

NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

COURSE PLAN

Course Title	Professional Communication		
Course Code	HSIR 12	No. of Credits	3
Department	Humanities and Social Sciences	Faculty	Dr. Sathyaraj V
Pre-requisites Course Code	Nil		
Course Coordinator	Dr. R. Joseph Ponniah		
Other Course Teachers / E-mail	sathya@nitt.edu sathyaiitk@gmail.com	Telephone No.	0431- 250 3699 9894568617
	<input checked="" type="checkbox"/> Core course	<input type="checkbox"/> Elective course	
	Core Course		
COURSE OVERVIEW			
This core course aims to create awareness of professional contexts and further to equip the students with interpersonal skills as per professional requirements.			
COURSE OBJECTIVES			
<p>Enhance core communication skills.</p> <p>Develop key employability skills.</p> <p>Prepare students to use English effectively for their professional requirements.</p> <p>Identify and prepare oral presentations and written documents.</p> <p>Develop an understanding of cross-cultural communicative issues.</p>			
COURSE OUTCOMES (CO)			
<p>At the end of the course, students will</p> <ul style="list-style-type: none"> ■ Exhibit skills in interpersonal communication ■ Improve professional writing skills. ■ Demonstrate improved reading and listening skills. ■ Enhance creativity and problem solving skills. ■ Develop cross-cultural intelligence. 			

COURSE TEACHING AND LEARNING ACTIVITIES			Mode of Delivery	
1	** Week 1	Employability Skills: Cover Letter and CV/Resume	Throughout the course, mode of delivery will be a mix of Lecture, Demonstration and Practice.	
2	Week 2	Different techniques and strategies to improve reading and writing. Practice on Free writing.		
3	Weeks 3	Listening: Active vs. Passive		
4	Week 4	An introduction to Thinking Skills		
5	Weeks 5 - 8	Perspective Writing and Argument Writing		
6	Week 9	Speaking skills and Oral Presentations		
7	Week 10	Cross cultural communication		
8	Week 11	Ethics and Values: An Introduction to Plagiarism.		
9	Week 12 – 13	Individual assignment/assessment		Guided Assessment
10	Week 14	End Semester Written Examination		
** 3 sessions per week. Per session 50 minutes.				

COURSE ASSESSMENT

S.No.	Mode of Assessment	Week/Date	Duration	% Weightage
1	Mid Semester Written Examination	Week 4	60 minutes	20 Marks
2	01 Written Assignment [Take Home]	Week 6		10 Marks
3	Written Quiz based on Assigned reading	Week 10	30 minutes	10 Marks
4	Task Team/Project work (Written Submission and Oral Presentation)	Week 12-13	20-25 minutes per team	20 Marks
5.	End semester Written Examination	Week 14	3 hours	40 marks

ESSENTIAL READINGS : Textbooks, reference books Website addresses, journals, etc.

Handouts, select Harvard Business Review articles, excerpts from various print and online resources will be distributed. Relevant videos are also included.

COURSE EXIT SURVEY (mention the ways in which the feedback about the course is assessed and indicate the attainment also)

Feedback could be provided during the class committee meeting.

Descriptive feedback will be collected by the faculty a week before the Mid-semester.

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

75% attendance is required. Students whose attendance percentage is less than 60 will be prevented from the course. 15% may be relaxed on medical emergency. Attendance during assessment day is compulsory.
Plagiarism Policy

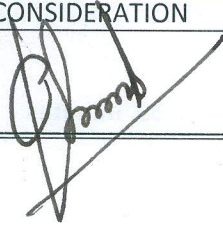
At the beginning of the course, the students would be explained about plagiarism and its consequences. The student's grade with respect to the particular assignment shall be reduced.

ADDITIONAL COURSE INFORMATION

Students can meet the concerned faculty on a mutually convenient time. Prior appointment with faculty (via email or phone number as mentioned in p.1) is mandatory.

FOR SENATE'S CONSIDERATION

Course Faculty



CC-Chairperson



HOD

