

Fall 2020

ENGR 210-101: Career Planning Seminar for Chemical Engineering Majors

Lucas Dorazio

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Dorazio, Lucas, "ENGR 210-101: Career Planning Seminar for Chemical Engineering Majors" (2020).
Chemical and Materials Engineering Syllabi. 141.
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ENGR 210-102: Career Planning Seminar for Engineers (Chemical Engineering Majors Only)

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Dorazio, Lucas, "ENGR 210-102: Career Planning Seminar for Engineers (Chemical Engineering Majors Only)" (2019). *Chemical and Materials Engineering Syllabi*. 44.
<https://digitalcommons.njit.edu/cme-syllabi/44>

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Career Planning Seminar for Engineers (ENGR 210)
Dr. Lucas Dorazio

Course Description:

This seminar is designed to provide students with the career planning skills needed to search, secure, and succeed in their first cooperative education (co-op) experience. This seminar will include a variety of learning activities and assignments that address:

- Co-op and career planning
- Co-op application and co-op search process
- Career Development Services resources & events
- Marketing and communicating your value through resume, cover letter & LinkedIn
- Networking with Employers
- Interviewing Skills
- Making the most of your co-op experience
- Transitioning from NJIT to the workplace

Course Learning Objectives:

Upon successful completion of this course, students will:

- Understand the value, policies, and expectations of the co-op program
- Have completed the co-op application
- Have a professional resume and cover letter to apply to co-op positions
- Have a LinkedIn profile
- Have practiced interviewing for a co-op position
- Understand professional, business etiquette, and best practices for making the most of the co-op experience

Course Assignments:

- Co-op application
- On-Campus Interviewing program activation
- Resume
- Cover letter
- Elevator pitch
- LinkedIn profile
- Practice interview
- Personal skills gap analysis using SWOT

Contact Information:

- Email: ldd3@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.

Virtual Class Policies

- Attendance is required and will be recorded for each online session.
- Participation is required in virtual discussions.
- Class will begin and end on time. Calendar integrity is critical for attendance and for all assignments.
- Assignments must be completed and submitted on the due date.
- All email communications to the instructor should include the following in the subject line: "ENGR 210-issue/topic..."

Pass/Fail Grading Policy

- Course is graded on a pass/fail grading scale.
- A "passing" grade is a combination of completing all assignments, attending all classes, and participating in virtual discussions.

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.

Week	Date	Topic	Assignment
Week 1	September 8	Welcome <ul style="list-style-type: none">▪ Course goals▪ Syllabus review	
Week 2	September 14	Co-op Program Overview <ul style="list-style-type: none">▪ Co-op vs internship▪ Benefits of a co-op experience▪ Co-op cycles▪ Application/recruiting timeline▪ Co-op application process	Complete co-op application in Handshake Complete/update Handshake profile
Week 3	September 21	Resume Workshop I <ul style="list-style-type: none">▪ Format, length & sections▪ Key sections: Objective, Leadership, Work Experience, Projects	Complete first draft of resume
Week 4	September 28	Finding a Co-op <ul style="list-style-type: none">▪ Finding the right co-op experience▪ Out of state experiences▪ How to search and apply for co-op positions in Handshake, Indeed, Glassdoor▪ CDS Services & Events: Advising, On-campus interviews, Information sessions, Career Fair, Practice Interview Day & Resume Day	Identify one co-op position you are interested in Handshake

Week 5	October 5	<p>Resume Workshop II</p> <ul style="list-style-type: none"> ▪ Skills gap analysis - What skills do you need to acquire or demonstrate that an employer would expect of a co-op employee? ▪ How to customize your resume to each position ▪ Applicant Tracking Systems – Job Scanner 	<p>Use job scanner to see compatibility of your resume with position of interest</p> <p>Update resume to align with position</p>
Week 6	October 12	<p>Elevator Pitch/ Cover Letter</p> <ul style="list-style-type: none"> ▪ Elevator pitch: Me in 30 seconds ▪ What to include in a cover letter ▪ Following up on application status ▪ Scheduling the interview 	<p>Cover letter for sample co-op position</p> <p>Create your elevator pitch</p>
Week 7	October 19	<p>Interviewing</p> <ul style="list-style-type: none"> ▪ Types of interview formats (phone, onsite, on-campus, video) ▪ Types of interview questions (technical/behavioral) ▪ Common interview questions ▪ How to answer interview questions using the STAR method ▪ Conducting company research ▪ Basic interview skills ▪ Dressing for interview success 	<p>Complete Big Interview questions</p> <p>Request activation for the on-campus interviewing program from your career advisor</p>
Week 8	October 26	Virtual Practice Interview I	
Week 9	November 2	Virtual Practice Interview II	
Week 10	November 9	<p>LinkedIn & Social Media & Networking</p> <ul style="list-style-type: none"> ▪ LinkedIn <ul style="list-style-type: none"> ○ Making the most of your profile ○ Requesting recommendations ○ Making connections ○ Applying to positions ▪ Networking Basics ▪ Branding yourself online, how to use social media for professional purposes ▪ Career Shift 	<p>Create/update LinkedIn profile</p> <p>Search for NJIT alumni (or other) from sample co-op position organization</p>
Week 11	November 16	<p>Thank you Email, Job Offers, Accepting/Declining Offers, References</p> <ul style="list-style-type: none"> • Following up after an interview • How to identify a good professional reference • Is the job the right fit? • Do's & Don'ts on how to decline an offer 	<p>Draft a thank you email</p> <p>Create 3 person reference list</p>
Week 12	November 23	<p>Transition From NJIT To the Workplace</p> <ul style="list-style-type: none"> ▪ Business Etiquette/Professionalism/Ethics ▪ Working in Teams ▪ Relationship building ▪ Office Culture 	
Week 13	November 30	<p>Making the Most of Your Co-op Experience</p> <ul style="list-style-type: none"> ▪ First Impressions 	<p>What do you want to get out of your co-op experience?</p>

		<ul style="list-style-type: none"> ▪ Best practices and goals while at your co-op ▪ Performance review - monitoring progress during your co-op ▪ Future career planning based on experience 	What skills to you want to enhance while at your co-op?
Week 14	December 7	Final Class Class Summary – Bringing it All Together	