KOMAR UNIVERSITY OF SCIENCE AND TECHNOLOGY
(KUST)

	PROFESSIONAL COMMUNICATION SYLLABUS		
Course Title	PROFESSIONAL COMMUNICATION		
Course Code	**ENG1315**	**No. of Credits**	**3**
Department	**ALL DEPARTMENTS**	**College**	**ALL COLLEGES**
Pre-requisites Course Code	**ENG1311 ACADEMIC ENGLISH 2**	**Co-requisites Course Code**	**None**
Course Coordinator(s)	**Dr. Ala Noori Dr. Muayad Jajo**		
Email	Dr. Ala Noori talabani.ala@komar.edu.iq Dr. Muayad Jajo muayad.jajo@komar.edu.iq	**IP No.**	**Dr. Ala Noori: 133** **Dr. Muayad Jajo: 136**
Other Course Teacher(s)/Tutor(s)	**None**		
Learning Hours	Section 1: M, W (8:00 - 9:30) Room: G - 08 Section 3: S, T (14:00 - 15:30) Room: 103 Section 4: M, W (12:00 - 13:30) Room: G – 07		
Contact Hours	Dr. Ala Noori Sundays: (9:00 a.m. – 11:00 a.m.) Tuesdays: (3:30 p.m. – 5:00 p.m.) Dr. Muayad Jajo Sundays (10:00 a.m. – 12:00 p.m.) Tuesdays (10:00 a.m. – 12:00 p.m.)		
Course Type	**UNIVERSITY REQUIREMENT**		
Offer in Academic Year	**SPRING 2016**		

COURSE DESCRIPTION

This course is designed for students who already passed Academic English II. It aims at teaching students how to communicate professionally in English and how to communicate effectively within their profession. The course is divided into two parts. The first part provides students with the verbal skills they need to apply to a job, handle a job interview effectively, and write professional CVs, resumes, cover letters, and different types of letters and emails. The second part of the course teaches students how to use academic English to communicate within the context of specific professions.

COURSE LEARNING OUTCOMES

After participating in the course, students would be able to:

1. Communicate professionally in English (B, C)
2. Write effective CVs, cover letters, job application letters and emails, bios and resumes (C, E)
3. Handle a job interview successfully (B, C)
4. Communicate effectively using technical terminology pertaining to their own academic fields of study (B, C)
5. Write technical reports within their own academic fields of study (A, B, C)
6. Prepare and deliver a presentation related to their own academic fields of study (A, B, C)
7. Observe the ethical standards of communication (D, E)

Note: the parenthesized uppercase letters following the learning outcome statements above refer to the five university learning outcomes below:
A. Critical Thinking
B. Communication
C. Professionalism (defined by an individual academic program)
D. Ethics
E. Life-Long Learning

GUIDELINES ON GRADING POLICY

Points	Percentage Scores	Grade
A	95–100	4.0
A-	90-94	3.7
B+	87–89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	75–79	2.3
C	70-74	2.0
C-	65-69	1.7
D+	60–64	1.3
D	55-59	1.0
D-	50-54	0.7
F	0–49	0
I	Incomplete Course Work	
W	Official Withdrawal	

COURSE TEACHING AND LEARNING ACTIVITIES

Course Teaching and Learning Activities: (short description)

1. Lecturing
2. Questions and Answers
3. Discussions
4. Workshops
5. Presentations
6. Exercises
7. Reading
8. Analysis
9. Reviewing

COURSE ASSESSMENT TOOLS

Assessment Method	Assessment Weight
4 Quizzes	Each quiz is out of 5%
4 Assignments	Each Assignment is out of 5%
Midterm Exam	20%
Report	15%
Presentation	15%
In-Class Participation	10%
Total	**100%**

Grading: Passing Grade: 60%

ESSENTIAL READINGS: (Journals, textbooks, website addresses etc.)

Textbooks:
Title of the Textbook: *Professional English in Use*
Authors: M. Ibbotson, *et al*.
Place of Publication: Cambridge
Publisher: Cambridge University Press
ISBN:
Year: 2007

References:
1. Title: *Business Vocabulary in Use*
Authors: B. Mascull
Edition: First Edition
Place of Publication: Cambridge
Publisher: Cambridge University Press
ISBN:
Year: 2006

2. Title: *Technical and Professional Writing: Solving Problems at Work*
Authors: G. E. Kennedy
Edition: First Edition
ISBN:
Place of Publication: New Jersey
Publisher: Pearson Education
Year: 2002

COURSE POLICY *(including plagiarism, academic honesty, attendance etc)*

KUST academic policy
http://sar.komar.edu.iq/files/Student%20hand%20Book%202013.pdf

- ❖ Students are expected to **attend all lectures** and **must attend** all examinations, quizzes and practical exercises.
- ❖ Faculty need not give substitute assignments or examinations to students who miss classes **without official permission.**
- ❖ The student must arrange with the faculty to make up the missed work.

- ❖ Students are subject to the regulation and policies mentioned in the **KUST Student Handbook**.
- ❖ University guidelines for lateness and attendance are as follows: **Three occasions of lateness count as one absence. You can be considered in lateness from the 10th minute**).
- ❖ Students are expected to behave in a collegial manner at all times when in class. Rude, disrespectful, aggressive, or threatening language or behavior will not be tolerated, and students displaying this will be removed from class. Distracting behavior will not be tolerated, and students behaving in this way will be asked to leave the class. Examples of distracting behavior include:
  - o Verbal exchanges within class are not permitted without the teacher's prior consent.
  - o Using a cell phone in class, leaving the class while a session is in progress, cutting classes, arriving late for class, improper sitting or standing postures, and any other form of behavior regarded as misdemeanor by the instructor(s) are all not to be tolerated.
- ❖ Plagiarism in any form or degree is unacceptable, and the instructor can give a penalty grade for any student who commits plagiarism.
- ❖ Assignments, research papers, presentations and any other documents sent by students via email to the course instructor should not be in any compressed or zipped format.
- ❖ Hard copies of handwritten or typed assignments requested by the course instructor should be submitted in the form of unfolded A4 sheets.
- ❖ Students should use their own laptops for their presentations.
- ❖ Student's presentations should be in editable PowerPoint format.
- ❖ Assignments and reports sent to the course instructor should be in MS Word format or searchable PDF format. Scanned versions are not acceptable.

GUIDELINES FOR SUCCESS

1. Work independently and in groups of peers when told to by your course instructor
2. Attend every lecture, workshop and discussion
3. Make every effort to interact with your class partner(s).
4. Try to stay positively active throughout the class period.
5. Don't hesitate to ask questions in class.
6. Put your fair share of effort in preparing projects.
7. Be cooperative at all times.
8. Spend at least 2-3 hours each day studying and doing homework assignments.

Revision of the Syllabus:

This syllabus is subject to change. It is the duty of the instructor(s) to notify the students in case of any modification to the syllabus. Students are obliged to be cognizant of any changes

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COURSE SCHEDULE

WEEK	DUE DATE	CHAPTER(S) / SECTION(S) / TOPIC(S)	ASSIGNMENT AND QUIZZES	CLOS CONTRIBUTED TO FOR COURSE ITEMS	CLOS CONTRIBUTED TO FOR ASSESSMENT TOOLS
1	28 Feb – 3 March	**COMMUNICATION**			
		The Nature of Communication		1	
		Types of Communication		1	
		Professional Communication		1	
		Characteristics of Effective Communication		1	
		WRITING A PROFESSIONAL CV			
		Parts of a CV		2	
		Necessary, optional and unnecessary information to provide in a CV		2	
		In-class discussion of a sample CV		2	
3	13 March – 17 March	**CV-RELATED DOCUMENTS**			
		Resumes		2	
		Job Application Letters		2	
		Cover Letters		2	
		Bios		2	
			Assignment #1		2
	20 March – 24 March	Nawroz Holiday			
4	27 March – 31 March	**JOB INTERVIEWS**			
		Interview skills		3	
		Anticipated questions		3	
		The Dos and Don'ts of Interviews		3	
		Interview Pitfalls		3	
		Body language		1, 3	
		Tips and Tricks		3	
			Quiz #1		3
5	3 April – 7 April	**JOB APPLICATION SKILLS**			
		Research and Job Hunting		1, 2	
		Networking		1	
		Cold Calling		1	
		Diplomacy and Patience		1	
		Follow up		1	
6	10 April – 14 April	**COMMUNICATION ISSUES**			
		Blocks to effective communication		1	
		Overcoming communication blocks		1	
		Examples and case studies		1	
			Quiz #2		1
7	17 April – 21 April	**PROFESSIONAL**			

		CORRESPONDENCE			
		Writing letters and emails		1	
		Parts of letters and emails		1	
		Types of letters and emails		1	
		Correspondence and communication etiquette		7	
			Assignment #2		**7**
	22 April – 28 April	**MIDTERM TESTS**			
	1 May	**LABOR DAY (HOLIDAY)**			
8	**2 May – 5 May**	Communication Within Your Profession (Part 1) ESP		1, 4	
9	**8 May – 12 May**	Communicating Within Your Profession (Part 1) ESP		1, 4	
			Quiz #3		4
			Assignment #3		4
10	**15 May – 19 May**	Writing a Professional Report		5	
11	**22 May – 26 May**	Communication at Workplaces Meetings		1	
12	**29 May – 2 June**	Professional Presentation Tips		1	
			Assignment #4		5
			Quiz #4		4
13	**8 June – 12 June**	Student Presentations Every student is required to deliver a presentation within his or her major		6	
14	**12 June – 16 June**	Student Presentations Every student is required to deliver a presentation within his or her major		6	
15	**19 June – 23 June**	Student Presentations Every student is required to deliver a presentation within his or her major		6	
16		**FINAL EXAMINATION WEEK**			