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**Code:**

**ECTS Credit Points: 3**

Year, Semester: year/ semester

Number of teaching hours/week:

Lecture:

Practice: 2

**Topics**: Engineering Communication

**Literature: miscellaneous hand-outs, slides and videos**

**Schedule**

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| **1st week: Orientation**  **Practice:** introduction to the course, outlining aims and requirement, general introduction; | **2nd week: Introduction to Communication. I. What is engineering communication?**  **Practice:** giving information, getting the message through in formal, semi-formal and informal situations; |
| **3rd week: Introduction to Communication. II. What is engineering communication?**  **Practice:** giving information, getting the message through in formal, semi-formal and informal situations; | **4th week: Types of Meetings and Project Discussions**  **Practice:** different meetings engineers attend. What makes an effective meeting? I. |
| **5th week: Types of Meetings and Project Discussions**  **Practice:** What makes an effective meeting? II. | **6th week: The Role of the Chair and Team leader**  **Practice:** discussion of the role of the chair. Chair’s opening statement. |
| **7th week: Timing and Keeping Control in Meetings**  **Practice:** handling interruptions, lead-in for discussion, inviting and answering questions, effective control, importance of timing | **8th week: Discussion, Debate and Questions;**  **Practice:** how to communicate ideas, questions requests, arguments or disagreement. |
| **9th week: Applying for a Job in the Field of Engineering**  **Practice:** Applying for a job in a multicultural engineering environment, Human Relations, Human Resources, Personnels | **10th week: CV**  **Practice:** CV-s that function well in a multicultural environment |
| **11th week: Motivation Letter**  **Practice:** The standards of a motivational letter | **12th week: Preparing for Interviews**  **Practice:** how to prepare for a successful job interview |
| **13th week: How to Answer Tricky Questions at Job Interviews**  **Practice:** questions that might arise or be tricky at interviews and how to answer them | **14th week: Two-Minute Professional Introductions and PPT Introductions**  **Practice:** how to introduce oneself professionally in two minutes, how to make PPT presentation of one’s professional achievements and goals |
| **15th week: Two-Minute Professional Introductions and PPT Introductions by students**  **Practice:** two-minute introductions and PPT introductions presented by students and theirassessment and evaluation |  |

**Requirements**

**A, for a signature:**

Participation at practice classes is compulsory. Students must attend practice classes and may not miss more than three practice classes during the semester. In case a student does so, the subject will not be signed and the student must repeat the course. Students cannot take part in any practice classes with another group. Attendance at practice classes will be recorded by the practice leader. Being late is equivalent with an absence. In case of further absences, a medical certification is needed. Missed practice classes must be made up for at a later date, as discussed with the tutor.

**B, for a grade:**

Students are required to actively take part in in-class discussions. Each student is required to complete assignments discussed during the semester by due date. Should one fail to present his/her assignment as agreed will automatically be downgraded, meaning he/she cannot get a better grade than a 3 (satisfactory).