FINDING AN ENGINEERING JOB/INTERNSHIP
Spring 2013

Course: ENGR 463
Semester: Spring 2013
Number of credit hours: 1
Description: The development of essential skills for placement in a professional position.
Prerequisite: Enrollment in the College of Engineering and Mineral Resources
Course Material: Finding a Job Workbook
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Course Goals:
1. To prepare students to seek professional employment.
2. To help students understand how to evaluate a professional job offer.

Student Learning Objectives:
Upon completing the course, the student will be able to
1. Develop an attractive and effective resume.
2. Perform effectively in a professional interview.
3. Identify prospective employers.
4. Develop a job search project management approach.
5. Evaluate job offers.

Course Topics

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<th>Class Period</th>
<th>Topic</th>
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<td>1</td>
<td>Understanding the hiring process</td>
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<td>2</td>
<td>Developing an attractive and effective resume and a successful cover letter</td>
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<td>3-6</td>
<td>Developing interviewing skills</td>
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<td>Interview protocols / The site visit</td>
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<td>Developing Career Networks</td>
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<td>Identifying potential employers</td>
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<td>Developing a job search project management approach</td>
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<td>Contacting potential employers/managing time for the job search</td>
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<td>Evaluating job offers</td>
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<td>Evaluating benefits</td>
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<td>Course wrap-up</td>
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**Note:**

Classes should conclude by the first week of March. After that each student will meet with the professor every two weeks to review their job search process.

**Grading Elements, Weighting and Scale**

**Homework:** There will be homework assigned each class. Each assignment is worth 10 points. Any assignment that is more than one class period late will not be accepted.

**Quizzes:** There will be quizzes each class. These will be worth 10 points. You are allowed to use your notes on quizzes.

**Grading Scale**

The points you earned will be divided by the total points to determine your final grade. The grade scale is shown below.

- 90 - 100% A
- 80 - 89% B
- 70 - 79% C
- 60 - 69% D
- < 60% F

**Class Attendance Policy**

Class attendance is mandatory. There will be a deduction of one percentage point from the final grade for each missed class after one missed class.
Statement of Social Justice

West Virginia University is committed to social justice. I concur with that commitment. I expect to foster a nurturing learning environment that is based upon open communication, mutual respect and non-discrimination. Our University does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color or national origin. Any suggestions as to how to further such a positive and open environment in this class will be appreciated and given serious consideration.

If you are a person with a disability and anticipate needing any type of accommodation in order to participate in this, you must make appropriate arrangements through Disability Services (293-6700). They will identify the nature of the accommodation your disability requires.

Prepared by Jack Byrd, Jr., Phd., PE
Date: January, 2013