

MODULE DESCRIPTOR

Guidelines for completion are available¹ as are Red Guides on Developing a new module and Delivering a module².

1. Module Code	MSDE 290	2. Title of new module	Professional Communications for Engineers I
3. Subject Division <i>where relevant</i>	Engineering		
4. Module level <i>4, 5, 6 etc.</i>	4	5. Module Tutor	Anthony Johnson
6. Credit points <i>10, 20,30 etc</i>	10	7. Year long or semester based	Semester 1
8. Type of module <i>eg standard, dissertation, work-based study A full list of module types is provided in the guidelines¹.</i>	Standard		
9. Location(s) of delivery <i>For collaborative delivery, please state name(s) of institution(s) with country and start month(s) for each. A full list is available on the SITS help file in eLP</i>	Seoul Tech., South Korea, March		

MODULE DESCRIPTIONS

- 10. Synopsis of module** (SITS Module Descriptor Sequence 0001)
A brief overview of aims, learning outcomes, learning, teaching, assessment, & feedback methods, and rationale

This module introduces students to the principles of effective English communications for Oral presentations and report writing. It also provides them with effective study skills for learning in English.

The teaching strategy is based mainly around team activities in the classroom, with small group discussions on communication strategies followed by a presentation of ideas to the class and debate.

Assessment is through written projects and presentations given as both group and individual tasks.

Written feedback is given on written work and both written and verbal feedback is given on presentations by the module tutor and through peer review.

- 11. Indicative reading list or other learning resources** (SITS 0002)

1. Recommendations for purchase by students
N/A

¹ <http://northumbria.ac.uk/sd/central/ar/qualitysupport/approval/forms/>

² <http://northumbria.ac.uk/sd/central/library/marcel/redguides/browse/?view=Standard>

2. Books

1. Engineering Communication: H Hart: Pearson: 2010:
ISBN: 0-130604420-4

2. Sustainability in Engineering Design by Johnson and Gibson: publisher Elsevier
2014: ISBN978-0-08-099369-0

3. Journal Articles

N/A

4. Journals and Newspaper Titles

N/A

5. Databases and Websites

N/A

6. Any Other Resources

N/A

12. Outline syllabus (SITS 0003)

A list of module contents

Communication Skills

Introduction to, definition of and importance of various communication techniques.

Oral Presentation

Structuring presentations, confident speaking, body language, practicing, use of Visual Aids, Poster presentations

Written Communications

Technical reports, lab reports, emails etc., formal structure, content

Listening Skills

Active listening, understanding the audience and/or the client

English Skills

Language, grammar and usage

13. Aims of module (SITS 0004)

Broad statement of educational intent and overall purpose of module

To enable students to develop and acquire a range of transferable communication skills. To enable students to apply these communication skills within their learning environment.

14. Learning outcomes (SITS 0005)

State what expected to know and/or be able to do at end of module

Upon completion of this module students will be able to:

- 1) Present a critical evaluation or technical analysis, formally or informally. (C6)
- 2) Understand the importance of teamwork, leadership and negotiation skills (D4)
- 3) Chair meetings and discussions, summarize arguments and ensure tasks are allocated fairly (D5)
- 4) Undertake self-evaluation and identify specific areas for personal development or future CPD (D6)

15. Pre-requisite(s) (SITS 0006)

Any module which must already have been taken at a lower level, or any stipulated level of prior knowledge required

None

16. Co-requisite(s) (SITS 0007)

Modules at this level which must be taken with this module

None

17. Distance learning delivery (SITS 0008)

If the module is offered (wholly or in part) by distance learning, please give detail of delivery arrangements and the specific resources required e.g. materials, communication facilities, hardware, software etc.

None

18. Learning and teaching strategy (SITS Module Descriptor Sequence 0009)

The module is delivered using a combination of lectures, seminars and group activity sessions. During group activity sessions problems or tasks will be given and groups will report back to the class on their solutions or ideas. Students are encouraged to take turns in leading their groups. Opportunities for the students to present using various techniques are also provided during these sessions.

19. Assessment and feedback strategy (SITS Module Descriptor Sequence 0010)

Please provide details of assessment (formative and summative) and indicate how students will be provided with feedback on their performance. (A breakdown of summative tasks is also provided in section 23.) If the module or an assessment component is exempt from the Anonymous Marking Policy please indicate this below.

a. Summative assessment and rationale for tasks
The students are assessed through a combination of individually written work and oral presentations; and a group project which also has written and oral presentation components. These projects allow the students to demonstrate the skills they are taught in the lectures through practical use.

b. Additional formative assessment – detail of process and rationale
Many opportunities are provided for students to present to the class and receive verbal feedback on their presentations from both module tutor and peers in order to help them develop their skills.

c. Indication of how students will get feedback and how this will support their learning
Feedback is given to the student verbally after presentations by both the teacher and their peers. Written feedback is provided on written work on an individual basis.

20. Implications for Choice (SITS Module Descriptor Sequence 0011)

Possible follow-on modules, or exclusions, or modules which require this one as a pre-requisite

MSDE 291 Communications 2

21. Notional Student Workload (NSW) for each mode of delivery

(SITS Module Descriptor Sequence 0012)

Complete a separate table where the distribution of NSW differs for a particular delivery pattern - Mode of Delivery FT

Activity typ *	Hour	KIS category	KIS category hours

Lecture	30	Scheduled	
Seminar			
Tutorial			
Project Supervision			
Demonstration			
Practical classes and workshops	30		
Supervised time in studio/ workshop			
Fieldwork			
External visits			
Work based learning			
Guided independent study	40	Independent	
Placement		Placement	
Year abroad			
Total workload <i>200 hours for 20 credit module, 100 for 10 credit module etc.)</i>	100		

SUMMATIVE ASSESSMENT

22. Form of Reassessment

Either synoptic or non-synoptic reassessment

Synoptic reassessment <i>One form of reassessment that tests all module learning outcomes</i>	Y/N
	Y
Non-synoptic reassessment <i>Where module referred overall, individual failed components of assessment are reassessed</i>	

23. Component Assessment

To be completed for each component of assessment

Sequence <i>001, 002 etc.</i>	Activity type ³ <i>indicate ONE of the following types: AO Attendance only CP Clinical Placement CW Coursework EXAM PRE Presentation</i>	Brief description of assessment <i>e.g. type/ length of exam, type/ word limit of coursework</i>	Weighting % or Pass/Fail (for grade only components) <i>Note: % weightings should add up to 100% for module overall</i>	Final assessment Y/N
001	CW	Writing a 2 page resume	25%	
002	PRE	1 Individual presentation lasting 5min	25%	
003	CW	Group Project (2 presentations 1x10min 1x15min, 2 reports 1x2pg 1x10pg)	50%	Y

FOR OFFICE USE ONLY

³ For KIS reporting, CP and PRE will be aggregated together as 'Practical' assessment types

24. Date of SLE Approval

25. Subject code
 This ensures that the correct area receives appropriate funding and should be completed in consultation with the School Registrar or nominee. Advice can also be sought from Financial Planning.

26. Module mark scheme assigned⁴

27.	Component mark scheme assigned³	
	<ul style="list-style-type: none"> For each component listed in section 23 indicate the mark scheme attached. Note that for synoptic mark schemes (ie MOD1, MOD3 and M50SY only) an additional component should be entered for the reassessment with sequence 900 and assessment type SYN. 	
	001	<input type="text"/>
	<input type="text"/>	<input type="text"/>

28.	Date of entry onto SITS	<input type="text"/>
-----	-------------------------	----------------------

29.	LOG OF CHANGES POST APPROVAL		
	<i>Please indicate any changes to the approved module descriptor from 2012/13 onwards</i>		
	Section No.	Brief description of change	Date of approval
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

³A list of marking schemes (module and component) can be accessed from <http://northumbria.ac.uk/sd/central/ar/qualitysupport/approval/forms/>