

**1. Course Number and Name:**

ENGT 2000 Professional Development

**2. Credits and Contact hours:**

Credits: 1 hour, Contact: 1 lecture hours

**3. Instructor's or course coordinator's name:**

Gary L. Daugherty

**4. Text book, title, author, and year:**

None

**a. Other supplemental materials:**

Assigned by Instructor

**5. Specific Course Information:**

**a. Brief description of the content of the course (catalog description):**

This course provides an introduction to and appreciation of the various performance expectations in the engineering profession. Resume writing, public speaking and interviewing skills are developed. The course prepares the student for entry into the engineering profession, including ethics, office etiquette, social responsibilities, employment practices, and the value of continuing education and professional registration.

**b. Pre-requisites, or co-requisites:**

None

**6. Specific goals for the course:**

**a. Specific outcomes of instruction:**

1. Communicate confidently, both verbally and in written form.
2. Behave appropriately in a professional environment.
3. Appreciate the value of life-long learning.
4. Prepare an effective resume, cover letter and complete a professional job interview.
5. Enter the engineering profession with poise and confidence.

**b. Explicitly indicate which of the student outcomes listed in Criterion 3 or any other outcomes are addressed by the course:**

- G. An ability to communicate effectively, as evidenced by preparation and submission of written reports during the course.
- I. A recognition of professional, ethical and social responsibilities, as evidenced by responses to exam questions related to these topics.
- K. A commitment to quality, timeliness and continuous improvement, as evidenced by meeting the project milestones imposed in the course.

**7. Brief list of topics to be covered:**

1. Professional versus Personal Communication
2. eMail & Course Listserv
3. Co-operative Education

4. Resumés
5. Professional Communication
6. Researching a Company
7. Interviewing
8. Professional Behavior
9. Workplace Harassment
10. Public Speaking and Presentations
11. Professional Registration
12. Ethics
13. UT Career Services Office
14. Mock Interviews
15. Employer Perspectives
16. Co-op Application & Procedures