SYLLABUS

1. Information about the study programme

1.1	Institution	Universitatea Tehnica din Cluj-Napoca
1.2	Faculty	Facultatea de Automatica si Calculatoare
1.3	Department	Automatica
1.4	Field of study	Ingineria Sistemelor
1.5	Cycle of study	licenta
1.6	Program of study/Specialization	Automatica si Informatica Aplicata
1.7	Form of education	IF - invatamant cu frecventa
1.8	Subject code	52.20

2. Information about the subject

2.1	Subject name		Personal and Professional Development	
2.2	Course responsible/lecturer		conf. dr. psih. Ionut-Dorin Stanciu ionut.stanciu@dppd.utcluj.ro	
2.3	Teachers in charge of seminars		- - -	
2.4 Year of study	4	2.5 Semester	1	2.6 Assessment	C
2.7 Subject category	Formative category				DC
	Optionality				DO

3. Estimated total time

3.1 Number of hours per week	1	of which	3.2 Course	1	3.3 Seminar	0	3.3 Laboratory	-	3.3 Project	-
3.4 Total hours in the curriculum	28	of which	3.5 Course	-	3.6 Seminar	-	3.6 Laboratory	-	3.6 Project	-

3.7 Individual study:	
(a) Textbooks, lecture material and notes, bibliography	8
(b) Supplementary study in the library, online and in the field	8
(c) Preparation for seminars/laboratory works, homework, reports, portfolios, essays	4
(d) Tutoring	-
(e) Exams and tests	2
(f) Other activities	-

3.8 Total hours of individual study (sum (3.7(a)…3.7(f)))	22
3.9 Total hours per semester (3.4+3.8)	50
3.10 Number of credit points	2

4. Pre-requisites (where appropriate)

4.1	Curriculum	-
4.2	Competence	Baccalaureate level of instruction and general knowledge. Beginner literacy with desktop applications, including Internet utilization

5. Requirements (where appropriate)

5.1	For the course	For hybrid and blended learning and instruction: adequate LMS (e.g., MS Teams, Moodle, Canvas, Blackboard, etc.); Internet access; adequate broadcasting, streamling, and videoconferencing

		technology. For onsite teaching and learning: large classroom/auditorium, videprojector, large speakers and conferencing technology; classic or digital (interactive) blackboard; flipcharts.
5.2	For the applications Seminar /Laboratory/Project	For hybrid and blended learning and instruction: adequate LMS (e.g., MS Teams, Moodle, Canvas, Blackboard, etc.); Internet access; adequate broadcasting, streamling, and videoconferencing technology. For onsite teaching and learning: large classroom/auditorium, videprojector, large speakers and conferencing technology; classic or digital (interactive) blackboard; flipcharts.

6. Specific competences

Professional competences	C5 - Design, lifecycle management, integration and integrity of hardware, software and communication systems (2 credits). C5.1 - Specifying the relevant criteria regarding the lifetime cycle, quality, security and computing system's interaction with the environment and human operator. C5.2 - Using interdisciplinary knowledge for adapting an information system to application domain requirements. C5.3 - Using fundamental principles and methods for security, reliability and usability assurance of computing systems. C5.4 - Adequate utilization of quality, safety and security standards in information processing. C5.5 - Realization of a project including problem identification and analysis, design and development, while proving the understanding of the basic quality needs and requirements.
Cross competences	TC1 - Honorable, responsible, ethical behavior, in the spirit of the law, to ensure the professional reputation (1 credit)

7. Discipline objectives (as results from the *key competences gained*)

7.1	General objective	To provide the course graduate with a set of competencies, skills and level of knowledge about him/herself which allows the formation of a competitive advantage and to provide to course graduate with a better understanding of his/her current academic status and curriculum.
7.2	Specific objectives	To facilitate domain-specific learning and knowledge acquisition by providing a larger perspective on personal and professional development; To enhance personal determination and academic engagement as a basis for future competitiveness; To allow the course graduate to acquire specific tools and skills needed for personal and professional assessment, engagement, planning, organizing, expression, and networking.

8. Contents

8.1. Lecture (syllabus)	Number of hours	Teaching methods	Notes
Qualities and virtues. The desired personality profile	2	Interactive lectures: - Exposition - Discourse - Debating - Case studies - Problem-solving - Heuristic conversations - Role playing	-
Self-constructs. Self-identity, self-confidence, self-esteem,	2		
Self-constructs. locus of control, self-efficacy, independence vs interdependence	2		
Personality (classical approach). The triadic model	2		
Personality (modern approaches). The Big 5, MBI, OCEAN	2		
Emotional Intelligence.	2		
Rationality and mental balance. ABC	2		
Rationality and mental balance. GABS and the REBT model	2		
Rationality and critical thinking. Biases and logical fallacies	2		
Rationality and critical thinking. Critical Thinking	2		
Strategic planning. Instruments (SWOT, PEST, Fishbone)	2		
Communication. Assertiveness (vs. passivity and aggressivity)	2		
Networking and personal branding. CV building. Professional profiles	2		
Networking and personal branding. Professional and learning communities	2		

Bibliography

-

Study materials: Course synthesis, Lecture presentations, additional multimedia presentations)
1. Aggarwal, R. S. (2000). *A Modern Approach to Verbal & Non Verbal Reasoning*: S.Chand.
2. Ariely, D. (2009). *Predictably Irrational: The Hidden Forces that Shape Our Decisions*: HarperCollins Publishers.
3. Bishop, S. (2013). *Develop Your Assertiveness*: Kogan Page.
4. Bolt, M. (2004). *Pursuing Human Strengths: A Positive Psychology Guide*: Worth Publishers.
5. Freeley, A. J. (2012). *Argumentation and Debate, 13rd ed*: Wadsworth/Cengage Learning.
6. Kahneman, D. (2011). *Thinking, Fast and Slow*: Farrar, Straus and Giroux.
7. Lau, J. Y. F. (2011). *An introduction to critical thinking and creativity: Think more, think better*. Hoboken, N.J.: Wiley.
8. MTD Training. (2010). *Dealing with Conflict and Complaints*: MTD Training & Ventus Publishing ApS.
9. Peterson, C., & Seligman, M. E. P. (2004). *Character Strengths and Virtues: A Handbook and Classification*: Oxford University Press, USA.
10. Stanciu, I. D. (2014). *Elemente de dezvoltare personală și profesională*. Presa Universitara Clujeana.
11. Stanovich, K. E. (2009). *Decision making and rationality in the modern world*: Oxford University Press.

8.2. Seminar /Laboratory/Project	Number of hours	Teaching methods	Notes
-	-	-	-
-	-		
-	-		
-	-		

-		-		
-		-		
-		-		
-		-		
-		-		
-		-		
-		-		
-		-		
-		-		
-		-		
Bibliography - N/A				

9. **Bridging the course contents with the expectations of the community, professional associations, and potential employers**

> By completing this course, the course graduate is expected to have acquired a series of specific and general declarative and procedural knowledge, as well as have built a series of competencies, which, in their togetherness contribute to an increased capacity to find employment, communicate professionally and informally, collaborate and work closely with other professionals and non-professional, and an increased ability to promote and capitalize upon personal and professional traits and activities.

10. **Evaluation**

Activity type	10.1 Assessment criteria	10.2 Assessment methods	10.3 Weight in the final grade
10.4 Course	Standardized written test with multiple choice questions. Collaborative and individual semester projects. Collaborative and individual homework. Assessment criteria include accuracy/precision, completeness, fluency, and relevance.	Written tests (quizzes) Individual portfolio	100%
10.5 Seminar/ Laboratory/Project	-	-	-
10.6 Minimum standard of performance			
The total weighed score exceeds the equivalent of 5/10 of the final grade. Each assessment exceeds 50% of the allotted grading.			

Date of filling in:		Title First Name Last Name	Signature
05.06.2024	Lecturer	assoc. prof. Ionut-Dorin Stanciu	-
	Teachers in charge of application	- -	-

Date of approval in the department

Head of department

-

Prof. dr. ing. Honoriu Mugurel Valean

_____

Date of approval in the faculty

Dean

-

Prof. dr. ing. Mihaela Dinsoreanu

_____