ENGINEERING 23 – Finding an Industry Internship
Seminar Course Syllabus

Undergraduate Internship Program
Engineering Career Development and Preparation

Spring Quarter 2020

Lecturer: William Herrera
williamh@seas.ucla.edu

Webinar discussion: 2-3:50pm on Tuesday
Location: Zoom (invitation at the bottom of syllabus)

Course Communication:
Announcements, lecture slides, assignments, and other course materials will be posted on the UCLA CCLE course website. https://ccle.ucla.edu/course/view/20S-ENGR23-1

Group Facilitators:

Pardis Habibi  Rossana Rico  Peter Wang
4th Year  4th Year  4th Year
Chemical Engineering  Mechanical Engineering  Chemical Engineering
upcclerk3@hsseas.ucla.edu  urpcclerk2@hsseas.ucla.edu  urpcclerk1@hsseas.ucla.edu

Office Hours: William Herrera: TBD
Rossana Rico: Monday 10-10AM(Zoom invitation link at the bottom of syllabus)
Pardis Habibi: Thursday 9-10AM(Zoom invitation link at the bottom of syllabus)

COURSE OVERVIEW:
Finding an Industry Internship Seminar is designed to engage engineering students in the process of formal career development. Students will learn about the various components of an internship/job application and practice preparing relevant materials. Finding an Industry Internship Seminar will also prepare students for career-related social interactions. This course is designed to help engineering students develop the skills and insights to successfully secure future opportunities, such as their first industry internship.

COURSE PURPOSE:
The purpose of Finding an Industry Internship Seminar is to ensure that students have what is needed
in their first internship/job search process in the engineering field. As a result, each student should leave with many strategies to approach internship or job applications. Specifically, this course will also teach students how to solicit, apply, and interview for internship/job positions. Content covered in the course will cover tips and methods for each application stage. Individuals’ career profiles will be shown in a midterm presentation.

**COURSE FORMAT:**
Video lectures will be uploaded to CCLE before class starts. Students are expected to watch the lecture and use the Webinar time (which is scheduled on regular class lecture time) to ask any questions they had from the lecture videos. It is important for students to participate on the webinar calls, because missing a class will likely mean the student is missing important information provided by a guest speaker or the lecturer. Students are expected to be actively involved in class exercises and discussions. Attendance on the webinar calls (invitation link below) will be counted towards the attendance grade.

**GRADING AND BEHAVIORAL EXPECTATIONS:**
Grading for this course will be on a P/NP (Pass/Not Pass) basis and reflect students’ completion of assignments, section meetings, and active discussions. Students are expected to be on time, attend each class, and actively participate.

**Academic Honor Code:** Students are expected to follow the academic honor code established by The College at UCLA and adhere to the True Bruin Ethics and Values. http://www.truebruin.ucla.edu/statement.htm

**Americans with Disabilities Act:** Students with disabilities who need academic assistance and/or accommodation should be registered appropriately with the UCLA Students with Disabilities Office and bring a letter to the instructor indicating the need for accommodation.

**COURSE RESOURCES**
- UCLA Career Center 2018-19 Career Guide
- UCLA Handshake: [https://www.career.ucla.edu/handshake](https://www.career.ucla.edu/handshake)
- LinkedIn: [https://www.linkedin.com/](https://www.linkedin.com/)
- UIP Website: [https://www.seasoasa.ucla.edu/undergraduate-internship-program/](https://www.seasoasa.ucla.edu/undergraduate-internship-program/)
- ESUC On Campus Industry Recruitment Calendar: [http://www.esuc.ucla.edu/engineering_calendar](http://www.esuc.ucla.edu/engineering_calendar)

Additional resources will be posted on the course website.

**COURSE OBJECTIVES:**
1. Students will learn and integrate the various theoretical underpinnings relative to engineering career decision-making and planning.
2. Students will learn to develop a career plan utilizing various resources for industry exploration and matching.
3. Students will use standardized career assessment inventories and self-reflection exercises to explore their values, skills, interests and personality traits as they relate to their careers options.

4. Students will practice and set up online professional profiles on Handshake and LinkedIn.

5. Students will learn how to search, solicit, and follow up on internship/job openings.

6. Students will learn about the various resources and services available at UCLA to help them clarify and make career-related decisions. Further, students will learn to take timely and appropriate action to prepare to be competitive in the job/internship market.

7. Students will gain insights to the methods of interviewing, giving an elevator pitch, networking, and informational interviewing.

8. Students will learn to apply skills they learn in this course to practical situations such as career fairs, company information sessions, and industry networking events.

9. Through classroom discussions, students will be able to verbalize their career paths, create a plan for how to achieve these goals, and receive feedback from their classmates.

COURSE REQUIREMENTS:
The following are the requirements for this course: class participation and attendance, creating professional LinkedIn and Handshake profiles, writing a resume and cover letter, creating an introductory elevator pitch, and a final Career Action Plan.

Class Participation and Attendance: Students are expected to complete all reading assignments on the date which they are assigned and come to class prepared to discuss them. Attendance is essential in order to truly learn and apply professional skills on real situations. It is the student’s responsibility to inform the instructor prior to class absence. Students who miss more than two classes will receive a no-pass grade.

Elevator Pitch: An elevator pitch is a short introduction that you give to a recruiter or hiring manager upon first meeting them. The objective is to give a brief introduction to you, your experience, and your career interests as they relate to that particular company or position. They are a vital part of giving a good first impression and standing out to recruiters. After discussing elevator pitches Week 3, you will have time to practice them and receive feedback. Your elevator pitch is due: Week 4.

Resume: Your 1 page resume is a vital part of preparing for an internship, part-time or full-time job. Please consult the UCLA Career Center Career Guide for resume samples. Your finalized resume is due: Week 5.

Cover Letter: One important component to your internship/job application is your cover letter. With the template and examples given in class, create your own cover letter for a specific internship/job opening. This letter should include your passion, motivation, and qualifications for this opportunity. The cover letter is due during Week 6.

Midterm Assignment: Handshake and LinkedIn Profiles In this course, you are asked to create an online professional profile via Handshake and LinkedIn accounts. Complete your profiles as shown in lectures. Due Week 7.

Final Project: Career Action Plan Presentation
The final assignment is intended to help you integrate your overall experience in the *Finding an Industry Internship Seminar* course by applying your educational experiences to a real-world plan. This 10-12 minute PPT presentation must address each of the bullet points below:

- Create a career timeline for the next 5-10 years stating your overall career goal and the steps you plan to take to reach this goal. Be sure to include the following information:
  - Describe how your career assessment results relate to your professional plans
  - Describe 2 out of 3 of your results from career assessments taken during class (Focus 2, Ikigai career test, Myers Career Assessment)
  - Describe how you will create and develop your professional network
  - Describe the resources you will take advantage of to reach your career goals
  - List the types of employers you might work for
  - Identify 3-5 internships or jobs on Handshake that will help you in your professional plan
  - Explain your future educational goals and strategies
  - Describe the engineering and soft skills you will need to develop based on your ideal job
  - Describe the types of experiences you wish to gain to develop those skills
  - List who (and what) will be your main sources of support/who will keep you on track

➤ Each student will submit their Career Action plan by uploading their recorded presentation on CCLE.

**Career Action Plan Presentations are due Week 10 depending on your presentation grouping.**

**COURSE GRADING:**

This course will be graded out of 100 points. A score of 70 points or higher must be attained in order to receive a passing grade for the course. Course attendance is extremely important. Please note that you must not miss more than 2 lectures in order to receive a passing grade. Point breakdowns are included below:

**Pass/No Pass Rubric:**
- Pass: \( \geq 70 \)
- No Pass: \(< 70\)

**Elevator Pitch (10%)**
**Resume (15%)**
**Cover Letter (10%)**
**LinkedIn Profile (10%)**
**Handshake Profile (10%)**
**Final Career Plan (15%)**
**Participation/Attendance (30%)**

**ACADEMIC INTEGRITY**
- UCLA expects and requires all of its students to act with honesty and integrity, and respect the rights of other in carrying out all academic assignments and projects.
- Working in groups is allowed and encouraged. However, submitting the work of others, cheating, and plagiarism are unacceptable. The key to working in an effective group is compiling input from all members and making equal contributions.
- In accordance with UCLA policy, any cases of suspected cheating or academic dishonesty will be reported to the Dean of Students Office and the Department of Student Affairs. Sanctions may include zero credit to an assignment or a no-pass. If warranted, a student may be disqualified, suspended, or expelled from the School of
Objectives:

Lecture 2: Career Fair Preparation Part I

Class Activities:

Objectives:

Information

Lecture 1: Finding Your Dream Job & Gathering

Content:

COURSE SCHEDULE:

Assignment:

- Read: Career Guide: “Career Planning” section
- Activate Handshake and LinkedIn.
- Find 3-5 positions of interest on Handshake
- Complete Focus 2 Assessments.
- Complete ikigai career test
- Complete myers briggs test
- On LinkedIn, identify 5 positions you’re interested in and 3 industry professionals you would like to connect with
- Pair with a mentor through the UCLA One program.
- Complete Engr 23 course pre-survey

(Due Week 3)

Lecture 2: Career Fair Preparation Part I (April 14)

Assignment:

- Read: Career Guide: “Career Exploration” section & LinkedIn Handouts

- Analyzing the results of self-inventory to begin narrowing down potential careers
- Complete Engr 23 course pre-survey

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<thead>
<tr>
<th>Lecture 3: Career Fair Preparation <em>(April 21)</em></th>
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<tbody>
<tr>
<td><strong>Objectives:</strong></td>
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<tr>
<td>- Basic fundamentals of writing a resume</td>
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<tr>
<td>- Researching and targeting companies of interest</td>
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<td><strong>Class Activities:</strong></td>
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<tr>
<td>- Content: Career Fair Preparation Part II: Writing a Resume, Researching &amp; Targeting Companies</td>
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<td>- Content: Advanced Resume Tips: Standing Out &amp; Tailoring to Companies</td>
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<tr>
<td>- Break-Out Activity: Scoring sample resumes and cover letters</td>
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<tr>
<td>- Content: Writing a coherent Cover letter</td>
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<td>- Previewing assignments due next week</td>
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<td><strong>Assignment:</strong></td>
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<tr>
<td>- Read: Career Guide: “Resumes &amp; Cover Letters” section</td>
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<tr>
<td>- First draft for resume</td>
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<td>(Due Week 5)</td>
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<th>Lecture 4: Beyond the Career Fair: Other Industry-Facing Events <em>(April 28)</em></th>
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<tr>
<td><strong>Objectives:</strong></td>
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<tr>
<td>- Understanding objectives and strategies for company information sessions, networking events, facility tours, and other industry-related events</td>
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<td>- Writing a cover letter</td>
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<td><strong>Class Activities:</strong></td>
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<td>- Content: Introduction to Networking Events and LinkedIn Branding</td>
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<td>- Break-Out Activity: Getting feedback on resume</td>
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<td>- Content: How to Find Networking Events</td>
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<td>- Break-Out Activity: Network with alumni and learn about their experience</td>
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<td>- Previewing assignments due next week</td>
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<tr>
<td><strong>Assignment:</strong></td>
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<tr>
<td>- Read: Career Guide: “Job Search Strategies &amp; Correspondence” section</td>
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<tr>
<td>- Finalized cover letter</td>
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<td>- Create LinkedIn profile</td>
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<td>- Attend one of info session/networking events hosted by student organizations and practice elevator pitch</td>
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<td>- Connect with someone you met at an Info Session and/or Networking Events</td>
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<td>(Due Week 6)</td>
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<tr>
<th>Lecture 5: Marketing Your Brand: Establishing Handshake and LinkedIn Profiles <em>(May 5)</em></th>
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<tr>
<td><strong>Objectives:</strong></td>
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<tr>
<td>- Establishing a professional network online</td>
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<td>- Creating and optimizing Handshake/LinkedIn Profiles</td>
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<td>- Using your online presence effectively to network and find opportunities</td>
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<td><strong>Class Activities:</strong></td>
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<tr>
<td>- Content: General Introduction to Handshake</td>
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<td>- Break-Out Activity: Discuss sample LinkedIn/Handshake profiles</td>
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<td>- Content: Strategies to Get the Most Out of</td>
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<td><strong>Assignment:</strong></td>
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<tr>
<td>- Create your Handshake profile and finalize LinkedIn profiles</td>
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<td>- Submit the Links of your profile.</td>
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<td>- Create Handshake search filters, save filters, and automate e-mail notices.</td>
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<td>- Find and RSVP to a Handshake event.</td>
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<td>(Due Week 7)</td>
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### Lecture 6: Acing a Professional Interview (May 12)

**Objectives:**
- Networking with recruiters
- Introduction to interviewing
- Following up with recruiters/hiring managers

**Class Activities:**
- Content: Introduction to Interviewing & Following Up with Recruiters
- Content: Tips to Acing an Interview
- Previewing assignments due next week
- Informational Interview

**Assignment:**
- **Read:** Career Guide: “Successful Interviewing” section
- Prepare for your peer mock interview
- Practice 6 questions your dream company might ask during an interview and practice them.
- Attend one of info session/networking career fair events hosted by student organizations and take the Poll on CCLE.
- Conduct an informational interview with your UCLA ONE mentor

(Due Week 8)

### Lecture 7: Long Term Career Strategic Planning (May 19)

**Objective:**
- Practice Mock Interview with Peers
- Career Action Plan

**Class Activity:**
- Content: Long Term Career Action Plan Strategic Planning
- Break-Out Activity: Practicing your mock interview and receiving feedback from peers

**Assignment:**
- **Read:** Career Guide: “Evaluating Job Offers” section
- Begin 1st draft of Career Action Plan presentation

(Due Week 10)

### Lecture 8: Career Action Plan Presentations #1 (May 26)

**Objective:**
- Career Action Plans

**Class Activity:**
- Presenting Strategic Career Action Plan
- Meet and Greet UCLA Alums (TBD)

**Assignment:**
- Finalize Career Action Plan presentation

(Due Week 10)

### Lecture 9: Career Action Plan Presentations #2 (June 2)

**Objective:**
- Career Action Plans
- Discussing plans and aspirations moving forward
- Recognizing steps that should be taken to achieve career goals
- Evaluating Job Offers/Negotiating Terms

**Class Activity:**
- Presenting Strategic Career Action Plan
- Content: Evaluating Job Offers/Negotiating Terms

**Assignment:**
- Finalize Career Action Plan presentation

(Due week 10)

### Zoom Invitation Links
Lecture Webinar Invitation:

**Topic:** ENGR 23 Lecture Question and Answer

**Time:**
- Mar 31, 2020 02:00 PM Pacific Time (US and Canada)
- Every week on Tue, 10 occurrence(s)
  - Mar 31, 2020 02:00 PM
  - Apr 7, 2020 02:00 PM
  - Apr 14, 2020 02:00 PM
  - Apr 21, 2020 02:00 PM
  - Apr 28, 2020 02:00 PM
  - May 5, 2020 02:00 PM
  - May 12, 2020 02:00 PM
  - May 19, 2020 02:00 PM
  - May 26, 2020 02:00 PM
  - Jun 2, 2020 02:00 PM

Register for the Webinar using this link:
https://ucla.zoom.us/webinar/register/WN_D3X4g849RD2WHQ5lzTnsjw

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Office Hours Zoom Invitation:

PARDIS HABIBI is inviting you to a scheduled Zoom meeting.

**Topic:** My Meeting

**Time:** Apr 2, 2020 09:00 AM Pacific Time (US and Canada)
  - Every week on Thu, until Jun 4, 2020, 10 occurrence(s)
    - Apr 2, 2020 09:00 AM
    - Apr 9, 2020 09:00 AM
    - Apr 16, 2020 09:00 AM
    - Apr 23, 2020 09:00 AM
    - Apr 30, 2020 09:00 AM
    - May 7, 2020 09:00 AM
    - May 14, 2020 09:00 AM
    - May 21, 2020 09:00 AM
    - May 28, 2020 09:00 AM
    - Jun 4, 2020 09:00 AM

Please download and import the following iCalendar (.ics) files to your calendar system.
- Weekly:
  https://ucla.zoom.us/meeting/tZUpce6pqDlt4c-vxZ4nsU0cjXHxmVsncg/ics?icsToken=98tyKuGpqj0tG9Kct13tZ7YqE9r9b9_lIiVN57VFpkvEBUDYQnOHvpPBKFxE9-B

Join Zoom Meeting
https://ucla.zoom.us/j/814671697

Meeting ID: 814 671 697

One tap mobile
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+13462487799,,814671697# US (Houston)

Dial by your location
+1 669 900 6833 US (San Jose)
+1 346 248 7799 US (Houston)
+1 646 558 8656 US (New York)
+1 253 215 8782 US
+1 301 715 8592 US
+1 312 626 6799 US (Chicago)
Meeting ID: 814 671 697
Find your local number: https://ucla.zoom.us/u/ad1m3ChzvL

Join by SIP
814671697@zoomcrc.com

Join by H.323
162.255.37.11 (US West)
162.255.36.11 (US East)
221.122.88.195 (China)
115.114.131.7 (India Mumbai)
115.114.115.7 (India Hyderabad)
213.19.144.110 (EMEA)
103.122.166.55 (Australia)
209.9.211.110 (Hong Kong)
64.211.144.160 (Brazil)
69.174.57.160 (Canada)
207.226.132.110 (Japan)
Meeting ID: 814 671 697

Rossana Office Hours:
Mondays 10-11AM
Office Hour Link