

**ENGI E4000 PROFESSIONAL DEVELOPMENT AND LEADERSHIP  
FALL 2017 COURSE SYLLABUS**

**SECTION 11 FOR MS IN INDUSTRIAL ENGINEERING (CLUSTER B)**

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**Instructional 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 course aims to enhance and expand Columbia Engineering graduate students' interpersonal, professional and leadership skills, through six modules, including: (1) professional portfolio; (2) communication skills; (3) business etiquette and networking; (4) ethics and integrity; (5) leadership, followership and teamwork; and (6) life management. Students in the course will build upon and enhance their interpersonal and intrapersonal skills to further distinguishing themselves in the classroom 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:

- Gain knowledge, skills and experience that increase ability and motivation to effect positive change and contribute to society.
- Develop skills to launch your career, including business writing (resume, correspondence, cover letter), interviewing, cultivating a professional network, etc.
- Develop skills to succeed and grow your career, including communication, project/time management, and professional composure and appeal.
- Develop their leadership, followership and teamwork skills through learning, observing and reflecting on the domains.
- Provide the knowledge and experiential exercises to encourage ethical behavior and values.
- Gain familiarity to the US job market and career culture; recognize the skills necessary to compete effectively.

**Grading and Preparation**

The course is graded pass fail and the grade is given at the end of the spring semester. You will pass the class at the end of the spring semester, provided you:

1. **Attend and engage in all modules of the course.** Professional development is an engaging process. In order to develop and refine your career goals and approach, attendance and engagement are critical. The Instructional Team expects each student to attend, engage and prepare for each class. Lack of career preparation and development will lead to serious issues in fulfilling professional goals and course objectives. Non-enrollment and absence from the class are signs to the instructional team that the student is not interested in recruiting and career development. The student will be asked to withdraw from the class.
2. **Select, attend and engage in two elective workshops during the Fall and Spring terms.** Additional workshops will be offered during the fall and spring terms; these are designed to meet the needs and interest of the students. You are asked to select, attend and engage in two electives.
3. **Complete the required assignments in a timely manner.**
4. Fulfill your commitments to attend various events, including employer presentations, interviews, employer site visits, seminars, departmental events, etc. Part of demonstrating your commitment to professionalism, attendance and engagement in these activities are crucial. For more information on the Department's policy on Professional Commitment and Engagement, see: <http://ieor.columbia.edu/policy-professional-commitment-and-engagement>.

**Office Hours**

Communicated via Canvas.

**Course Meeting Times**

The course begins in mid-August meets intensively during before Labor Day. Students are expected to attend **every session scheduled below**. Additional electives will be announced and offered in the fall and spring terms.

<b>SECTION 11B – MS IN INDUSTRIAL ENGINEERING</b>			
<b>DATE &amp; TIME</b>	<b>LOCATION</b>	<b>SESSION</b>	<b>DESCRIPTION</b>
Monday August 21 9:30-11:30am	301 Pupin	INTRODUCTION & OVERVIEW	Course overview, expectations, summary of summer career assignment, review of past placement.
Wednesday August 23 9:30-11:30am	301 Pupin	RESUME	Prepare your US professional resume.
Thursday August 24 9:30-11:30am	301 Pupin	COMMUNICATION SKILLS	Augment your in-person communication skills to inspire, persuade and provoke change.
Thursday August 24 4:15-6:15pm	301 Pupin	LINKEDIN	Leverage social media for your career development and networking.
Friday August 25 9:30-11:30am	Davis Auditorium, Schapiro CEPSR	BUSINESS ETIQUETTE AND NETWORKING	Understand US business etiquette and obtain tools for expanding your professional network.
Tuesday August 29 9:30-11:30am	Davis Auditorium, Schapiro CEPSR	BUSINESS WRITING	Write like you mean business and create effective cover letters.
Wednesday August 30 9:30-11:30am	Davis Auditorium, Schapiro CEPSR	ACADEMIC AND PROFESSIONAL ETHICS AND INTEGRITY	Elevate your academic and professional ethics (global and micro perspectives), values, and integrity.
Sessions will be held during the fall and spring semesters during class times. Date/time will be announced.		LEADERSHIP, FOLLOWERSHIP AND TEAMWORK	Learn when and how to be the leader, follower and team player.
Sessions will be held during the fall and spring semesters during class times. Date/time will be announced.		LIFE MANAGEMENT	Gain tools to manage your time and stress for success.