

## SYLLABUS

### 1. Information regarding the programme

1.1 Higher education institution	<b>Babeş-Bolyai University of Cluj-Napoca</b>
1.2 Faculty	<b>Faculty of Environmental Science and Engineering</b>
1.3 Department	<b>Department of Environmental Analysis and Engineering</b>
1.4 Field of study	<b>Environmental Engineering</b>
1.5 Study cycle	<b>Master</b>
1.6 Study programme / Qualification	<b>Sustainable Development and Environmental Management</b>

### 2. Information regarding the discipline

2.1 Name of the discipline	<b>Specialised Communication Strategies</b>						
2.2 Course coordinator	<b>Assistant Professor Dr. Raluca Zglobiu Sandu</b>						
2.3 Seminar coordinator	<b>Assistant Professor Dr. Raluca Zglobiu Sandu</b>						
2.4. Year of study	<b>2</b>	2.5 Semester	<b>3</b>	2.6. Type of evaluation	<b>E</b>	2.7 Type of discipline	Optional course

### 3. Total estimated time (hours/semester of didactic activities)

3.1 Hours per week	3	Of which: 3.2 course	2	3.3 seminar/laboratory	1
3.4 Total hours in the curriculum	42	Of which: 3.5 course	28	3.6 seminar/laboratory	<b>14</b>
Time allotment:	hours				
Learning using manual, course support, bibliography, course notes	30				
Additional documentation (in libraries, on electronic platforms, field documentation)	30				
Preparation for seminars/labs, homework, papers, portfolios and essays	10				
Tutorship	10				
Evaluations	10				
Other activities: .....	16				
3.7 Total individual study hours	6				
3.8 Total hours per semester	106				
3.9 Number of ECTS credits	<b>5</b>				

### 4. Prerequisites (if necessary)

4.1. curriculum	-----
4.2. competencies	-----

### 5. Conditions (if necessary)

5.1. for the course	Blackboard, video projector, audio kit
5.2. for the seminar /lab activities	Laboratory

## 6. Specific competencies acquired

<b>Professional competencies</b>	<ul style="list-style-type: none"> <li>● The ability to understand the professional roles and contexts, to use the oral and written communication conventions in terms of receptive skills (Reading/listening) and productive skills (writing/speaking)</li> <li>● The ability to operate with and acknowledge the requirements of academic ethics and integrity principles.</li> <li>● The ability to operate with specialised linguistic structures in the professional domain according to the current professional instances</li> </ul>
<b>Transversal competencies</b>	<ul style="list-style-type: none"> <li>● The ability to use efficiently all the intellectual instruments, resources and communication techniques.</li> <li>● The ability to adopt the right learning strategies according to the professional context.</li> <li>● The ability to work in teams and to manage all the communication strategies available in the specialised domain.</li> </ul>

## 7. Objectives of the discipline (outcome of the acquired competencies)

7.1 General objective of the discipline	The aim of the course is to develop the students' communication abilities in terms of specialized language, according to the academic integrity and ethics principles, with an emphasis on professional communication requirements.
7.2 Specific objective of the discipline	<ul style="list-style-type: none"> <li>● To develop specialised communication abilities</li> <li>● To develop the research abilities in a foreign language</li> <li>● To deliver research in accordance with the academic integrity principles</li> <li>● To develop the professional responsibilities</li> <li>● To gain the ability to operate with all the linguistic structures required in the domain of expertise</li> <li>● To master all the necessary communication techniques at an academic level</li> </ul>

## 8. Content

8.1 Course	Teaching methods	Remarks
<b>1. "English for Environmental Professionals"</b>  Introductory course Purpose and target audience Content	<ul style="list-style-type: none"> <li>● Interactive exposure</li> <li>● Explanation</li> <li>● Conversation</li> <li>● Didactical demonstration</li> </ul>	2 hours
<b>2. E-mail</b> Basic principles Compulsory Elements Addressing formulae Typical syntagms in the specialised domain	<ul style="list-style-type: none"> <li>● Interactive exposure</li> <li>● Explanation</li> <li>● Conversation</li> <li>● Didactical demonstration</li> </ul>	2 hours

<p><b>3 Dialogue (Face-to-face conversation)</b>  Turn-taking  Basic principles  Compulsory Elements  Addressing formulae  Turn-taking Principles  Details and explanations</p>	<ul style="list-style-type: none"> <li>● Interactive exposure</li> <li>● Explanation</li> <li>● Conversation</li> <li>● Didactical demonstration</li> </ul>	<p>2 hours</p>
<p><b>4 Official letters</b>  Types of official letters  Structure and content  Addressing formulae  Format</p>	<ul style="list-style-type: none"> <li>● Interactive exposure</li> <li>● Explanation</li> <li>● Conversation</li> <li>● Didactical demonstration</li> </ul>	<p>2 hours</p>
<p><b>5 Phone conversation</b>  Planning the information  Addressing formulae  Turn-taking principles  Question Techniques  Short Answers</p>	<ul style="list-style-type: none"> <li>● Interactive exposure</li> <li>● Explanation</li> <li>● Conversation</li> <li>● Didactical demonstration</li> </ul>	<p>2 hours</p>
<p><b>6 Application File</b>  Procedures of application  Letter of intent  Motivation Letter  Application File  CV/Resume  Files  Attachments  Letter of recommendation</p>	<ul style="list-style-type: none"> <li>● Interactive exposure</li> <li>● Explanation</li> <li>● Conversation</li> <li>● Didactical demonstration</li> </ul>	<p>2 hours</p>
<p><b>7 Job Interview</b>  Preparing your personal information  Oral presentation  Types of Questions  The triangle of industry-employer-employee</p>	<ul style="list-style-type: none"> <li>● Interactive exposure</li> <li>● Explanation</li> <li>● Conversation</li> <li>● Didactical demonstration</li> </ul>	<p>2 hours</p>
<p><b>8 Activity report / Practice Report</b>  Basic Principles in Environmental Legislation  The construction of a report</p>	<ul style="list-style-type: none"> <li>● Interactive exposure</li> <li>● Explanation</li> <li>● Conversation</li> <li>● Didactical demonstration</li> </ul>	<p>2 hours</p>

<p><b>9 Power Point Presentation and Swot Analysis</b></p> <p>a) A successful power point presentation  b) Content –form ratio  c) Efficient Communicatin Strategies  d) Swot Analysis (Strenghts, Weaknesses, Opportunities and Threats)</p>	<ul style="list-style-type: none"> <li>● Interactive exposure</li> <li>● Explanation</li> <li>● Conversation</li> <li>● Didactical demonstration</li> </ul>	<p>2 hours</p>
<p><b>10 Academic ethics and integrity (I)</b></p> <p>Academic liberty  Integrity  Responsibility  Principles and values of academic integrity</p>	<ul style="list-style-type: none"> <li>● Interactive exposure</li> <li>● Explanation</li> <li>● Conversation</li> <li>● Didactical demonstration</li> </ul>	<p>2 hours</p>
<p><b>11 Academic ethics and integrity (II)</b></p> <p>Institutional responsabilities</p>	<ul style="list-style-type: none"> <li>● Interactive exposure</li> <li>● Explanation</li> <li>● Conversation</li> <li>● Didactical demonstration</li> </ul>	
<p><b>12 Academic ethics and integrity (III)</b></p> <p>Publishing principles and author rights</p>	<ul style="list-style-type: none"> <li>● Interactive exposure</li> <li>● Explanation</li> <li>● Conversation</li> <li>● Didactical demonstration</li> </ul>	
<p><b>13 Violations in academic research</b></p> <p>Plagiarism  The abuse of intellectual rights  Professional misconduct  The abuse of research resources</p>	<ul style="list-style-type: none"> <li>● Interactive exposure</li> <li>● Explanation</li> <li>● Conversation</li> <li>● Didactical demonstration</li> </ul>	
<p><b>14 Moral integrity and competence</b></p> <p>Intellectual correctness  Transparency</p>	<ul style="list-style-type: none"> <li>● Interactive exposure</li> <li>● Explanation</li> <li>● Conversation</li> <li>● Didactical demonstration</li> </ul>	
<p><b>BIBLIOGRAPHY</b></p> <ol style="list-style-type: none"> <li>1. Cramer, S. (2001, July 27). Choosing a topic. In Guide to library research (part 1). Retrieved July 31, 2004, from Duke Libraries Web site: <a href="http://www.lib.duke.edu/libguide/choosing.htm">http://www.lib.duke.edu/libguide/choosing.htm</a></li> <li>2. Hamid, S. (2004). Writing a research paper. Retrieved July 10, 2004, from Purdue Online Writing Lab Web site: <a href="http://owl.english.purdue.edu/workshops/hypertext/researchw/index.html">http://owl.english.purdue.edu/workshops/hypertext/researchw/index.html</a></li> <li>3. Hult, C. A., &amp; Huckin, T. N. (2001). The new century handbook: Brief edition. Boston, MA: Allyn and Bacon.</li> <li>4. Jordan, R. R. (1999). Academic writing course: Study skills in English (3rd ed.). Harlow, MA: Pearson Education.</li> <li>5. Leki, I. (1998). Academic writing: Exploring processes and strategies. (2nd ed.). Cambridge, England: Cambridge University Press.</li> <li>6. Lester, J. D. (1996). Writing research papers: The City University style manual (8th ed.). New York, NY: Harper Collins.</li> <li>7. Lester, J. D. (1999). Writing research papers: A complete guide (9th ed.). New York, NY: Addison-Wesley Educational Publishers.</li> </ol>		

8. Markham, R., Markham, P., & Waddell, M. (2001). 10 steps in writing the research paper (6th ed.). Happaage, NY: Barron's.
9. Ramage, J. D., Bean, J. C., & Johnson, J. (2003). The Allyn & Bacon guide to writing: Concise edition. New York, NY: Longman Publishers.
10. Reid, J. M. (2000). The process of composition (3rd ed.). New York, NY: Prentice Hall Regents.
11. Walliman, N. (2001). Your research project: A step-by-step guide for the first-time researcher. London, England: Sage Publications.
12. Lingvistică:
13. Biber, D. Johansson, S. / Leech, G. / Conrad, S. / Finegan, E. (1999). Longman Grammar of Spoken and Written English. London: Longman.
14. Gillett, Andy. Using English for Academic Purposes – Guide for Students <http://www.uefap.com/>
15. Swales, J. (2004). Research Genres: Explorations and Applications. Cambridge: CUP
16. Wedgwood, D. (2005). Shifting the Focus: From Static Structures to the Dynamics of Interpretation. Oxford: Elsevier.

8.2 Seminar / laboratory	Teaching methods	Remarks
<b>1. E-mail / Dialogue</b> Video material: watching different conversations from varied specialists in the field Debate	<ul style="list-style-type: none"> <li>• Explanation</li> <li>• Conversation</li> <li>• Assignment</li> </ul>	4 hours
<b>2. – Official Letters</b> Debate material: Leki, I. (1998). Academic writing: Exploring processes and strategies. (2nd ed.). Cambridge, England: Cambridge University Press. Writing an official letter. Discussions.	<ul style="list-style-type: none"> <li>• Assignment</li> <li>• Explanation</li> <li>• Conversation</li> </ul>	4 hours
<b>3. Telephone conversations</b> Audio and video material. Role -play.	<ul style="list-style-type: none"> <li>• Assignment</li> <li>• Explanation</li> <li>• Conversation</li> </ul>	4 hours
<b>4. Application File</b> Creating an application file. Demonstration.	<ul style="list-style-type: none"> <li>• Assignment</li> <li>• Explanation</li> <li>• Conversation</li> </ul>	4 hours
<b>5 Job Interview</b> Special guest from a specialized firm who delivers a lecture of how they choose to hire personnel.	<ul style="list-style-type: none"> <li>• Assignment</li> <li>• Explanation</li> <li>• Conversation</li> </ul>	4 hours
<b>6 Power Point Presentation</b> Video	<ul style="list-style-type: none"> <li>• Assignment</li> <li>• Explanation</li> <li>• Conversation</li> </ul>	4 hours
<b>7 Swot Analysis</b> Teams of 3 students apply the swot analysis technique to a given notion from the environmental science domain. Game strategy.	<ul style="list-style-type: none"> <li>• Assignment</li> <li>• Explanation</li> <li>• Conversation</li> </ul>	4 hours

## Bibliography

1. Cramer, S. (2001, July 27). Choosing a topic. In Guide to library research (part 1). Retrieved July 31, 2004, from Duke Libraries Web site: <http://www.lib.duke.edu/libguide/choosing.htm>
2. Hamid, S. (2004). Writing a research paper. Retrieved July 10, 2004, from Purdue Online Writing Lab Web site: <http://owl.english.purdue.edu/workshops/hypertext/researchw/index.html>
3. Hult, C. A., & Huckin, T. N. (2001). The new century handbook: Brief edition. Boston, MA: Allyn and Bacon.
4. Jordan, R. R. (1999). Academic writing course: Study skills in English (3rd ed.). Harlow, MA: Pearson Education.
5. Leki, I. (1998). Academic writing: Exploring processes and strategies. (2nd ed.). Cambridge, England: Cambridge University Press.
6. Lester, J. D. (1996). Writing research papers: The City University style manual (8th ed.). New York, NY: Harper Collins.
7. Lester, J. D. (1999). Writing research papers: A complete guide (9th ed.). New York, NY: Addison-Wesley Educational Publishers.
8. Markham, R., Markham, P., & Waddell, M. (2001). 10 steps in writing the research paper (6th ed.). Happaug, NY: Barron's.
9. Ramage, J. D., Bean, J. C., & Johnson, J. (2003). The Allyn & Bacon guide to writing: Concise edition. New York, NY: Longman Publishers.
10. Reid, J. M. (2000). The process of composition (3rd ed.). New York, NY: Prentice Hall Regents.
11. Walliman, N. (2001). Your research project: A step-by-step guide for the first-time researcher. London, England: Sage Publications.
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## 9. Corroborating the content of the discipline with the expectations of the epistemic community, professional associations and representative employers within the field of the program

Global and European linguistic policies try to respond to the labour market demand and to the international research standards, in this regard, foreign languages for academic purposes and for specific purposes become a sine qua non condition for a strong academic and professional preparation.

## 10. Evaluation

Type of activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Share in the grade (%)
10.4 Course	• Personal presentation	Oral exam	<b>60%</b>
	• The correctness of the accumulated knowledge.		
10.5 Lab activities	• The elaboration of an application file according to all the principles studied throughout the seminars	Presentation of the personal application file	<b>40%</b>

### 10.6 Minimum performance standards

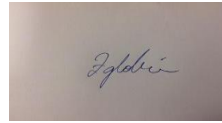
- Each student has to prove that (s)he acquired an acceptable level of knowledge and understanding, that (s)he is capable of stating these knowledge in a coherent form. Attendance to laboratory activities is mandatory as well as the presentation of the application file. Successful passing of the exam is conditioned by the final grade that has to be at least 5.

Date

Signature of course coordinator

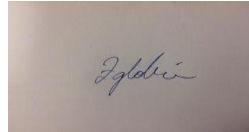
April, 4<sup>th</sup> 2018

Dr. Raluca Zglobiu Sandu



Signature of seminar coordinator

Dr. Raluca Zglobiu Sandu



Date of approval

Signature of the head of department