

Fulton Schools Career Center

School of Sustainable Engineering and the Built Environment

Advice from Industry and Career Workbook



career.engineering.asu.edu

ASU Ira A. Fulton Schools of
Engineering
Arizona State University

SSEBE career fairs will be held on the 3rd floor Atrium and the 4th floor lobby areas of the Paul C. Helmick Center, HLMK.

For civil engineering, construction engineering, construction management, and environmental engineering. *(Optional for environmental and resource management students.)*

Fall 2025 SSEBE Career Fair Dates:

Civil/Environmental (Mixed)

Sept. 23

10 a.m. to 4 p.m.

Oct. 1

10 a.m. to 4 p.m.

Construction (Undergraduate only)

Sept. 24

1 p.m. to 5 p.m.

Sept. 25

1 p.m. to 5 p.m.

Sept. 30

1 p.m. to 5 p.m.

Paul C. Helmick Center
formerly known as College Avenue Commons
660 S College Ave,
Tempe, AZ 85281

Check out the companies attending each day at asu.joinhandshake.com. Go to Events, Career Fairs at Your School. Follow the event to get updates leading to the fair. Browse the employers, the available positions and follow the companies of interest.

NACE CAREER COMPETENCIES

Stay on track to become career ready!

The **National Association of Colleges and Employers, or NACE**, conducted extensive research with employers and identified the competencies sought by industry when hiring interns and new college graduates. Start early to maximize development of these important career-readiness skills.

These skills are referred to as transferable skills because they are used across roles, industries and situations. According to research by Jobs for the Future, transferable skills 1) are highly desired by employers, 2) contribute to long-term success and career contentment and 3) enhance adaptability to rapidly-evolving technologies. Incorporate varied opportunities to build a competitive and well-rounded skill set.

“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 memos 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.



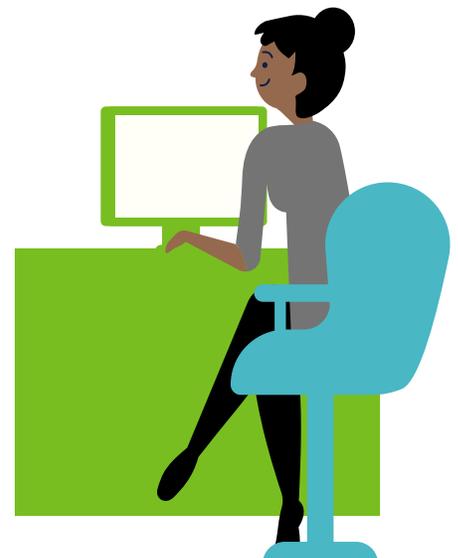
Professionalism and work ethic

You act responsibly with the interests of the larger community in mind.



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.



In the Fulton Schools, we ground our inclusive excellence practices in ensuring all members of the Fulton Schools community:

Have access to professional development opportunities



Feel valued and included within the Fulton Schools



Received the support they need to achieve their full potential



Cultivate excellence.

Contribute to a culture and environment that supports healthy growth in yourself and others; create positive impact through high quality contributions to the Fulton Schools, ASU, and beyond.

Deliver innovation that matters.

Produce solutions that demonstrably create a greater value or overcome an existing challenge.

Encourage bold thinking.

Contribute to a culture and environment that supports risk taking (i.e., doing something when you aren't sure what the outcome will be) and acknowledges it as part of the process of delivering innovation that matters.

Foster a community of learning and collaboration.

Cultivate an environment where individuals come together to share knowledge, enhance skills, and leverage resources for mutual growth and development.

Build a foundation for all to be successful.

Foster a culture and environment in which all members of the Fulton Schools community have access to professional development opportunities, feel valued and included, and have the support they need to achieve their full potential.



ENGAGE AND LEARN THE BENEFITS OF EXPERIENTIAL LEARNING

Learning by doing

Experiential learning is simply defined as “learning by doing.” **Experiential learning activities provide practice using your skills in authentic settings** and may take many forms, including internships, service learning, volunteering, clubs, projects, and more, according to the National Society for Experiential Education. Regardless of the learning activity, the purpose is to enhance your self-awareness and growth across your technical and transferable non-technical skills as defined in the National Association of Colleges and Employers competencies and Fulton Schools Values. Your 2-year plan is your customized guide for intentionally seeking out activities to grow personally and professionally, starting from your first semester. Keep adding to your plan as you progress through your academic career.

“You don’t build a resume. You build skills through experiences. A resume documents those skills and experiences.”

– Dr. Kathie Erdman Becker, Career Counselor, Ira A. Fulton Schools of Engineering Career Center

Did you know?

Good grades are important, but **good grades alone** won’t help you stand out. What’s most important is that you know how and when to apply what you’ve learned to solve problems. Twenty-five years of data collected by the National Survey of Student Engagement has consistently found:

- Strong correlations between experiential learning and **enhanced GPA**.
- 10-15 hours of work and/or extracurricular activities created the most positive effect on GPA for full-time enrolled college students.
- 20+ hours of working or extracurricular activities correlated with a negative impact on GPA for full-time enrolled college students.

According to NACE’s student internship survey, students reported internships and other experiential learning activities improved skills in:

- Professionalism/Work Ethic 79%.
- Teamwork/Collaboration 73%.
- Oral/Written Communication 72%.
- Critical Thinking/Problem Solving 67%.
- Leadership 59%.

Engagement in internships and other extracurricular experiences provides a competitive advantage (NACE Class of 2024 Survey):

- 86% of college graduates participated in some form of experiential learning.
- Nationally, 67% of graduates completed at least one internship, 34% completed more than one.
- 58% of internships led to full time jobs.
- 73% of employers prefer to hire candidates with relevant work experience (NACE Job Outlook Report).
- 88% of hiring managers consider student engagement an important factor in hiring decisions.
- Paid interns are about twice as likely to land a job after graduation compared to those who did not complete an internship.

Taking advantage of Career Center services and resources has a positive impact:

- 60% of students utilize career center services at some point during their college career.
- Students who use utilized just one career center service received 24% more job offers than those who did not use any. The percentage increased about 5% with each additional service used.
- The Fulton Schools Career Center offers free workshops, events, and appointments for current students and alumni to assist in all stages of their career development.

ASSIGNMENT GAINING ADVICE FROM INDUSTRY PROFESSIONALS

The SSEBE Career Fair is a unique opportunity to meet professionals in your industry of interest. Take this opportunity to ask questions about the work they do and learn about different career pathways available to you early in your college experience. We recommend that you join with your ASU 101 SSEBE classmates to attend the event together and ask questions as a team.

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 the Paul C. Helmick Center, HMLK.

Your ASU 101 instructor will provide details and instructions as the career 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 the ones that you developed on your own. Employers know our first-year students will be attending and will happily answer your questions.

Tips for first-year students

This is an exploratory event for first-year students and a recruiting event for students and alumni seeking jobs and internships. You will be meeting engineers and other technical professionals who:

- Are excited to talk to students about the work that they do.
- Are willing to share their experiences and challenges.
- Remember having questions when they were students.
- Have work experiences that reflect the degree you are seeking.
- May have considerable knowledge in areas outside of their primary roles. Ask about the teams they work in and what their career path has been!

Your Goal:

Meet with professionals to learn about the industry, different career pathways, and how to prepare for your future career.

- You don't need a resume. There is no formal dress code.
- Use your notes to complete the Career Fair Reflection Worksheet.
- Seek advice to make your 2-year plan strategic and fun!

It can be much more than a homework assignment if you plan to network!

- Choose the date you will attend and put it on your calendar.
- Allocate an hour to being present at the event. Plan transition time outside of this hour.
- Make a list of questions before the event; don't hesitate to ask them.
- Expect to wait in line but also be open to browsing tables with no lines, even if you are unfamiliar with the company. This is a great way to explore the range of career pathways in your industry.
- Smile, relax, and introduce yourself. Share your major, dreams, interests, and any concerns about success or trends you've heard about.
- Make a note of the professional's name. Get their card or LinkedIn address, if possible. This may allow you to follow up at a future date.
- Pay attention to cues that the conversation is closing, such as a line forming or you have no further questions. Excuse yourself by thanking them for their time.



Assignment: Attend SSEBE Career Fair (1 session)

Name:

Listen carefully to how industry professionals discuss the value of each competency, how it impacts success, and their suggestions for customizing your Fulton Experience.

Be sure to make notes on:

- 1) Which competencies and values were mentioned?**
- 2) What you learned about the industry and/or what advice you found most helpful.**

Strategy examples:

A specific, measurable example

Join a Fulton student organization related to my interest in sustainability that engages in community action by the end of the second semester. **Competencies: career and self-development, oral and written communication.**

→ Identifies a skill set relevant to professional/personal interests and an appropriate task for developing the specified competencies and values. It will be easy to check whether this is done by a deadline. Consult with your section leader or mentors to ensure goals are realistic within the timeline and for assistance identifying relevant experiences. Student leaders are great resources!

A vague/no self-accountability example

Get involved in groups. **Competencies: teamwork.**

→ It is unclear what the group does or values that will lead to the development of teamwork nor how it relates to your interests/goals. It creates a situation where you may not engage in the proper activities at the strategic times needed to achieve your 2-year plan. If your goals sound like this now, bring them to your section leader or mentor to transform them into clear action steps in your 2-year plan.

My degree and major:

List the names and companies of the professionals from the video. Note if they worked in other industries/roles prior:

List three important strategies you learned from this activity to include in your 2-year plan.

Note which of the **Career Competencies and Fulton Values relate to each**. There may or may not be more than one for each action. Be specific about your action and set a deadline to create accountability.

Action one:	Competencies and values
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Action two:	Competencies and values
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Action three:	Competencies and values
<input type="text"/>	<input type="text"/>

Based upon what you learned from this exploration, what are two questions you'd like to discuss with your section leader as you create your 2-year plan?

ASK LEARN FROM PROFESSIONALS, ALUMNI, AND STUDENTS

As you continue through the semester and into the future, seek out ways on your own to gather more information directly from professionals, alumni, and other students.

Seek out events and opportunities to interact formally or informally. Below are a few ideas to get you started. Add others as they emerge to begin networking in your field and learning about opportunities:

- Employer Information Sessions
- Student Showcases (FURI, EPICS, Grand Challenges Scholars, FSE 100, etc.)
- Tabling Events
- Competitions (Fulton has 14 Competitive Clubs)
- On-campus speakers
- add others as they emerge!
- In-class speakers
- Career Fairs, check event details
- Student organization meetings

The list of questions below is meant to get you started. Select the ones relevant to the event and add your own. If you are curious, ask! Everyone has different experiences and understanding. Keep in mind, the responses will be based on one person's experiences. Look for the trends in what several employers, alumni, or students have mentioned.

10 Questions to ask Recruiters and Hiring Managers:

- What advice would you offer someone planning to enter this career?
- What are the most important experiences and accomplishments that a college student should focus on beyond earning a solid GPA? What is a solid GPA?
- What types of activities outside of classes can give students the skills needed for success in the workforce?
- How did you build your skills and self-confidence?
- How did you get to where you are today? What was your pathway? Is there anything you'd do differently?
- How important are internships and projects? When should a student seek those experiences?
- What skills, abilities, and personal qualities are most important for this kind of work?
- What types of positions are most appropriate for new college graduates in your field?
- What industry changes do you anticipate in the future? How do you keep up with them?
- What kinds of experiences, projects, or academic achievements do you value most in an intern?

10 Questions to ask Alumni and Current Students:

- 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 courses did you find most helpful as an intern or a new professional?
- How did you get involved in extracurricular activities? Which did you find most valuable and why?
- How did you find internships and your first job?
- What was your biggest challenge in your internship or first professional position?
- How important are things like the EIT exam and certifications? Which do you recommend?
- How do you balance your studies with being involved in student organizations or other extracurricular activities?
- What is the value, if any, of getting involved in things that are unrelated to my major field of study?



ASSIGNMENT BUILD YOUR HANDSHAKE PROFILE

What is Handshake?

Handshake serves many purposes for ASU students. It is a platform used by campuses nationwide to connect students to their career center resources and:

- Register for workshops to prepare for your internship/job search.
- Keep students informed of employer events, career fairs, and campus visits.
- Post openings from employers recruiting for interns and entry-level to early career positions. You can search for job openings, and employers can search for candidates.
- Schedule individual career appointments.

Handshake is also a great resource for learning about companies that recruit ASU students and alumni, browse job posts, and learn about expectations in your field of interest.

Building your Handshake Profile

Log in. ASU has created a basic profile for you. All you need to do is log in and claim your account using your ASU login credentials at asu.joinhandshake.com

Click on your photo/icon in the upper right corner to pull down the menu of options.

Click on My Profile. Click on the pencil icon to edit each relevant section of the profile. Enter your profile information.

Tips for building your Handshake Profile

Profile picture. A professional-looking head shot conveys approachability and authenticity. You don't need to look like a senior manager. Rather, convey the image of a competent professional in the desired workspace. Smile pleasantly, make sure your face is directed at the camera. Wear appropriate attire for a work setting.

Do not take a selfie. These are usually set too close and result in an awkward angle. Have a friend take the photo for you, or visit one of the *FREE* head shot booths sponsored by the Associated Students of ASU. Booths are available in the Memorial Student Union (Tempe campus) and at the Student Center @ the Post Office (Downtown campus).

Learn more [click here.](#)

Summary. In 300 characters (with spaces) or less, tell the reader about your interests and career passion. Consider sharing one or two of your greatest accomplishments so far. Write something like, "I've always enjoyed figuring out how things work. When something breaks, I fix it myself. An interest in designing robotic prosthetics grew after volunteering at a hospital last summer. As a swim instructor at the YMCA, I was recognized for leadership, safety and quality instruction." Be sure to update this periodically as you gain more clarity about goals and interests during your college career.

Courses. Since all students in your major take mostly the same courses, limit the courses you list on your profile to those that are unique or point to a specialization. Such courses will come into your major map later. A long list of courses clutters the profile, distracting from key experiences and projects.

Projects. Yes, include your academic projects even from FSE 100! This is your opportunity to showcase how you put your skills to work. You might also include any recent personal projects you have completed.

Work experience. Limit this to the jobs you held, if any, since the start of your senior year of high school. So, approximately a year prior to graduating. If you haven't held any jobs, that's OK. Leave that section blank.

Organizations. List the groups or clubs you regularly participated in (FCCLA, Student Council, Mu Alpha Theta, FAA, honor societies, peer mentors, etc.), places you may have volunteered (Habitat for Humanity, animal shelters, food banks, Red Cross, senior centers, etc.), or special programs you attended (Summer Engineering Academy, Hughe O'Brien Youth Leadership, People to People, Boys/Girls State, etc.)

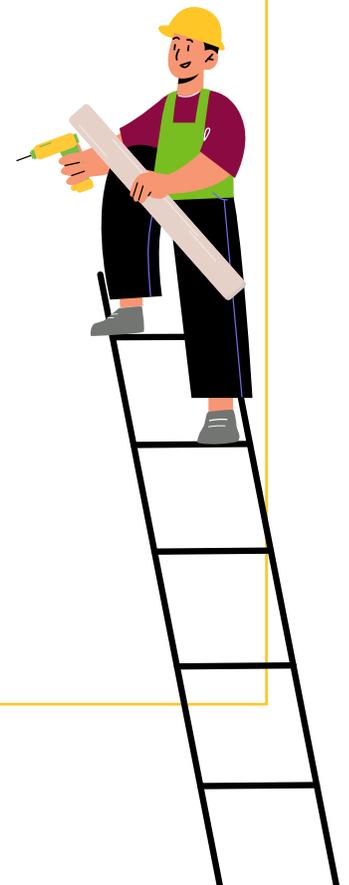
My 2-year career plan

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 the Fulton Schools has to offer. You can't build a resume; a resume is created from the skills, experiences and achievements you accumulate over time. Develop a plan to create a rich and well-rounded career starting now.

Join activities in your first year to increase your confidence, build your skills and begin identifying yourself as an engineer. Think about a goal or two you'd like to achieve each semester, creating a habit of setting short- and long-term goals for your success. Start now! Make a plan to get involved. Every semester, update your career plan by selecting activities to reach your goals. Need help? Research and talk to your section leader about your ideas. Maybe you want to:

- **Study abroad.** Take a foreign language class. Join [Engineers Without Borders](#) and [Engineering Projects in Community Service, or EPICS](#). Who knows, you may decide you want to work abroad or for an international company operating in the U.S.
- **Conduct research in a government lab.** Join the [Fulton Undergraduate Research Initiative, or FURI](#); [Grand Challenges Scholars Program, or GCSP](#); [eProjects](#); or apply to be an ASU research assistant to be more competitive when applying for the U.S. National Science Foundation [Research Experiences for Undergraduates, or REU](#), program.
- **Prepare to get an internship.** You need skills and experiences to set you apart from those who share your major. Be actively involved in [student organizations](#) and programs such as the ones mentioned above to get extra hands-on experience with 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. Get an off-campus job related to your interests or at a company you love just to see what it's like. Any job to help pay the bills and show you are balancing work and school obligations while developing professionalism and gaining work experience is valuable.
- **Show your Sun Devil pride.** Immerse yourself in all things ASU. Become a [Fulton Summer Academy](#) camp counselor to help kindergartners through 12th-graders find their spark. Represent students by running for a seat in the [Associated Students of ASU](#) student government organization. Hold an [on-campus job](#) as a [tutor](#), [E2 counselor](#) or maybe even a [peer mentor!](#)
- **Develop your ideas.** Learn about [Entrepreneurship + Innovation at the Fulton Schools](#), compete in [Devils Invent](#) volunteer to develop skills and make connections in your community.

No matter what you decide, let the Fulton Schools Career Center help you showcase your skills, academic projects, and unique Fulton Difference experiences in competitive application materials.



DEVELOP YOUR SKILLS WITH THE FULTON DIFFERENCE



Start now!

Here are more ideas to 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](#)
- [Associated Students of ASU \(aka, Student Council\)](#)
- [Academic Bowl](#)
- [FURI: Fulton Undergraduate Research Initiative](#)
- [Fulton Ambassadors](#)
- [Summer camp counselors](#)
- [Tutoring](#)
- [K-12 outreach](#)
- [Study abroad](#)
- [Internship experiences](#)
- [E2 Counselors](#)
- [Peer Mentors](#)
- [Undergraduate teaching assistants](#)
- [eProjects program and capstones](#)
- [Accelerated bachelor's + master's programs](#)
- [Entrepreneurship + Innovation @ Fulton](#)
- [Changemaker Central](#)

Check out customize.engineering.asu.edu



Assignment: My 2-year career plan

A plan is a living document based upon current knowledge and goals. Look at this often. Put it where you can see it routinely. Regularly reflect on your progress. Adjust the plan as opportunities arise. Seek advice on how to overcome obstacles.

Name:

Career Competencies and Fulton Values

- Critical thinking
- Oral and written communications
- Teamwork and collaboration
- Technology
- Leadership
- Professionalism and work ethic
- Career and self development
- Cultivate excellence
- Deliver innovation that matters
- Encourage bold thinking
- Foster a community of learning and collaboration
- Build a foundation for all to be successful

Customize your experience

Select the Career Competencies and Fulton Values you'd like to work on each semester. Be creative in how you can incorporate more than one competency in one activity. Consider this 2-year plan as your road map to career readiness by acting and thinking like a STEM professional. Include a mix of activities that will develop your professional skills, nurture your interests, and take you out of your comfort zone.

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.

career.engineering.asu.edu

Semester:	Year:	Semester:	Year:
Activities	Competencies	Activities	Competencies
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Professionalism, career and self-development, cultivate excellence and critical thinking

Complete your [Handshake profile](#) (see pg. 9 for tips)
 Concentrate on making friends and adjusting to campus.
 Attend student organizations meetings to learn about your field, explore interests and meet people.
 Focus on academic excellence and engaging in projects or volunteering.

Career and self-development, professionalism, teamwork, communication and cultivate excellence

Attend [career prep workshops and employer information session events](#).
 Build your [resume](#) with class projects, extracurricular involvement and work experience.
 Build your network with classmates and professionals via student organization meetings.
 Make a summer plan to engage with your field in some way or to gain relevant work/volunteer experiences.

Name:

Semester:

Year:

Semester:

Year:

Goal:

Activities

Competencies

Activities

Competencies

Obtain an internship, research or other industry experience

My Specific Goal:

Career and self-development, cultivate excellence, bold thinking, leadership, problem-solving

Refresh your [resume](#), [Handshake](#) and [LinkedIn](#) profiles.

[Schedule an appointment via Handshake with a career professional](#) to review your job search tools 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](#), [career prep workshops](#) and the [Fulton or ASU Career Services Career Fairs](#).

[Apply to internships](#), REUs and opportunities NOW that start LATER next semester or in summer.

Run for leadership positions in student organizations you belong to and/or plan to attend professional conferences next year.

Make a plan to do a personal project or achieve a learning goal over the summer.

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