

MODULE DESCRIPTOR

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

1. Module Code	MSDE 291	2. Title of new module	Professional Communications for Engineers II
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
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>	SeolTech, Korea, September		

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 is designed to develop those skills identified by employers as being necessary for effective communication and performance at work. It will help you plan your career, make successful job applications and enhance your interpersonal skills. This module is also designed to develop the study skills for the IELTS test. Assessment is made through several presentations and reports performed as both group and individual activities designed as a semester long project.

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

1. Recommendations for purchase by students

N/A

2. Books

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

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. Sustainability in Engineering Design by Johnson and Gibson: 2014: 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

Effective group work

The processes of group dynamics and their application in the working environment e.g. project planning.

Formal meetings

Preparation, paperwork, procedures and participation, the specific role of the chairperson will be considered here. Contexts include negotiations and progress review of projects.

Career planning and development

Action planning to meet short term and long term objectives. Also the use of job descriptions and person specifications in the selection process.

Resume writing, job shops and web recruitment plus professional media such as LinkedIn. Links to engineering institutions (Institution of Mechanical Engineers and American Society of Mechanical Engineers) and codes of practice

Professional presentations

Planning, including audience needs analysis, preparation and performance e.g. presentation for clients.

Poster presentations

Preparing for IELTS tests

Listening and speaking comprehension, Structure and written expression, and Reading comprehension.

13. Aims of module (SITS 0004)

Broad statement of educational intent and overall purpose of module

To develop, to a sophisticated level, a range of transferable personal skills essential for professional development.

To support students in their preparation for employment.

To enable students to produce, to a high standard, the necessary documentation and develop the skills needed for effective performance.

To enable students to develop the test skills for the IELTS test

14. Learning outcomes (SITS 0005)

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

Upon completion of the modules students will be able to:

1. Have knowledge of The organization of companies and their business practices; finance, law, marketing and quality.(A6)
2. Present a critical evaluation or technical analysis, formally or informally. (C6)
3. Manipulate and sort data and present results in the most appropriate way. (D1)
4. Use creativity and, where appropriate, innovate in problem solving. (D3)
5. Understand the importance of teamwork, leadership and negotiation skills. (D4)
6. Chair meetings and discussions, summarize arguments and ensure tasks are allocated fairly. (D5)
7. 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 teaching and learning activities will use the process of applying for placement or employment to focus the students on the demands of the working environment, highlighting the skills necessary to be effective as a professional engineer. The module will be delivered through seminars, lectures, and lab practices. The seminars will involve group activities to encourage students to engage with each other and develop the skills they are learning. Practical IELTS test skills will be cultivated through practices. Mock IELTS tests will be given

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 feedback on their work 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 module tutor and their peers. Written feedback is provided 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

None

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 type*	Hours	KIS category	KIS category hours
Lecture	30	Scheduled	
Seminar	20		
Tutorial			
Project Supervision			
Demonstration			
Practical classes and workshops	25		
Supervised time in studio/ workshop			
Field work			
External visits			
Work based learning			
Guided independent study	25	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

	Y/N
Synoptic reassessment <i>One form of reassessment that tests all module learning outcomes</i>	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 001, 002	Activity type ³ indicate ONE of the	Brief description of	Weighting % or Pass/Fail	Final assessment
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³ For KIS reporting, CP and PRE will be aggregated together as 'Practical' assessment types

etc.	following types: AO Attendance only CP Clinical Placement CW Coursework EXAM PRE Presentation	assessment e.g. type/ length of exam, type/ word limit of coursework	(for grade only components) Note: % weightings should add up to 100% for module overall	Y/N
001	PRE	Individual Presentations (1x5min,1x15 min)	20%	
002	CW	Group work (Presentations 2x10min, Report 1x 10page)	50%	Y
003	AO	IELTS Preparation	30%	

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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			

28. Date of entry onto SITS	<input type="text"/>
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29. LOG OF CHANGES POST APPROVAL	Please indicate any changes to the approved module descriptor from 2012/13 onwards		
Section No.	Brief description of change	Date of approval	Semester and year of first implementation

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