

Spring 2019

ENGR 210-102: Career Planning Seminar for Engineers (Chemical Engineering Majors Only)

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Career Planning Seminar for Engineers (ENGR 210)

Dr. Lucas Dorazio

Course Description:

This course aims at providing students with multidisciplinary and career planning skills in a seminar environment with emphasis on career planning, resume writing, and interview skills. The goal is for each student to build a “marketing plan” for themselves that they can use to secure a job. They have to “document themselves”, “market themselves”, communicate their value and pull of these elements together into a “sell package” that can be utilized with potential employers. Key elements to be covered in the class include:

- Career Planning and the Job Search Process
- Documenting Yourself
- Leadership
- Human Resources Issues and Motivation
- Interviewing
- Communications, Productivity and Personal Development
- Business Awareness

This course will allow students to focus on what they want to do as they transition out of NJIT and the steps needed to reach their goals. Students will participate in mock interviews, where they can truly see what it would be like to be interviewed by top industry professionals and then get advised on areas of improvement. The focus on the class will be on interactive activities to help the students prepare for the business world. Highlights include:

- Documenting Yourself
- Marketing Yourself
- Communicating Your Value
- Understanding How Companies Operate
- Personal Development
- Current Business Environment and Trends

The Learning Outcomes for ENGR 210 are:

- 1) Develop an understanding of what business expects from graduates of NJIT
- 2) Develop a personal strategy for the transition from NJIT to business
- 3) Develop the required skills for resume writing and interviewing
- 4) Understand the implications of today’s global business model and the impact on graduates
- 5) Complete your Personal Strategic Career Plan Worksheet
- 6) Complete the Career Planning Workshop Self-Assessment Analysis
- 7) Document “Yourself”

Resume

Personal SWOT Analysis
Personal Value Proposition (Elevator Pitch)
Cover Letter
LinkedIn Profile (and other social media channels)

- 8) Initiate Personal Development Exercises
- Communications
 - Interviewing (face to face, online, telephone)
 - Time Management
 - Leadership Self-Assessment
 - Professionalism

Contact Information

Email: idd3@njit.edu

Office Hours :

Face to Face- can be arranged prior to class. *Must notify in advance.*

Also available throughout the week by email, phone, Skype, etc...

Textbook:

None – *There will be weekly reading material that is available in Moodle*

Grading Guidelines

The course is “Satisfactory / Unsatisfactory” only

Grading is based on attendance, participation (i.e. mock interview, etc), and completion of assignments. Attendance is mandatory and points are assigned for each class attended. Points are also assigned for completing assignments and participation. At the end of the semester, Satisfactory performance requires a point total exceeding 70 points.

NJIT Honor Code

Please read the University’s Academic Honor Code. Violations of NJIT’s Academic Honor Code will lead to disciplinary consequences up to and including receiving a course grade of “F”. NJIT has a zero-tolerance policy regarding cheating of any kind and student behavior that is disruptive to a learning environment. Any incidents will be immediately reported to the Dean of Students. In the cases the Honor Code violations are detected, the punishments range from a minimum of failure in the course plus disciplinary probation up to expulsion from NJIT with notations on students' permanent record. Avoid situations where honorable behavior could be misinterpreted.

Classroom Policies

- Cellular phones, laptops, tablets must be turned off during the class hours unless they are being used to capture notes or reference materials (you may be asked to share your notes with the instructor if you are using a device).
- If you are expecting an emergency call, please put your phone on vibrate.
- Class will begin and end on time. Calendar integrity is critical for attendance and for all assignments.
- Late assignments will not be accepted.
- All email communications to the instructor should include the following in the subject line: "ENGR 210- *issue/topic...*"

NOTE: The instructor reserves the right to change or revise the syllabus during the semester and students will be informed of any changes in advance.

Syllabus:

Week #1	Welcome & Course Overview
Week #2	Documenting Yourself- Resume Writing Workshop
Week #3	Interviewing Skills
Week #4	Insights into the Business World Today & in the Future
Week #5	Mock Interview Session- Part 1
Week #6	Mock Interview Session- Part 2
Week #7	Career Planning Strategy
Week #8	Time Management & Working in Teams
Week #9	Communication Skills
Week #10	Ethics in the Business World
Week #11	Networking and Social Media Tools
Week #12	Career Advancement
Week #13	Leadership, Innovation, and Creativity
Week #14	Class Summary- Bringing it All Together!