Undergraduate Internship Program

Engineering Career Development
Winter 2020 Checklist

Freshman Year

Enroll in ENG 23: Finding An Industry Internship Seminar
- Check out the course syllabus

Career Fairs
- Attend the Engineering & Tech Fair on Jan 24th. RSVP via handshake.
  - Have several copies of your resume prepared.
  - Research attending companies beforehand.
  - Request contact information for recruiters you speak to and send follow-up emails.
- Attend your major-specific career fair and info sessions.
  - Have several copies of your resume prepared.
  - Research attending companies beforehand.
  - Request contact information for recruiters you speak to and send follow-up emails.
- Career Fairs and Info Sessions:
  - Jan 15th | AIChe LASAN Info Session | 6-8PM | Maxwell Room
  - Jan 17th | Student Org Fair | 12-2PM | ENG IV 4th Floor Patio
  - Jan 24th | Engineering & Tech Fair | 10-2:30PM | Collins Court and Ackerman Student Union
  - Jan 30th | ASCE Career Fair | Jan 30th | 10-2PM | Ackerman Grand Ballroom
  - Jan 30th | SWE Evening with Industry | 5-10PM | Carnesale Commons

Feedback & Advising
- Join MentorSEAS.
  - Ask your mentor for advice about activities and experiences they found valuable.
- Attend faculty advising hours.
- Set up an appointment with a Career Engagement Educator through Handshake.
- Attend Undergraduate Internship Program drop-in advising hours if you have any questions.
- Join UCLA One and request an alumni mentor.

Professional Networking
- Create a LinkedIn account.
- Attend at least one company information session per quarter.
  - Information sessions can be found via Handshake.

Check us out on Facebook: https://www.facebook.com/SamueliURPUIP
Information sessions arranged by engineering student organizations can be found on ESUC’s Industry Recruitment Calendar on their website.

- Attend the UCLA Alumni Center’s STEM Networking Night.
- Attend the Society of Women Engineers’ Evening with Industry event.
- Look out for networking and alumni events put on by engineering organizations that you are a member of.

Resume-Building Experiences

Technical Experience

- Take Engineering 96 for an introduction to hands-on engineering projects.
- Visit the Makerspace in Boelter Hall.
- Explore the projects put on by engineering student organizations.
- Talk to professors’ whose research interests you about working in their lab.

Leadership/Soft Skills Experience

- Consider applying for committee or leadership positions in student organizations.
  - Many clubs will open applications in fall for freshman-focused leadership opportunities.
- Volunteer for a cause or campaign of interest to you.
  - Visit the UCLA Volunteer Center’s website for opportunities.
- Seek out a part-time job that allows you to develop important soft skills.

Tools & Resources

Searching

- Create a Handshake account and complete your profile.
- Use Handshake’s built-in job search function to find relevant opportunities.
- Use LinkedIn’s job search function to find relevant opportunities.
- Visit the UCLA Engineering Career Pathway Resources website for internship and job postings. https://www.seasoasa.ucla.edu/internship-opportunities-2
- Explore various student-led engineering organizations and their events. Here is their event calendar.
- Specific engineering professional organizations (such as AIChE) usually have their own job boards.

Applying

- Apply through Handshake or the company’s Careers website.
- Provide your resume at info sessions and career fairs.

Other Events (RSVP via Handshake)

- Jan 10th | Job & Internship Search Crash Course | 12-3PM | Strathmore Building, Room 200, 501
- Jan 13th | Career Advising Pop Up: Samueli School of Engineering | 12-2PM | Boelter Hall 6288
- Jan 15th | HIRE UCLA: Job & Internship Fair | 10-3PM | Ackerman Grand Ballroom
- Jan 16th | CIA Information Session | 5:30-6:30PM | UCLA, Conference Room 3rd Floor
- Jan 22nd | Technical Interview Workshop with Microsoft | 5:30-7PM | ENG VI, Mong Auditorium
- Jan 23rd | Exploring Careers in Data Analytics | 6-8PM | James West Alumni Center, Founders Room
- Jan 30th | Internship Meet-Up Series: 1st Year, 1st Internship | 5:30-7PM | Strathmore Building, Room 200, 501

Winter 2020 Workshops

- Attend one of the “Engineering & Tech Fair Prep Workshop” workshops
  - 5:30-7PM | Jan 9th, 14th, and 16th | Mong Auditorium | RSVP link

Check us out on Facebook: https://www.facebook.com/SamueliURPUIP