SYLLABUS

1. Information about the program

1.1 Higher education institution	Politehnica University Timisoara
1.2 Faculty[1]/ Department [2]	Chemical Engineering, Biotechnologies and Environmental Protection / CLS
1.3 Field of study (name/code[3])	Chemical Engineering / 10.30.50
1.4 Study cycle	License
1.5 Study program (name/code/qualification)	Chemical Engineering / 10.30.50.60 /engineer

2. Information about the discipline

2.1 Name of discipline/ formative category[4]	Communication / DC						
2.2 Coordinator (holder) of course activities	-						
2.3 Coordinator (holder) of applied activities[5]	Lector univ. dr. Daniel Ciurel						
2.4 Year of study[6]	III	**2.5** Semester	5	**2.6** Type of evaluation	D	**2.7** Regime of discipline[7]	DI

3. Total estimated time – hours / semester: direct teaching activities (fully assisted or partly assisted) and individual training activities (unassisted) [8]

3.1 Number of fully assisted hours / week	1 of which:	**3.2** course	0	**3.3** seminar / laboratory / project	1/0/0
3.1* Total number of fully assisted hours / semester	14 of which:	**3.2*** course	0	**3.3*** seminar / laboratory / project	14/0/0
3.4 Number of hours partially assisted / week	of which:	**3.5** training		**3.6** hours for diploma project elaboration	
3.4* Total number of hours partially assisted / semester	of which:	**3.5*** training		**3.6*** hours for diploma project elaboration	
3.7 Number of hours of unassisted activities / week	2.57 of which:	additional documentary hours in the library, on the specialized electronic platforms and on the field			
		hours of individual study after manual, course support, bibliography and notes			
		training seminars / laboratories, homework and papers, portfolios and essays			
3.7* Number of hours of unassisted activities / semester	36 of which:	additional documentary hours in the library, on the specialized electronic platforms and on the field			
		hours of individual study after manual, course support, bibliography and notes			
		training seminars / laboratories, homework and papers, portfolios and essays			
3.8 Total hours / week [9]	3.57				
3.8* Total hours /semester	50				
3.9 Number of credits	2				

4. **Prerequisites** (where applicable)

4.1 Curriculum	•
4.2 Competencies	•

[1] The name of the faculty which manages the educational curriculum to which the discipline belongs
[2] The name of the department entrusted with the discipline, and to which the course coordinator/holder belongs.
[3] The code provided in HG - on the approval of the Nomenclature of fields and specializations / study programs, annually updated.
[4] Discipline falls under the educational curriculum in one of the following formative disciplines: Basic Discipline (DF), Domain Discipline (DD), Specialist Discipline (DS) or Complementary Discipline (DC).
[5] Application activities refer to: seminar (S) / laboratory (L) / project (P) / practice/training (Pr).
[6] Year of studies in which the discipline is provided in the curriculum.
[7] Discipline may have one of the following regimes: imposed discipline (DI) or compulsory discipline (DOb)-for the other fundamental fields of studies offered by UPT, optional discipline (DO) or optional discipline (Df).
[8] The number of hours in the headings 3.1 *, 3.2 *, ..., 3.8 * is obtained by multiplying by 14 (weeks) the number of hours in headings 3.1, 3.2, ..., 3.8. The information in sections 3.1, 3.4 and 3.7 is the verification keys used by ARACIS as: (3.1) + (3.4) ≥ 28 hours / wk. and (3.8) ≤ 40 hours / wk.
[9] The total number of hours / week is obtained by summing up the number of hours in points 3.1, 3.4 and 3.7.

5. **Conditions** (where applicable)

5.1 of the course	•
5.2 to conduct practical activities	•

6. **Specific competencies** acquired through this discipline

Specific competencies	• The ability to communicate effectively in a professional environment; the ability employ oral communication strategies; the ability to write effective job-related documents
Professional competencies ascribed to the specific competencies	• - Analyse production processes for improvement; • - Manage chemical testing procedures; • - Test materials; • - Write technical reports • -Performs chemical experiments • -Approve engineering design • -Assess environmental impact

Transversal competencies ascribed to the specific competencies

- - Conduct quality control;
- - Apply scientific, technological and engineering knowledge;
- - Uses equipment, instruments or technological equipment accurately.

•

7. **Objectives of the discipline** (based on the grid of specific competencies acquired - pct.6)

7.1 The general objective of the discipline	• The acquisition of professional communication skills and abilities, both oral and written; the development of adequate communication strategies and tactics
7.2 Specific objectives	• Learning to make effective presentations; the skills of effective meeting and team communication; the ability to answer effectively to the job interview questions; the ability to write effective job-related documents (CV, letter of application

8. **Content** [10]

8.1 Course	Number of hours	Teaching methods [11]

[10] It details all the didactic activities foreseen in the curriculum (lectures and seminar themes, the list of laboratory works, the content of the stages of project preparation, the theme of each practice stage). The titles of the laboratory work carried out on the stands shall be accompanied by the notation "(*)".

[11] Presentation of the teaching methods will include the use of new technologies (e-mail, personalized web page, electronic resources etc.).

Bibliography [12]

8.2 Applied activities [13]	Number of hours	Teaching methods
Communication barriers and overcoming strategies	2	Role play; portfolio
Communication in meetings exercises	2	
Communication in teams exercises	2	
Professional presentations exercises	2	
Curriculum vitae exercises	2	
Letter of application exercises	2	
Job interview exercises	2	

Bibliography [14]

1. Adler, R. B., Elmhorst, J. M., *Communication at work*, New York, McGraw-Hill, 2005
2. Beebe, A. S., Beebe, S. J., Ivy, D. K., *Communication*: *principles for a lifetime*, Boston, Pearson, 2016
Daniel Ciurel, *Rhetorical Situation as Bedrock of Crisis Communication Strategy*, Professional Communication and Translation Studies, vol. 6, issue 1-2, Timişoara, Politehnica University Press, 2013, pp.43-50
3. Eric P, Kramer, *Active interviewing*, Boston, Cengage, 2016

9. Corroboration of the content of the discipline with the expectations of the main representatives of the epistemic community, professional associations and employers in the field afferent to the program

- The content of the discipline is corroborated with the feedback from the professional community and the marketplace

10. Evaluation

Type of activity	**10.1** Evaluation criteria [15]	**10.2** Evaluation methods	**10.3** Share of the final grade
10.4 Course			
10.5 Applied activities	**S:** Attendance	Portfolio	100 %
	L:		
	P[16]**:**		
	Pr:		
10.6 Minimum performance standard (minimum amount of knowledge necessary to pass the discipline and the way in which this knowledge is verified [17])			
• A decent knowledge of communication concepts and application in specific professional situations.			

Date of completion

Course coordinator (signature)

Coordinator of applied activities (signature)

Lector. Dr. Daniel Ciurel

[12] At least one title must belong to the discipline team and at least one title should refer to a reference work for discipline, national and international circulation, existing in the UPT library.
[13] Types of application activities are those specified in footnote 5. If the discipline contains several types of applicative activities then they are sequentially in the lines of the table below. The type of activity will be in a distinct line as: "Seminar:", "Laboratory:", "Project:" and / or "Practice/training".
[14] At least one title must belong to the discipline team.
[15] Syllabus must contain the procedure for assessing the discipline, specifying the criteria, methods and forms of assessment, as well as specifying the weightings assigned to them in the final grade. The evaluation criteria shall be formulated separately for each activity foreseen in the curriculum (course, seminar, laboratory, project). They will also refer to the forms of verification (homework, papers, etc.)
[16] In the case where the project is not a distinct discipline, this section also specifies how the outcome of the project evaluation makes the admission of the student conditional on the final assessment within the discipline.
[17] It will not explain how the promotion mark is awarded.

Head of Department (signature)	Date of approval in the Faculty Council [18]	Dean (signature)
Prof.dr. Vasile GHERHEȘ		Ș.L.dr.ing. Mircea Laurențiu DAN

[18] The endorsement is preceded by the discussion of the board's view of the study program on the discipline record.