



# Professional Skills for Engineers I (ENGR211) Syllabus

Fall 2025

## Course Modality:

This is a hybrid course, in which some traditional face-to-face contact hours are replaced with required asynchronous online instruction via Canvas. The face-to-face component of this class will meet on Wednesdays from 11:30 a.m. - 12:50 p.m. For more information on using Canvas and other supported learning tools, visit the IST Service Desk [Knowledgebase](#).

## Instructor Information

Instructor	Email	Office Hours
Philip Frank	philip.frank@njit.edu	By appointment

\*I will respond to all emails/Inbox messages within 24 hours. Quizzes, homework, and discussions will be graded weekly.

## General Information

### Course Description

This course is designed to provide engineering students with the career planning and professional skills needed to search for and secure employment, and succeed in their career. This course will include a variety of self-directed online learning modules and in-person required activities that address - career planning; Career Development Services (CDS) resources & events; marketing and communicating your value and skills through resume, cover letter & professional networking platforms; interviewing skills; professional correspondence and transitioning from NJIT to the workplace.

### Prerequisites/Co-requisites

None

### Course Learning Outcomes

By the end of the course, students will be able to:

- Develop a professional resume and cover letter to apply to positions

- Create a professional networking platform profile
- Prepare an ePortfolio demonstrating their technical skills and key engineering projects
- Provide professional feedback or critique
- Develop an effective elevator pitch
- Participate in mock interviews
- Demonstrate effective communication skills and professional and business etiquette

## Required Materials

None. There will be material made available weekly on Canvas

## Grading Policy

[NJIT Grading Legend](#)

### Final Grade Calculation

Final grades for all assignments will be based on the following percentages:

<b>Participation in Discussion Forums</b>	<b>20%</b>
<b>Weekly Deliverables</b>	<b>50%</b>
<b>Weekly Minute Paper/Key Takeaways</b>	<b>15%</b>
<b>Final Reflection Paper</b>	<b>15%</b>

## Course Work

**Discussion Forums: (20% of grade)** You are expected to participate in weekly discussion forums in Canvas. When all students participate in a discussion, it creates an active learning environment that will help you better understand the materials and be more successful in the class. You will post your initial response to the prompt by Sunday at 11:59pm and respond to two classmates by Tuesday at 11:59pm of the week they are listed.

**Weekly Deliverables: (50% of grade)** Assignments will be given weekly to give you an opportunity to apply course concepts for that week. There are 8 assignments in total, and these will be weighted equally.

**Weekly Minute Paper: (15% of grade)** Students will be assigned to complete a one-minute paper describing the key takeaways from that session on a weekly basis.

**Final Reflection Paper: (15% of grade)** Students will be tasked to write a short 1-2-page reflection paper to summarize key learnings from the class.

## Feedback

I will deliver feedback on each assignment using the comments feature in Canvas.

## **Letter to Number Grade Conversions**

The course is “Satisfactory / Unsatisfactory” only. In addition to the attendance policy, an overall grade of 80% or higher is required to get a satisfactory grade.

## **Exam Information and Policies**

This course does not have any exams. Per the NJIT [Online Course Exam Proctoring Policy](#), this course will use authentic assessment, meaning you will be assessed and graded on your ability to deliver real-world outputs as well as your participation and feedback to other students.

## **Attendance Policy**

Attendance at all face-to-face sessions is required. Missing more than two face-to-face sessions will lead to an unsatisfactory grade in the course. Leaving early will be marked as absent.

Excused absence is allowable, but the instructor must be notified by the Dean of Students office.

## **Course Policies**

Weekly deliverables are due BEFORE the start of Lecture. Assignments turned in after the lecture starts are counted as late. Assignments that are more than 2 weeks late will not be accepted.

Point deduction – Late Assignments: 1 week late-20%, 2 weeks late-30%

At least 70% of the weekly deliverables have to be submitted for a satisfactory grade.

Not submitting the final reflection paper will lead to an ‘Unsatisfactory in the course.

## **Academic Integrity**

*“Academic Integrity is the cornerstone of higher education and is central to the ideals of this course and the university. Cheating is strictly prohibited and devalues the degree that you are working on. As a member of the NJIT community, it is your responsibility to protect your educational investment by knowing and following the [NJIT academic code of integrity policy](#).*

*Please note that it is my professional obligation and responsibility to report any academic misconduct to the Dean of Students Office. Any student found in violation of the code by cheating, plagiarizing or using any online software inappropriately will result in disciplinary action. This may include a failing grade of F, and/or suspension or dismissal from the university. If you have any questions about the code of Academic Integrity, please contact the Dean of Students Office at [dos@njit.edu](mailto:dos@njit.edu)”*

## **Netiquette**

*Throughout this course, you are expected to be courteous and respectful to classmates by being polite, active participants. You should respond to discussion forum assignments in a timely manner so that your classmates have adequate time to respond to your posts.*

*Please respect opinions, even those that differ from your own, and avoid using profanity or offensive language.*

### **Weekly Expectations**

This course is organized by weekly modules. Each week, students must watch a lecture screencast or attend an in-person seminar. Additionally, students will also complete a minute paper, submit deliverables, and participate in a discussion forum on a weekly basis. The initial post of the discussion forums will be due on Sunday nights by 11:59 p.m., and the reply to your classmates will be due on Tuesday nights by 11:59 p.m. The minute paper for the face-to-face classes are due by midnight on that day. The minute paper for the online classes are due following week's Tuesday night by 11:59 pm. All weekly deliverables will be due one week after they are assigned, unless otherwise specified. All submission deadlines will be available on Canvas.

### **Course Schedule**

<b><u>Week</u></b>	<b><u>Topic</u></b>	<b><u>Assignments</u></b>
<b>Week 1</b> (9/3)	<b>Welcome (Face-to-Face)-Course Introduction Module</b> <ul style="list-style-type: none"><li>▪ Course goals</li><li>▪ Syllabus review</li></ul>	<ul style="list-style-type: none"><li>▪ Minute Paper (key takeaways)</li><li>▪ Discussion (class introduction)</li></ul>
<b>Week 2</b> (9/10)	<b>Resume I Module (Online)</b> <ul style="list-style-type: none"><li>▪ Format, length &amp; sections</li><li>▪ Key sections: Objective, Leadership, Work Experience, Projects</li></ul>	<ul style="list-style-type: none"><li>▪ Minute Paper (key takeaways)</li><li>▪ Discussion (resume critique)</li><li>▪ Deliverable (first draft resume)</li></ul>
<b>Week 3</b> (9/17)	<b>Cover Letter and Elevator Pitch Module (Online)</b> <ul style="list-style-type: none"><li>▪ Elevator pitch: Me in 30 seconds</li><li>▪ What to include in a cover letter</li><li>▪ Following up on application status</li><li>▪ Scheduling the interview</li></ul>	<ul style="list-style-type: none"><li>▪ Minute Paper (key takeaways)</li><li>▪ Discussion (record elevator pitch)</li><li>▪ Deliverable (prepare a cover letter)</li></ul>
<b>Week 4</b> (9/24)	<b>CDS Talk Module (Face-to-Face)</b> <ul style="list-style-type: none"><li>▪ Tools available to Students</li><li>▪ Co-op Program Overview</li></ul>	<ul style="list-style-type: none"><li>▪ Minute Paper (key takeaways)</li></ul>
<b>Week 5</b> (10/1)	<b>Resume II Module (Online)</b> <ul style="list-style-type: none"><li>▪ Skills gap analysis - What skills do you need to acquire or demonstrate that an employer would expect of an employee?</li><li>▪ How to customize your resume to each position</li></ul>	<ul style="list-style-type: none"><li>▪ Minute Paper (key takeaways)</li><li>▪ Discussion (jobs skills search)</li><li>▪ Deliverable (skills gap analysis)</li></ul>
<b>Week 6</b> (10/8)	<b>Industry Professional Guest Talk I Module (Face-to-Face)</b>	<ul style="list-style-type: none"><li>▪ Minute Paper (key takeaways)</li></ul>
	<b>Interviewing Module (Online)</b> <ul style="list-style-type: none"><li>▪ Types of interview formats (phone, onsite,</li></ul>	<ul style="list-style-type: none"><li>▪ Minute Paper (key takeaways)</li><li>▪ Discussion (killer questions)</li></ul>

<u>Week</u>	<u>Topic</u>	<u>Assignments</u>
<b>Week 7</b> (10/15)	on-campus, video) <ul style="list-style-type: none"> <li>▪ Types of interview questions (technical/behavioral)</li> <li>▪ Common interview questions</li> <li>▪ How to answer interview questions using the STAR method</li> <li>▪ Conducting company research</li> <li>▪ Basic interview skills</li> </ul>	▪ Deliverable (complete Big Interview)
<b>Week 8</b> (10/22)	<b>Industry Professional Guest Talk II Module (Face-to-Face)</b>	▪ Minute Paper
<b>Week 9</b> (10/29)	<b>Professional Communication and References Module (Online)</b> <ul style="list-style-type: none"> <li>▪ Following up after an interview</li> <li>▪ How to identify a good professional reference</li> <li>▪ Is the job the right fit?</li> <li>▪ Do's &amp; Don'ts on how to decline an offer</li> </ul>	▪ Minute Paper (key takeaways) <ul style="list-style-type: none"> <li>▪ Discussion (weaknesses)</li> <li>▪ Deliverable I (draft a thank you email)</li> <li>▪ Deliverable II (create a 3-person reference list)</li> </ul>
<b>Week 10</b> (11/5)	<b>Industry Professional Guest Talk III Module (Face-to-Face)</b>	▪ Minute Paper (key takeaways)
<b>Week 11</b> (11/12)	<b>ePortfolio Module (Online)</b> <ul style="list-style-type: none"> <li>▪ What is an ePortfolio?</li> <li>▪ How to create an ePortfolio</li> </ul>	▪ Minute Paper (key takeaways) <ul style="list-style-type: none"> <li>▪ Discussion (ePortfolio skills and projects)</li> <li>▪ Deliverable (create a first draft of your ePortfolio)</li> </ul>
<b>Week 12</b> (11/19)	<b>Industry Professional Guest Talk IV Module (Face-to-Face)</b>	▪ Minute Paper (key takeaways)
<b>Week 13</b> (12/3)	<b>Linkedin and Ethics Module (Online)</b> <ul style="list-style-type: none"> <li>▪ Business Etiquette/Ethics</li> <li>▪ Working in Teams</li> <li>▪ Linkedin</li> <li>▪ Making the most of your profile</li> <li>▪ Requesting recommendations</li> <li>▪ Making connections</li> <li>▪ Applying to positions</li> <li>▪ Networking Basics</li> <li>▪ Branding yourself online, how to use social media for professional purposes</li> </ul>	▪ Minute Paper (key takeaways) <ul style="list-style-type: none"> <li>▪ Discussion (exploring Linkedin)</li> <li>▪ Deliverable (first draft of Linkedin profile)</li> </ul>
<b>Week 14</b> (12/10)	<b>Bringing it All Together Module (Face-to-Face)</b> <ul style="list-style-type: none"> <li>▪ Final Class Summary</li> </ul>	▪ Minute Paper (key takeaways) <ul style="list-style-type: none"> <li>▪ Final Reflection Paper (summarize key takeaways from the class)</li> </ul>

## Additional Information and Resources

### **Diversity Statement:**

It is our intention that students from all backgrounds and perspectives will be well served by this course, and that the diversity that students bring to this class will be viewed as an asset. We welcome individuals of all ages, backgrounds, beliefs, ethnicities, genders, gender identities, gender expressions, national origins, religious affiliations, sexual orientations, socioeconomic background, family education level, ability – and other visible and nonvisible differences. All members of this class are expected to contribute to a respectful, welcoming, and inclusive environment for every other member of the class. Your suggestions are encouraged and appreciated.

### **Accessibility:**

This course is offered through an accessible learning management system. For more information, please refer to Canvas's [Accessibility Statement](#).

### **Requesting Accommodations:**

The Office of Accessibility Resources and Services works in partnership with administrators, faculty, and staff to provide reasonable accommodations and support services for students with disabilities who have provided their office with medical documentation to receive services.

If you are in need of accommodations due to a disability, please contact the [Office of Accessibility Resources and Services](#) to discuss your specific needs.

### **Resources for NJIT Online Students**

NJIT is committed to student excellence. To ensure your success in this course and your program, the university offers a range of academic support centers and services. To learn more, please review these [Resources for NJIT Online Students](#), which include information related to technical support.

### **Generative AI**

Student use of artificial intelligence (AI) is permitted in this course for certain assignments and activities. It is not permitted to be used in the assignments noted by the instructor, as doing so would undermine student learning and achievement of course learning outcomes. Additionally, if and when students use AI in this course, the AI must be cited as is shown within the [NJIT Library AI citation page](#) for AI. If you have any questions or concerns about AI technology use in this class, please reach out to your instructor prior to submitting any assignments.