



Professional Skills for Engineers II (ENGR312) Syllabus

Fall 2025

Course Modality:

This is a 1-credit, 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 Tuesdays from 4-5:20 pm. For more information on using Canvas and other supported learning tools, visit the IST Service Desk [Knowledgebase](#).

Instructional Team Information

Instructor	Email	Office Hours
Dr. Jaskirat Sodhi	jaskirat.sodhi@njit.edu	M 10-11:30 am and R 1-2:30 pm (in person) + Zoom (by appointment)

*I will respond to all emails/Inbox messages within 48 hours. Discussions, deliverables and minute papers will be graded within two weeks and feedback will be available on Canvas.

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, workplace ethics, technical communication, engineering research, emotional intelligence, leadership and group dynamics.

Prerequisites/Co-requisites

ENGR211

Course Learning Outcomes

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

1. Demonstrate effective leadership skills including decision making, project planning and self-evaluation.
2. Develop an ePortfolio illustrating their technical skills and key engineering projects.
3. Identify ethical conflicts in workplace scenarios and demonstrate ethical decision making.
4. Recognize implicit bias and its impact on group dynamics and its role in conflict.
5. Identify credible resources, think critically about the sources of data/information, and present findings in an effective manner.
6. 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:

Discussion Forums	15%
Assignments	40%
Weekly Minute Papers	15%
Presentation I	10%
Presentation II	20%

Course Work

Discussion Forums: (15% 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 Fridays at 11:59pm and respond to two classmates by Sunday at 11:59pm of the week they are listed.

Assignments: (40% of grade) Assignments will be given to you in order to reinforce the key concepts and skills covered in each module.

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.

Presentation I: (10% of grade) Student groups are required to deliver an 10 minutes presentation on an assigned topic, aimed at improving their oral presentation skills and receiving constructive feedback. Students will need to conduct some research and create a PowerPoint presentation, adhering to the structure and strategies covered in the course. Each group member must participate equally, and grading will be based on a rubric.

Presentation II: (20% of grade) Student groups are required to deliver a 12–15-minute presentation on a topic related to Diversity, Equity, Inclusion, Belonging, and Justice (DEIBJ). This assignment aims to enhance their oral presentation skills and promote understanding of DEIBJ concepts while receiving constructive feedback. Students will need to conduct some research and create a PowerPoint presentation, adhering to the structure and strategies covered in the course. Each group member must participate equally, and grading will be based on a rubric.

Feedback

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

Letter to Number Grade Conversions

A	90-100
B+	85-89
B	80-84
C+	75-79
C	70-74
D	65-69
F	0-64

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

Policy for Late Work

Assignments are due BEFORE class start time. Assignments turned in after that 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 assignments have to be submitted for a passing grade.

Not participating in both the presentations will lead to failure 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”

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.

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 will watch a recorded lecture or attend an in-person lecture. Additionally, students will also complete a minute paper, submit assignments, and participate in a discussion forum on a weekly basis. The initial post of the discussion forums will be due on Friday nights by 11:59 p.m., and the reply to your classmates will be due on Sunday 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 Friday night by 11:59 pm. Assignments are due on the days indicated below (see course schedule). All submission deadlines will be available on Canvas.

Course Schedule

Week	Topic	Reading/Assignment
Week 1 (9/2)	Course Introduction (F2F) <ul style="list-style-type: none"> • Introduction • Course goals • Syllabus review 	Discussion-Peer Introduction
		Minute Paper
Week 2 (9/9)	Technical Writing (Online) <ul style="list-style-type: none"> • Importance of Good Technical Writing • Basic rules of Technical Writing • Examples of Documents 	Assignment-Engineering Memo
		Minute Paper
Week 3 (9/16)	Guest Lecture I - Patents and IP (F2F)	Minute Paper
Week 4 (9/23)	Oral Presentation Skills (Online) <ul style="list-style-type: none"> • Knowing your Audience • Style and Content • Engaging your Audience • How to Start and End your Presentation • Mechanics of Presenting and Body Language 	Discussion-PowerPoint Critique
		Presentation-Making an Effective Short Presentation
		Minute Paper
Week 5 (9/30)	Guest Lecture II (F2F)	Minute Paper
Week 6 (10/7)	Ethical Challenges in the Industry (Online) <ul style="list-style-type: none"> • Ethical Challenges in Workplace Scenarios 	Discussion-Evaluating the Possibility of Automation
		Assignment-Positive Impacts of Generative AI

Week	Topic	Reading/Assignment
	<ul style="list-style-type: none"> • Ethical Decision Making 	Minute Paper
Week 7 (10/14)	Presentation I (F2F)	Minute Paper
Week 8 (10/21)	DEIBJ and Implicit Bias (Online)	Discussion-Reflecting on Implicit Bias
		Presentation-Exploring and Enhancing DEIBJ in Engineering
		Minute Paper
		Social Identity Wheel Document
Week 9 (10/28)	Guest Lecture III- DEIBJ In-Person Workshop (F2F)	Minute Paper
Week 10 (11/4)	Emotional Intelligence and ePortfolio (Online) <ul style="list-style-type: none"> • Self-awareness • Self-regulation • Motivational values • Empathy and leadership • Building relationships 	Discussion-Reflecting on your Emotional Intelligence
		Begin working on Assignment- Professional ePortfolio Enhancement
		Minute Paper
Week 11 (11/11)	Engineering Research Parts 1- Student to Scholar (Online) <ul style="list-style-type: none"> • Citation Managers • Creating a Bibliography 	Practice Activity-Exploring Citation Managers and Creating a Bibliography
		Guided Quiz
	Engineering Research Part 2- Navigating Engineering Research (Online) <ul style="list-style-type: none"> • Topic Searching • Searching with the facts • Citation Searching 	Begin working on Assignment- Review Assignment
		Minute Paper
Week 12 (11/18)	Presentation II (F2F)	Minute Paper

Week	Topic	Reading/Assignment
Week 13 (12/2)	Group Dynamics and Leadership (Online) <ul style="list-style-type: none"> Principles of Group Dynamics Leadership Styles Conflict Resolution Decision Making 	Discussion-Diversity within Teams
		Assignment-Review Assignment
		Minute Paper
Week 14 (12/9)	Guest Lecture IV and Wrap Up (F2F)	Minute Paper

Additional Information and Resources

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.