Week (August)
- Teaching and Presentation Skills (i.e. Microteaching)
- How to Grade, Hold Office Hours, Conduct Recitations, etc.
- Cultivate Relationships with Mentors, Faculty and Colleagues
- Research and Academic Integrity and Ethics
- Inclusivity
- Managing Your Budget
- Wellness and Healthy Living

ENGI 6002 PDL for Second Year PhDs

Sessions designed to cultivate success in the PhD program.

- Presentation and Communication Skills
- Cultivate Healthy Relationships with Faculty/Supervisors
- Academic Writing Skills
- Refine Teaching Skills
- Academic Conference Preparation
- Resiliency and Project Management Skills
- Wellness and Healthy Living

ENGI 6003 PDL for Third Year PhDs

Sessions designed to facilitate career explorations for PhD students.

- Teaching, Presentation and Communication Skills reinforced
- Public Speaking and Facilitation Intensive
- Explore Various Career Options (Academic, Industry)
- CV and Resume Writing
- Preparing for Documents needed for Academic Jobs
- Getting Things Done
- Wellness and Healthy Living

ENGI 6004 PDL for Fourth Year+ PhDs

Sessions designed to support student job search and degree completion.

- Searching for Job Opportunities (Academia, Industry)
- Conduct a Job Talk, Prepare for Interviews
- Refine Documents needed for Academic Jobs (Portfolio)
- Negotiation and Mediation Skills
- Getting Things Done and Coaching
- Wellness and Healthy Living