ENGI E4000 PROFESSIONAL DEVELOPMENT AND LEADERSHIP
FALL 2019 COURSE SYLLABUS

Course Management Team
Dr. Jenny Mak and Ms. Elizabeth Strauss - pdl-seas@columbia.edu

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 course aims to enhance and expand Columbia Engineering graduate students' interpersonal, professional and leadership skills. Students in the course will build upon and enhance their interpersonal and intrapersonal skills to further distinguishing themselves in academia and in their careers. ENGI E4000 is an M.S. degree requirement.

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 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 engagement, observation and reflection. Engage in experiential exercises and thought-provoking cases to cultivate ethical behavior and values.

Grading and Preparation
The course is graded pass/D/fail and the grade is given at the end of the second term of enrollment. 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 engage in 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 are 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 mid-August and meets intensively before Labor Day. You will likely complete at least 60% of the course by the end of August. You are expected to attend all August sessions designed especially for your program and discipline. During the semesters, sessions are generally offered on Monday, Wednesday and Friday afternoons. The precise offering will be announced at least 2 weeks in advance, and will require advanced registration.

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FALL 2019 COURSE REQUIREMENT

ENGI E4000 consists of ten sessions. Six out of the ten sessions are considered core, which means that it is required for all engineers and applied scientists. Four out of the ten sessions are electives; students can choose from a list of sessions which areas they would like to focus on.

REQUIRED SESSIONS (ALL TEN)	DESCRIPTION
1. **OVERVIEW & IN-PERSON COMMUNICATION**	Course overview; augment your in-person communication skills to inspire, persuade and provoke change.
2. **RESUME**	Prepare your US professional resume to successfully compete in the job market.
3. **BUSINESS WRITING**	Learn to write professional correspondences; create effective cover letters and learn strategies to maintain contact with your professional network.
4. **SOCIAL MEDIA AND JOB SEARCH**	Leverage social media for your career development and professional network.
5. **EXECUTIVE PRESENCE**	Identify and practice verbal and non-verbal techniques that will enhance any presentation or interaction.
6. **ACADEMIC AND PROFESSIONAL ETHICS AND INTEGRITY**	Elevate your academic and professional ethics (global and micro perspectives), values, and 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.