it all starts here

ENGINEERING CAREER EXPLORATION NIGHT
September 10, 2013, 4-8 p.m.
Memorial Union, second floor
Dear Sun Devil Engineer:

Engineering Career Exploration Night is a fun, informal event created for freshmen that offers you the opportunity to speak with experienced professionals to learn more about engineers, their careers and how best to make use of your time at ASU.

You might be curious about what someone’s day-to-day work is like, what they like most about their job, or what they did in college and along their career path to get where they are today. What advice would they give their 18-year-old-selves knowing what they know today? Gather as much information as you can and remember, there are no bad questions.

These professionals volunteered to be here to share their insights with you. They are excited about what they do. They also remember what it was like to be a freshman. Many have told us that they wish they had this type of event early in their college careers.

You can also use this experience to add to the networking skills that we practiced at E2 Camp. Talking with professionals about their careers is a great way to make contacts in the engineering field; you might find that a contact you make at Engineering Career Exploration Night is helpful in making decisions about elective courses, seeking internships or preparing for interviews.

After the event, you can use this workbook to write down what you learned, what is important to you. These thoughts can help guide your path while at ASU. As you will discover, there are a lot of different types of engineers and engineering careers—even within a given discipline—that’s why there are so many paths to rewarding careers built on engineering degrees.

Today is just one of the first steps on the path that you are creating. Remember that this is a team sport; as you work toward your goals, take advantage of the Fulton Schools resources and support available to you. We are here to help you be successful.

Have a great time at Engineering Career Exploration Night!

Paul C. Johnson, Ph.D.
Dean and Professor
Ira A. Fulton Schools of Engineering
At Engineering Career Exploration Night you have the opportunity to meet with industry professionals in a fun, informal environment. You can ask about the work that they do, decisions they made and challenges they may have faced to get where they are today. It is your chance to start to think about your own engineering career path and what matters to you.

Why should I think about my career as a freshman?

Career Exploration Night is a unique opportunity for freshmen. Many students don’t think about future career paths until their junior or senior year. **We want you to start now.**

Explore various engineering fields and consider work that you would enjoy. Learn about internships, industries or careers that you may not have considered. Find out how opportunities outside the classroom help make you a better candidate. This is also an opportunity to develop and practice networking skills and to start to build your professional network.

Networking tips for beginners

Networking can be scary, or feel artificial at first. Here are some tips to help you get started.

1. Smile and introduce yourself. Shake hands confidently. Say something quick about yourself, like your major or interest. Listen to their introduction, or ask their name.
2. Ask the questions you prepared. Listen to their answers and ask a related follow-up question, or a different question.
3. Pay attention for cues that the conversation is ending and excuse yourself by thanking them for their time. Ask for a business card if you think you might have questions or need to follow up after the event.
4. Some guests will bring exhibits. Look for them around the perimeter of the rooms and then jump in!
5. The open format makes it easy to find someone to speak with and ask your questions. Try to speak with several people to get various opinions and experiences.

How should I prepare?

Be ready to ask questions! This workbook offers tips and tools to make the most of this event. Your assignment is to talk to the professionals and be prepared to share your findings with fellow students in your next ASU 101 class. Be sure that you are prepared to take notes. There is no formal dress code. It is your choice—dress up or go casual.

Who will I meet?

This is not a formal interview or career fair. Many of the industry professionals attending the event are not recruiters. They are professionals who earned degrees in engineering, computer science and construction management, many from ASU. They are excited about the work that they do and want to share their experience with you. They also remember having questions early on and want to help you explore your engineering path.

What can I expect?

Bring your Sun Card and register at one of several check-in points. This records attendance for your ASU 101 class.

The second floor of the Memorial Union will be organized into neighborhoods reflecting the five Fulton Schools of Engineering, entrepreneurship and professional societies. Some neighborhoods will host multiple majors and large banners will mark the areas for each major.

Industry professionals whose academic or career experience matches the majors will be available in each of the neighborhoods. Visiting engineers will wear colored ribbons on their name tags that indicate academic disciplines—some may have more than one if they have multiple degrees or experience in more than one field. Feel free to explore neighborhoods beyond your major. Some companies and industries hire graduates from multiple majors and some of our visitors may have taken a non-traditional career path.

Did we mention have fun?

There will be student guides in each neighborhood to help you, and snacks and beverages will be available.
Your assignment: brainstorm

Professional engineers, many of whom are ASU engineering alumni, are volunteering to share their excitement for engineering and their stories with you. Before attending, brainstorm questions about what you really want to know about a career as an engineer.

Your ASU 101 instructor may have given you a specific assignment for Career Exploration Night. Be sure to complete that assignment as well as conduct informational interviews with several professionals.

Tip: Ask several people the same question so that you get multiple viewpoints.

Prompts about engineering fields and careers
- How related to your academic major is your job?
- What skills are most important for this kind of work?
- How important are internships?
- Does the position require frequent travel?
- What technology and programs do you use?
- Tell me about your career path from college to now.
- What are your primary duties?
- What trends do you see in this industry?
- What types of positions are most appropriate for new college graduates?
- What abilities and personal qualities are most important in this field?
- How important are teamwork and communication skills?
- What is the most impactful problem your industry is trying to solve?

Prompts about the people behind the job
- What do you like best about your career/current job?
- Are there non-engineering courses, or extracurricular activities, that you recommend?
- What advice would you offer to someone planning to enter this career?
- Tell me about the best and worst parts of your job.
- Are your experiences typical for people in this job?
- What other majors do you typically work with?
- Do you primarily work independently or in teams?
- What kind of pressures do you have at work?
- How do you stay current with new skills required for your profession?
- To what professional organizations do you belong?
- What are some aspects of your job that you didn’t learn from classes?

You can use the prompts above, or write your own questions.

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after the event: reflection

After the event, take some time to consider the experience and the information you gathered, then answer these questions for yourself.

• What did you learn?
• Who did you find most interesting?
• What made them interesting?
• What problems/projects are they solving?
• What was most surprising?
• Were there any themes that were repeated across your conversations?
• What are the functions, issues and industries you’ve chosen for further exploration?
• In addition to learning about career options, what did you discover about your own interests and preferences?

Have questions?
Just ask! Freshman peer coaches and staff members at the Engineering Career Center can help you find a major that is right for you and provide all sorts of guidance so you can get the answers you need throughout your academic career. Call 480-965-2966 to schedule an appointment with a career coach.

Get answers anytime by going to My ASU > Sun Devil CareerLink > Resources & Instructions > Career Explorer to find great information on popular careers and what it takes to get there.

There is also other student support on campus, including your academic advisor who can explain different academic programs. Make an appointment online at engineering.asu.edu/advising.
The overall goal is to be ready for an internship after your sophomore year.

Breaking this big goal into smaller steps puts you on the path to success.

First semester goal:
To successfully adjust to college and increase knowledge of your major and self-awareness.

Do well in your classes. Take advantage of the Engineering Tutoring Center, study groups and health and wellness programs.

Attend Engineering Career Exploration Night, freshman workshops and actively participate in ASU 101.

Read Inner Circle emails as well as emails from your academic advisor, program and school.

Explore interests, abilities and skills through your coursework.

Go to My ASU > Sun Devil CareerLink > resources tab to learn about professional paths.
Second semester goal: To identify activities, over the summer or the next academic year, that will give you the résumé-worthy experience and skills you want.

Keep an eye out for programs in the residence halls and then attend!

Explore clubs and organizations on campus and join one that interests you. studentorgs.engineering.asu.edu

Customize your Fulton Engineering experience by selecting extracurricular activities that supplement your coursework. more.engineering.asu.edu/customize

Create a LinkedIn account for career exploration and networking.

Update your Sun Devil CareerLink profile and learn about companies looking for someone like you.

Use Optimal Résumé to build your résumé for scholarships, leadership opportunities and internships.

Third and fourth semester goals:
To use campus resources for networking, résumé building and finding internships.

Start or continue your internship search. Continue applying for opportunities and programs.

Purchase or borrow appropriate interview attire.

Participate in Friday Prep Sessions in the four weeks leading up to the Engineering Career Fairs.

Attend engineering career events!

- Workshops.
- Employer information sessions.
- School mixers.
- Employer panels.
- Professional Readiness seminar.
- Biannual Engineering Career Fairs.
Join the Engineering Career Center for skill building workshops

Engineering Career Center staff and peer career coaches host workshops for freshmen. Most workshops are held in the evening in the Palo Verde East Hub. Watch Inner Circle, innercircle.engineering.asu.edu, for details about upcoming events, or visit the Engineering Career Center website for more information: engineering.asu.edu/career

Workshop topics
- How can social media help YOU?
- Want to use your expertise to make a difference? Join EPICS
- Get Social: Using LinkedIn to make professional connections
- Feel the Power! Discover opportunities with Sun Devil CareerLink
- What's your story? Transform your skills and experience into strong résumé content with Optimal Résumé
- Get experience, network and have fun through Fulton Engineering student organizations
- Ready to lead? Learn to tailor your résumé for campus leadership positions
- How to find rewarding summer opportunities
- Making the career connection: How to connect with potential employers

Use the table below to write in 3-5 skills that you found were important for your career plan. Then assess your skill level and write in a strategy for how and when you can achieve that skill. Make progress by putting your strategy into action.

<table>
<thead>
<tr>
<th>Desired skills</th>
<th>Current skill level</th>
<th>Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Creating written reports</td>
<td>Average</td>
<td>Pursue an officer position in Society of Women Engineers</td>
</tr>
</tbody>
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What are employers looking for?

The National Association for Colleges and Employers compiles a list of the top 10 qualities that companies look for:

1. Communication skills.
2. Teamwork.
3. Decision-making and problem solving.
4. Planning, organizing and prioritizing.
5. Obtaining and processing information.
6. Analyzing quantitative data.
7. Technical skills.
8. Computer software program proficiency.
9. Creating and/or editing written reports.
10. Ability to sell your ideas and influence others.

Build these skills by customizing your education: more.engineering.asu.edu/customize

Or join a student organization: studentorgs.engineering.asu.edu
online career resources

Learn more about engineering careers
Visit O*NET Online, onetonline.org, for detailed job descriptions. Enter search terms like “civil engineer” or “construction manager” into the “find occupations” field.
Explore career paths at Career Cornerstone Center, careercornerstone.org or visit:
discoverengineering.org
engineering.com
engineeringjobs.com
engineering.careerbuilder.com

Making the most of LinkedIn
LinkedIn is a professional networking site that contains a wealth of information about people, companies and opportunities. You do have to register and create a profile in order to use it.
linkedIn.com
Connect by joining our group, “Engineering Career Center, Arizona State University.”
You can also connect with alumni.
linkedin.com/college/alumni

Sun Devil CareerLink
When you are looking for an internship, you will be glad that you signed up for Sun Devil CareerLink. This web-based system is used by employers to post internship and employment opportunities. You can also find details on employers who will be attending career fairs and on-campus recruiting events.
Sign up now through My ASU, my.asu.edu

ASU Career Services
ASU has an online Career Guide to help you evaluate career options, learn about internships and launch your career. This Guide includes detailed information about cover letters and résumés, interviewing, business etiquette, portfolios, graduate school admissions processes, effective internship search strategies and more.
Visit eoss.asu.edu/careerguide

We want to meet you!
Schedule one-on-one appointments with Engineering Career Center staff and freshman peer career coaches.
call today:
480-965-2966
explore majors online
explore.engineering.asu.edu

aerospace
biomedical
chemical
civil
computer science
computer systems
civil
construction engineering
construction management
electrical
engineering management
informatics
mechanical
materials science
we are here for you!
The staff and peer career coaches at the Engineering Career Center see all
of the effort and dedication that you put into your engineering future.
We are eager to help you build your path to a bright future.

let the engineering career center help you put it all together

Meet with a freshman peer career coach
Call 480-965-2966 or engineering.careers@asu.edu. We’d love to meet
you and discuss your goals and how to get there!

Follow us on Facebook
Like the Engineering Career Center—Arizona State University Facebook
page to get internship and job search tips, the latest information on
career events and workshops and more.

Attend workshops
Prepare for success. Learn how getting involved in organizations builds
important skills companies want in their interns. Check Inner Circle, your
ASU 101 Blackboard site and the Engineering Career Center website
for dates and locations.

Check out the Engineering Career Center website
Get started now with online tutorials and more:
engineering.asu.edu/career. Review the Guides Along the Way for
tips to keep you on track as you develop your skills and enrich your
marketability for employers. You’ll also find advice and tools for creating
résumés, searching for internships and events on
campus that you should attend.

The Engineering Career Center can help you...
Explore engineering majors
Discover careers that match your skills
and passion
Make industry connections
Create your résumé to demonstrate
your accomplishments

In person and on the phone:
appointments available year
round—call 480-965-2966