

Detailed course description (SUBJECT CARD)

Course title: Communication skills

Course code:

Affiliation to a course group: common courses

Course type: core
obligatory

Field of study: Industrial and Engineering Chemistry

Level of study: first-cycle programme

Study profile: general academic

Mode of study: full-time programme

Specialty (specialisation): -

Year of study: I

Semester: I

Teaching modes and teaching hours:

lectures – 15;

tutorials – 15

Language/s of instruction: English

Number of ECTS credits (according to the study programme): 2

* – leave the appropriate option

1. Course objectives:

Participation in lectures and exercises allows students to gain knowledge and interpersonal communication skills.

2. Relating the field-specific learning outcomes to teaching modes, verification methods and assessment of student's learning outcomes:

symbol	assumed learning outcomes <i>a student who completed the course:</i>	teaching modes	verification methods and learning outcome assessment
Social competences: a student is able to			
K1A_K04	A student is aware of the responsibility for commonly performed tasks related to teamwork.	Lecture, classes	project oral answer supervision presentation

3. Study programme contents ensuring the learning outcomes (according to the study programme):

Characteristics of the communication process; Verbal communication; Nonverbal communication; Practical aspects of communication: conversation, presentation, self-presentation, speeches, Communication in a group: team work on a project; Electronic communication;

4. Description of methods to determine the ECTS credits:

Type of activity	Number of hours / ECTS credits
Number of course hours regardless of a teaching mode	30/1
Student workload - preparation for classes	30/1
Total hours:	60
Number of ECTS credits allocated for a course	2

Description:

* – student workload, types of activities need to be provided, e.g. preparation for the course, interpretation of results, preparation of a course report, preparation for the examination, getting familiar with the literature, preparation of a project, presentation, written work, report, etc.

** – other e.g. additional course hours

5. Summary indicators:

- number of course hours and ECTS credits at the course with a direct participation of academic teachers or other persons teaching the course and students: 30/2
- number of course hours and ECTS credits at the course related to the scientific activity conducted at the Silesian University of Technology in a discipline or in disciplines to which a field of study is assigned- in the case of studies with a general academic profile: 0
- number of course hours and ECTS credits at the course shaping practical skills- in the case of practical studies: 0
- number of course hours conducted by academic teachers employed by the Silesian University of Technology as their primary workplace: 30

6. Persons conducting particular types of courses (name, surname, academic degree or degree in arts, title of professor, business e-mail address):

7. Detailed description of teaching modes:

1) lectures:

- detailed programme contents:

Characteristics of the communication process;

Verbal communication: functions, barriers, overcoming difficulties, language of communication, importance of active listening, cultural conditions of interpersonal communication;

Non-verbal communication: gestures, body signals;

Practical aspects of communication: conversation, presentation, self-presentation, shaping one's own image of the speech,

Communication in a group: team work on a project, organizational culture in a company;

Electronic communication (e-mail, communicators, videoconferencing, etc.)

- teaching methods, including distant learning:

Lecture, project, discussion

- form and criteria for successful semester completion, including retakes, as well as the conditions for admission to the examination:

A student obtains points from various activities during whole of the semester. To get credit, a student must obtain half the points from the maximum possible amount.

- course organisation and rules of participation in the course, with an indication whether a student 's attendance is obligatory

According to study regulations.

2) Classes:

- o detailed programme contents: the same as for lectures,
 - o teaching methods, including distant learning: activating teaching methods - discussion based methods, methods of creatively solving problems, methods of group decision-making.
 - o form and criteria for successful semester completion, including retakes, as well as the conditions for admission to the examination: A student obtains points from various activities during whole of the semester. To get credit, a student must obtain half the points from the maximum possible amount.
 - o course organisation and rules of participation in the course, with an indication whether a student 's attendance is obligatory
- The student must actively participate in the classes. According to study regulations attendance is obligatory.

8. Description of the method to determine the final grade (rules and criteria for evaluation, as well as a calculation method for the evaluation in the case of a course which includes more than one teaching mode, including all teaching modes and all examination and credit dates including retake examinations):

The final grade will be influenced by the attendance at classes, activity during the classes, positively completed exercises.

9. Method and procedure for filling up arrears resulting from:

- student's absence from the course: during office hours
- differences in study programmes for persons changing a field of study, changing university or resuming studies at the Silesian University of Technology: during office hours

10. Prerequisites and additional requirements, taking into account the course sequence:

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11. Recommended sources and teaching aids:

- Stewart J. Bridges not walls: A book about interpersonal communication, McGraw-Hill Publishing Co., 2012
- Keith Ferrazi, Tahl Raz, Never eat alone, Crown Pub Inc, 2014
- Morreale S. P., Spitzberg B.H., Barge J. K., Communication, Peter Lang, 2013
- <https://www.ted.com/topics/communication>
- <https://www.ted.com/topics/body+language>

12. Description of teacher's competences (e.g. publications, professional experience, certificates, trainings etc. related to the programme contents implemented as part of the course):

Methodological and didactic competences confirmed by education in chemical sciences, as well as many years of experience in teaching. Social and IT competences confirmed by certificates of participation in training courses and workshops conducted by the University College of Social Sciences and Foreign Languages and the Centre for Remote Education within the project of the Silesian University of Technology as a Centre for Modern Education based on

research and innovation and participation in the course Innovative Teacher Education of the Silesian University of Technology conducted by the University College of Social Sciences and Foreign Languages.

13. Other information:

none