Prepare. Ask. Consider. Explore.

Career Center

Career Exploration

Nights and Events

TEMPE CAMPUS | Tuesday, October 17, 2023, 4:30-8 p.m. | Memorial Union, second floor

POLYTECHNIC CAMPUS | Tuesday, October 24, 2023, 4:30-7 p.m. | Cooley ballrooms

Major-specific panels

Aviation
Tuesday, November 14, 2023, 6-8 p.m. | Polytechnic campus, Cooley ballrooms

Graphic Information Technology
Thursday, September 21, 2023 | Polytechnic campus, TBD

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ASU | **Ira A. Fulton Schools of Engineering**
Arizona State University

Career Exploration Nights, panels and events are unique opportunities for you to meet a variety of technical professionals and student leaders, ask questions about the work they do and learn about different career choices early in your college career. You are welcome to attend as many events as you would like. Feel free to bring your ASU 101 classmates and speak with professionals together.

What are the Career Exploration Nights?

Career Exploration Nights are open to all Fulton Schools of Engineering first-year students. Aviation, graphic information technology, and civil/construction/environmental engineering students have their own specialized events, so professionals representing these majors will NOT be in attendance at these large Career Exploration Nights.

The Tempe Career Exploration Night will be held on the second floor of the Memorial Union. Rooms will be organized by School reflecting the Tempe-based majors and related professionals. Some Tempe rooms might host multiple Schools.

The Polytechnic Career Exploration Night will be held in the Student Union, Cooley ballroom. The room will have tables reflecting engineering, environmental and resource management, information technology, and technological entrepreneurship and management Polytechnic-based majors and related professionals.

Before entering the rooms, scan your Sun Card once at the check-in table.

Feel free to explore all rooms beyond your major. Visiting professionals will be wearing colored ribbons on their name tags which represent academic disciplines. Some may have more than one ribbon if they have multiple degrees or experience in more than one field. Some guests may have taken a non-traditional career path. Technical professionals often work in cross disciplinary teams. Many of our guests will have considerable knowledge about areas outside of their primary roles. **A person of interest might be located in a neighborhood different than your major.**

Be ready to ask questions from this workbook or ones that you want to know. The open format makes it easy to find someone to speak with and ask your questions. Most guests will be sitting at tables which have signs indicating their majors. Some guests may bring exhibits. Join a conversation already in progress or start a discussion by asking about their career paths or about their exhibit.

What is the Aviation Industry Panel?

Aviation students will attend the Aviation Panel which is open to all students, including first-year students. The event will be hosted on the Polytechnic campus, Student Union, Cooley ballrooms. Scan your Sun Card at the check-in table. Listen to questions others are asking the panelists. Be ready to ask questions from this workbook or ones that you want to know. Your ASU 101 instructor will provide you with details and instructions as the event nears.

What is the GIT Industry Panel?

Graphic information technology students will attend the GIT Industry Panel which is open to all students, including first-year students. The event will be hosted on the Polytechnic campus and on Zoom. Scan your Sun Card at the check-in table. Listen to questions others are asking the panelists. Be ready to ask questions from this workbook or ones that you want to know. Your ASU 101 instructor will provide you with details and instructions as the event nears.

What are the SSEBE Career Fairs?

For civil engineering, construction engineering, construction management, and environmental engineering; and optionally for environmental and resource management students, your assignment is to attend one of the in-person SSEBE Career Fairs which are open to all students in those majors. The in-person career fairs will be hosted on the Tempe campus in College Avenue Commons, CAVC.

Your ASU 101 instructor will provide you with details and instructions as the carer fairs near. In advance of the SSEBE career fairs, in Handshake career fairs, review the companies that are attending. Visit employers and ask questions from this workbook or ones that you want to know. Employers know our first-year students will be attending and will be happy to answer your questions. For tips on navigating a career fair for first-year students, review the tips inside the career fair registration and on the engineering career center's website.

After the event: take the Career Exploration 2023 survey and complete the other assignments listed on page seven.

What you need to know

You don't need a resume.

It is an opportunity to meet with industry professionals and student leaders.

You can ask about what they did in college, the decisions they made and the challenges they faced to get to where they are today. Even better is if it turns into a natural conversation.

Feel free to join conversations that are in progress. You can also go with friends to speak with professionals.

It is your chance to start thinking about your own career path and what matters to you.

It can be so much more than a homework assignment if you plan to make the most of this opportunity.

How you should prepare

Choose the event(s) that you would like to attend and put them on your calendar. You might need to pre-register for the event(s).

Your assignment is to listen and ask questions of professionals and student leaders.

Be ready to ask questions. Refer to this workbook for ideas.

Have your workbook and a pen to take notes.

Be prepared to share your findings with your ASU 101 classmates.

There is no formal dress code.

Who you will meet

Engineers and other technical professionals who:

- Are excited about the work that they do
- Are willing to share what they have learned
- Faced similar challenges when they were in college
- Remember having questions when they were students
- Have work experiences that reflect the degree you are seeking

Professionals often work in cross-disciplinary teams. Many guests have considerable knowledge in areas outside of their primary roles.

What else?

Be curious. Be open to new ideas. Make it personal. Make it valuable.

In addition to the event required by your ASU 101 class, you are welcome at all at all Career Exploration events.

Take advantage of opportunities to learn about different industries and professions.

Networking tips for beginners

1. Prepare questions ahead of time.
2. Allocate time for networking.
3. Listen to their introduction and how they address questions about their role.
4. Ask the questions that you prepared beforehand.
5. Smile and introduce yourself.
6. Briefly say something about yourself like your major or interests.
7. Ask their name if you missed it.
8. Listen attentively to their answers. Ask a related follow-up question or a different question. It may turn into a more natural conversation.
9. Pay attention for cues that the conversation is ending and excuse yourself by thanking them for their time.
10. Ask for a business card or if you can connect via LinkedIn if you think you might have more questions or would like to follow up after the event.

Come and have fun!

This event is a great way to **explore future career possibilities** with professionals who want to talk with you.

Resume: Don't say "re-zoom" — say "rez-oo-mey" instead!

Borrowed from the French verb "résumé" — which means a summary — a resume provides prospective employers with your past work experience, education and degrees, technical skills and other relevant activities, like working in a research lab, volunteering or membership in a student club or professional society.

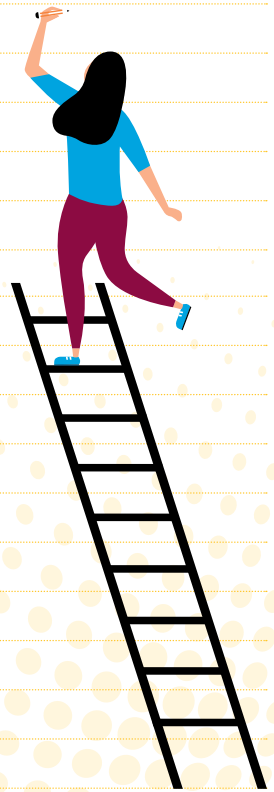## Your ASU 101 instructor may have given you a specific assignment.

Questions to ask any professional:

☐ Are there any courses outside of my program that you would recommend?

☐ What types of activities outside of classes can give students the skills needed for success in the workforce?

☐ What do you like best about your career/current position?

☐ What are some of the frustrations that may characterize this type of work?

☐ To what extent do you feel that your experiences are typical of others?

☐ Is there pressure at your job? How can that pressure be described?

☐ How many hours do you typically work in a week?

☐ What advice would you offer someone planning to enter this career?

☐ What are the most important things that a college student should focus on and accomplish while attending college?

☐ How did you build your skills and self-confidence?

☐ Since hindsight is 20/20, what do you wish that you had done differently when you were a student, or at any point in your career?

☐ How related is your academic major to your job?

☐ How important are teamwork and communication skills?

☐ How important are internships?

☐ What skills are most important for this kind of work? What abilities and personal qualities are most important in this occupation?

☐ What are the educational requirements for this career?

☐ Would you recommend graduate or professional school immediately after graduation?

☐ What technology and programs are used by your company?

☐ What are the primary responsibilities of your current position?

☐ What are your specific duties?

☐ Are there cybersecurity elements or do you have to be cyber aware in your job?

☐ How do you spend 80% of your day/week?

☐ How do you stay current with the new skills required for your profession?

☐ Do you work mostly alone or as part of a team?

☐ Do you travel frequently?

☐ What are some of the major changes you have seen in your field?

☐ What industry changes do you anticipate in the future?

Questions to ask recent graduates and current student leaders:

☐   How did you decide on your major?

☐   How did you know that your choice of major was "the right one" for you?

☐   What strategies did you use to be successful in your classes?

☐   How important are the introductory classes taken by first-year and sophomore students?

☐   Which of your major courses did you find most helpful as an intern or a new professional?

☐   How did you get involved in extracurricular activities?

☐   How did you find internships and your first job?

☐   What was your biggest challenge in your first professional position?

☐   What was your career path from college to present?

☐   Did you take the EIT exam or seek additional certifications?

Questions to ask hiring managers, seasoned employees and retirees:

☐   What does your company look for when hiring interns?

☐   Does your company offer tours and job shadow programs?

☐   What types of positions are most appropriate for new college graduates?

☐   What are the advantages of the PE certification?

☐   What are the current trends you see in your industry?

☐   Is it possible to project future needs for workers in this field? What factors might determine these needs?

☐   What are some of the major changes you've seen in your field?

☐   What changes do you anticipate in the future?

Notes: *(Take additional notes on page seven)*

Notes:

List the people and things that interested you the most:

Write follow-up questions to ask your instructor or peer mentor:

List organizations, events and/or activities that you want to explore:

Your assignments:

☐ Complete your Handshake profile

☐ Complete the Career Exploration 2023 survey after you attend the event(s)

☐ Create your two-year career plan to customize your own Fulton Experience.

Stay on track to become internship ready!

The National Association of Colleges and Employers (NACE) conducted extensive research with employers and identified the competencies sought by industry when hiring interns and new college graduates. Incorporate opportunities to develop these skills into your two-year career plan and your resume.

"Your technical skills will get you hired. Your lack of people skills will get you fired. Your leadership and management skills will get you promoted."

– William Badger, Professor Emeritus, Ira A. Fulton Schools of Engineering

Critical thinking and problem-solving
You are able to obtain, interpret and use knowledge, facts and data.

Oral and written communication
You have public speaking skills and can clearly write emails and complex technical reports.

Teamwork and collaboration
You can effectively work in diverse teams and are able to negotiate and manage conflict.

Technology
You are able to adapt effectively to new and emerging technologies.

Leadership
You are able to guide and motivate others as well as organize, prioritize and delegate work.

Professionalism and work ethic
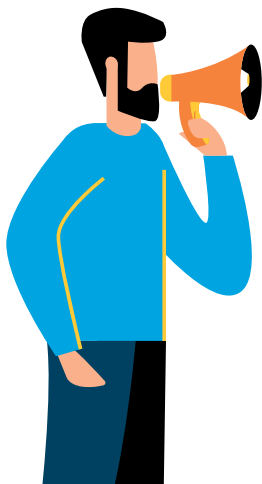You act responsibly with the interests of the larger community in mind.

Equity and inclusion
You can demonstrate awareness, attitude and skills required to equitably engage and include people from different local and global cultures.

Career and self-development
You can proactively develop yourself through personal and professional learning, identify and demonstrate your skills, navigate career opportunities, and network to build relationships.

Start now!

Build and hone the skills and experience employers seek. **Get involved and customize your Fulton Experience!**

- Fulton Schools and Barrett, The Honors College
- Grand Challenges Scholars Program
- EPICS: Engineering Projects in Community Service
- Student organizations and teams
- Student Council
- Academic Bowl
- FURI: Fulton Undergraduate Research Initiative
- Fulton Ambassadors
- Summer camp counselors
- Tutoring
- Career fair volunteer/employer liaison

- K-12 outreach
- Study abroad
- Internship experiences
- E2 Counselors
- Peer Mentors
- Undergraduate teaching assistants
- eProjects program and capstones
- Accelerated bachelor's + master's programs
- The Order of the Engineer and Pledge of the Computing Professional
- Entrepreneurship + Innovation @ Fulton

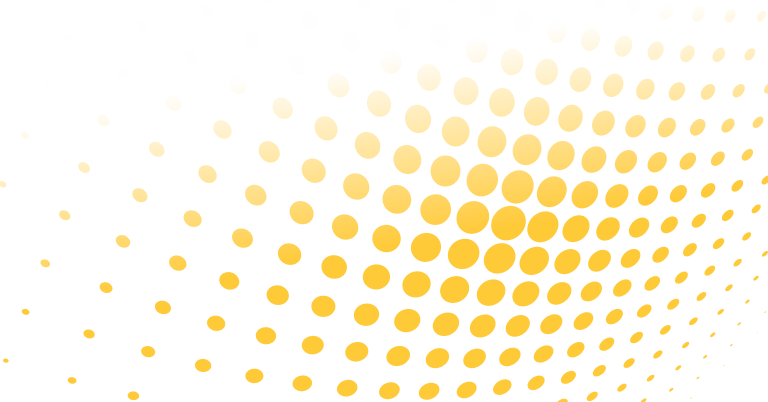Check out **customize.engineering.asu.edu**

My two-year career plan

Every professional needs a strong academic foundation and experiences along the way. During your first year, form good study habits and learn about all that Fulton Schools has to offer.

Join activities in your first year to increase your confidence, to build your skills and to deepen identifying yourself as an engineer. Think about a goal or two for while you are at ASU and beyond. Make a plan and get involved. Every semester, update your career plan by selecting activities to reach your goals. Need help? Research and talk to Peer Mentors and Section Leaders about your ideas. Maybe you want to:

- **Study abroad.** Take a foreign language. Join Engineers Without Borders and EPICS. Participate in To Be Welcoming cultural understanding training to help you get the most out of your experience. Who knows, you may decide after graduation you want to work abroad or for an international company operating in the U.S.

- **Conduct research in a government lab.** Join Fulton Undergraduate Research Initiative (FURI), Grand Challenges Scholars Program (GCSP) or eProjects and apply to be an ASU research assistant to be more competitive for REUs and beyond.

- **Get an internship.** You need skills and experiences to set you apart from those that share your major. Be actively involved in student organizations, eProjects, EPICS, or GCSP to get extra hands-on projects, access to industry advisors and other skills. Lead a team in a competition. Volunteer in a meaningful and sustained way. Get an on-campus job to develop your communication and technology skills. OR, get an off-campus job that is related to your interests using the skills you have so far. OR, maybe your first job could be non-degree-related in a company you love just to see what it's like. OR any job to help pay the bills and show you are balancing work and school obligations, while developing professionalism and gaining work experience.

- **Show your Sun Devil pride.** Immerse yourself in all things ASU. Become a Fulton Academy Camp Counselor to help kindergartners through 12 graders find their spark. Join Student Council — be a leader and help shape the Fulton Schools. Hold an on-campus job as a tutor, E2 counselor, or maybe even a peer mentor!

- **Work for yourself designing apps.** Develop your ideas, and also…learn about Entrepreneurship + Innovation, join SoDA, compete in Devils Invent, and volunteer at the career fairs to get some no pressure time with employers. You may decide to be a 4+1 student to earn you master's degree fast. You will be well-rounded as you achieve your goal.

No matter what you decide, let the Fulton Schools Peer Mentors help you showcase your skills, academic projects and unique Fulton Difference experiences into competitive internship-ready application materials.

Fulton Difference: Career Competencies Two-Year Plan

Name:

Be internship-ready in four semesters

Career and Fulton Difference Competencies:

Critical thinking
Oral and written communications
Teamwork and collaboration
Technology
Leadership
Professionalism and work ethic
Equity and inclusion
Global engagement
Competitive teams
Entrepreneurship
Mentorship
Career and self development

Customize your experience

Select a few Fulton Difference competencies and other activities each semester. Build your skills to reach each semester's and your ultimate four semester goals. Ask a Peer Mentor for help. They can also help map the career and Fulton Difference competencies to your chosen activities.

Peak recruiting seasons

September/October for the **majority** of the summer internships and jobs for December and May graduates.

February/March for the remaining summer internships and jobs for May graduates.

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Semester:	Year:	Semester:	Year:
Activities	**Competencies**	**Activities**	**Competencies**

Professionalism, global engagement, equity and inclusion

Watch and reflect on the To Be Welcoming cultural understanding training

Career and self development

Attend Career Exploration Night, panels or the SSEBE career fair

Complete your Handshake profile

Career and self development

Attend career prep workshops

Build your resume with class projects, extra-curricular involvement and work experience

Build your LinkedIn profile

Build your network with classmates and professionals to expand your knowledge about professions and companies

Attend Fall and Spring Career Fairs

Name:

Semester: **Year:**   **Semester:**   **Year:**

Activities   Competencies   **Activities**   Competencies

Goal:

Obtain an internship, research or other industry experience

My Specific Goal:

Career and self development

Refresh your resume, Handshake and LinkedIn profiles

Meet with a career coach to review your resume and get tips for applying to internships

Continue to build your network with classmates and professionals to expand your knowledge about careers, companies and opportunities

Attend company information sessions and career prep workshops

Attend Fall and Spring Career Fairs

Apply to internships, REUs and opportunities NOW that start LATER next semester or in summer

Career and self development

Refresh your resume, Handshake and LinkedIn profiles

Meet with a career coach to review your resume, get tips for applying to internships and conduct a practice interview

Continue to build your network with classmates and professionals to expand your knowledge about careers, companies and opportunities

Attend company information sessions and career prep workshops

Attend Fall and Spring Career Fairs

Apply to internships, REUs and opportunities NOW that start LATER next semester or in summer

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Your future is our full-time job

The Ira A. Fulton Schools of Engineering Career Center sees all of the effort and dedication that you put into your professional future.

We are eager to help you build your path to a bright future. Let us help put it all together.

Attend workshops

Prepare for success. Get involved in organizations. Build important skills companies want in their interns. Check Inner Circle, your ASU 101 Canvas site and the Fulton Schools Career Center website for dates and details.

Make an appointment via **ii handshake**
asu.joinhandshake.com/appointments

Check out the Fulton Schools Career Center website

Get started now with online tutorials and more. Review the pathways for each year for tips to stay on track as you develop your skills and enrich your marketability for employers. You'll also find advice and tools for creating resumes, searching for internships and events on campus that you should attend: **career.engineering.asu.edu**

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