

Undergraduate Internship Program

ENGINEERING 23 – Finding an Industry Internship Seminar Course Syllabus

Undergraduate Internship Program Engineering Career Development and Preparation

Spring Quarter 2020

Lecturer: William Herrera
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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
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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>
- LinkedIn: <https://www.linkedin.com/>
- UIP Website: <https://www.seasoasa.ucla.edu/undergraduate-internship-program/>
- ESUC On Campus Industry Recruitment 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 3.**

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 4.**

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 the Week 5 class.**

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 6.**

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 bullets 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 Presentation are due Week 9 or 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: ≥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 other, 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

Engineering. It is your responsibility to know and understand the University Academic Integrity Policy and the UCLA Student Code of Conduct (<http://www.deanofstudents.ucla.edu/>).

ADDITIONAL INFORMATION:

- Counseling and Psychological Services (CAPS) exists to support your mental health needs as you pursue your academic goals. CAPS services are designed to foster the development of healthy well-being necessary for success in a complex environment. A variety of services are available including: crisis counseling by phone 24/7, emergency intervention, individual counseling and psychotherapy, group therapy, psychiatric evaluation and treatment, educational programs and workshops, and campus mental health and well promotion. Visit <http://www.counseling.ucla.edu/> for more information or call (310) 825-0768. For emergencies, please contact 911.
- Students requesting accommodations for a disability, including additional time or resources for taking exams, must be registered with the UCLA Center for Accessible Education (CAE; <http://www.cae.ucla.edu/>) and must submit appropriate documentation from the CAE.
- Title IX prohibits gender discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking. If you have experienced sexual harassment or sexual violence, you can receive confidential support and advocacy at the CARE Advocacy Office for Sexual and Gender-Based Violence, 1st Floor Wooden Center West, CAREadvocate@caps.ucla.edu, (310) 206-2645. In addition, Counseling and Psychological Services (CAPS) provides confidential counseling to all students and can be reached 24/7 at (310) 825-0768. You can also report sexual violence and sexual harassment directly to the University’s Title IX Coordinator, 2241 Murphy Hall, titleix@conet.ucla.edu, (310) 206-3417. Reports to law enforcement can be made to UCPD at (310) 825-1491.
- Faculty, Lecturer, and Group Facilitators are required under the UC Policy on Sexual Violence and Sexual Harassment to inform the Title IX Coordinator and should they become aware that you or any other student has experienced sexual violence or sexual harassment.

COURSE SCHEDULE:

<p>Week 1: Finding Your Dream Job & Gathering Information (March 31)</p> <p>Objectives:</p> <ul style="list-style-type: none"> ● <i>Conducting an inventory of interests and strengths to begin exploring career paths</i> ● <i>Utilizing LinkedIn to explore opportunities and examine other’s career paths</i> <p>Class Activities:</p> <ul style="list-style-type: none"> ● Content: Introduction to Course and Career Exploration ● Break-Out Activity: Discussing career interests and how they relate to your background and strengths ● Content: Using LinkedIn & Handshake to Explore Career Opportunities ● Previewing assignments due next week 	<p>Assignment:</p> <ul style="list-style-type: none"> ● <u>Read:</u> 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 <p>(Due Week 2)</p>
<p>Week 2: Career Fair Preparation Part I (April 7)</p> <p>Objectives:</p> <ul style="list-style-type: none"> ● <i>Analyzing the results of self-inventory to begin narrowing down potential careers</i> 	<p>Assignment:</p> <ul style="list-style-type: none"> ● <u>Read:</u> Career Guide: “Career Exploration” section & LinkedIn Handouts

<ul style="list-style-type: none"> ● <i>Searching for positions and utilizing Handshake</i> <p>Class Activities:</p> <ul style="list-style-type: none"> ● Content: Job Searching Utilizing Online Resources ● Content: Elevator Pitches & Recruiter Interactions ● Break-Out Activity: Practicing elevator pitches and receiving feedback ● Previewing assignments due next week 	<ul style="list-style-type: none"> ● Research and identify 3-5 companies you will visit at the career fair ● Practice and finalize elevator pitch ● Meet with a peer advisor to look over your resume <p>(Due Week 3)</p>
<p>Week 3: Career Fair Preparation (April 14)</p> <p>Objectives:</p> <ul style="list-style-type: none"> ● <i>Basic fundamentals of writing a resume</i> ● <i>Researching and targeting companies of interest</i> <p>Class Activities:</p> <ul style="list-style-type: none"> ● Content: Career Fair Preparation Part II: Writing a Resume, Researching & Targeting Companies ● Content: Advanced Resume Tips: Standing Out & Tailoring to Companies ● Break-Out Activity: Scoring sample resumes and cover letters ● Content: Writing a coherent Cover letter ● Previewing assignments due next week 	<p>Assignment:</p> <ul style="list-style-type: none"> ● <u>Read:</u> Career Guide: “Resumes & Cover Letters” section ● First draft for resume <p>(Due Week 4)</p>
<p>Week 4: Beyond the Career Fair: Other Industry-Facing Events (April 21)</p> <p>Objectives:</p> <ul style="list-style-type: none"> ● <i>Understanding objectives and strategies for company information sessions, networking events, facility tours, and other industry-related events</i> ● <i>Writing a cover letter</i> <p>Class Activities:</p> <ul style="list-style-type: none"> ● Content: Introduction to Networking Events and LinkedIn Branding ● Break-Out Activity: Getting feedback on resume ● Content: How to Find Networking Events ● Break-Out Activity: Network with alumni and learn about their experience ● Previewing assignments due next week 	<p>Assignment:</p> <ul style="list-style-type: none"> ● <u>Read:</u> Career Guide: “Job Search Strategies & Correspondence” section ● Finalized cover letter ● Create LinkedIn profile ● Attend one of info session/networking events hosted by student organizations and practice elevator pitch ● Connect with someone you met at an Info Session and/or Networking Events <p>(Due Week 5)</p>
<p>Week 5: Marketing Your Brand: Establishing Handshake and LinkedIn Profiles (April 28)</p> <p>Objectives:</p> <ul style="list-style-type: none"> ● <i>Establishing a professional network online</i> ● <i>Creating and optimizing Handshake/LinkedIn Profiles</i> ● <i>Using your online presence effectively to network and find opportunities</i> <p>Class Activities:</p> <ul style="list-style-type: none"> ● Content: General Introduction to Handshake ● Break-Out Activity: Discuss sample LinkedIn/Handshake profiles ● Content: Strategies to Get the Most Out of 	<p>Assignment:</p> <ul style="list-style-type: none"> ● Create your Handshake profile and finalize LinkedIn profiles ● Submit the Links of your profile. ● Create Handshake search filters, save filters, and automate e-mail notices. ● Find and RSVP to a Handshake event. <p>(Due Week 6)</p>

<ul style="list-style-type: none"> Handshake ● Content: Sample PPT on what we'd like to see on LinkedIn and Handshake ● Break-Out Activity: Use rubric and score a sample profile ● Previewing assignments due next week 	
<p>Week 6: Acing a Professional Interview (May 5)</p> <p>Objectives:</p> <ul style="list-style-type: none"> ● <i>Networking with recruiters</i> ● <i>Introduction to interviewing</i> ● <i>Following up with recruiters/hiring managers</i> <p>Class Activities:</p> <ul style="list-style-type: none"> ● Content: Introduction to Interviewing & Following Up with Recruiters ● Content: Tips to Acing an Interview ● Previewing assignments due next week ● Informational Interview 	<p>Assignment:</p> <ul style="list-style-type: none"> ● <u>Read</u>: 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 <p>(Due Week 7)</p>
<p>Week 7: Long Term Career Strategic Planning (May 12)</p> <p>Objective:</p> <ul style="list-style-type: none"> ● <i>Practice Mock Interview with Peers</i> ● <i>Career Action Plan</i> <p>Class Activity:</p> <ul style="list-style-type: none"> ● Content: Long Term Career Action Plan Strategic Planning ● Break-Out Activity: Practicing your mock interview and receiving feedback from peers 	<p>Assignment:</p> <ul style="list-style-type: none"> ● <u>Read</u>: Career Guide: "Evaluating Job Offers" section ● Begin 1st draft of Career Action Plan presentation <p>(Due Week 9)</p>
<p>Week 8: Career Action Plan Presentations #1 (May 19)</p> <p>Objective:</p> <ul style="list-style-type: none"> ● <i>Career Action Plans</i> <p>Class Activity:</p> <ul style="list-style-type: none"> ● Presenting Strategic Career Action Plan ● Meet and Greet UCLA Alums (TBD) 	<p>Assignment:</p> <ul style="list-style-type: none"> ● Finalize Career Action Plan presentation <p>(Due Week 9)</p>
<p>Week 9: Career Action Plan Presentations #2 (May 26)</p> <p>Objective:</p> <ul style="list-style-type: none"> ● <i>Career Action Plans</i> ● <i>Discussing plans and aspirations moving forward</i> ● <i>Recognizing steps that should be taken to achieve career goals</i> ● <i>Evaluating Job Offers/Negotiating Terms</i> <p>Class Activity:</p> <ul style="list-style-type: none"> ● Presenting Strategic Career Action Plan ● Content: Evaluating Job Offers/Negotiating Terms 	<p>Assignment:</p> <ul style="list-style-type: none"> ● Finalize Career Action Plan presentation <p>(Due week 9)</p>

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_D3X4g849RD2WHQ5IzTnsjw

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/tZUpce6ppqDIt4c-vxZ4nsU0cjXHxmVsncg/ics?icsToken=98tyKuGpqj0tG9Kct13tZ7YqE9r9b9_IliVN57VFpkvrEBUDYQnOHvpPBKfXE9-B

Join Zoom Meeting

<https://ucla.zoom.us/j/814671697>

Meeting ID: 814 671 697

One tap mobile

+16699006833,,814671697# US (San Jose)

+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](#)