

Lecture 2: Team Work and Resume

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Class Logistics

☐ Staff

- ☐ Instructor: Tsung-Wei Huang (tsung-wei.huang@utah.edu)
- ☐ TA: Yasin Zamani (yasin.zamani@gmail.com)

☐ Main class

- ☐ 11:50 AM – 13:10 PM Wed/Fri (excluding holiday)
- ☐ In person + individual project meeting

☐ Office hour

- ☐ By appointment

☐ Web: <https://github.com/tsung-wei-huang/cs3992>

☐ Announcement and assignment in Canvas

Scoring

☐ Total 100 points

- Engineering Evaluation (10%) – **due 1/27 23:59 PM!!**
- Resume and Elevator Pitch (10%)
- Proposal PDF file (30%)
- Project Website (15%)
- Technical Open House (10%)
- Proposal Presentation (15%)
- Class Participation (10%)

☐ Recommended textbook

- ☐ William Strunk and E B White, *Elements of Style*

Assignment 1: Engineering Evaluation

- ☐ This assignment lets you understand the course goal
- ☐ **Part 1**
 - ☐ Identify a daily problem to improve
 - ☐ Provide a solution as a “computer engineer”
- ☐ **Part 2**
 - ☐ Watch the videos of previous projects
 - ☐ Write your comments for three projects
- ☐ **Due 11:59 PM on 1/27**
- ☐ **More details:** <https://github.com/tsung-wei-huang/cs3992>

Teamwork

- ☐ **Most of what you read about teamwork is bunk**
 - ☐ Rowers rowing?
 - ☐ NFL "team player"?
 - ☐ No "I" in teamwork?

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- ☐ **Truth is**

- ☐ One can only create an environment where teamwork can flourish
- ☐ Like striking it rich or falling in love:

Teamwork

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- ☐ **Truth is**

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- ☐ Like striking it rich or falling in love:

- ☐ **Teamwork cannot be willed into existence**

Teamwork

- ❑ **Teamwork is an individual skill**

- ❑ *Becoming skilled at doing more with others may be the single most important thing you can do to increase our value, regardless of your level of authority*

- ❑ **You cannot control others, but you can control your own behavior.**

- ❑ There is definitely an “I” in an team (not the selfish “me”)
 - ❑ Example: Neil Armstrong didn’t get to the moon through rugged individualism

Example



Individual Team Accountability

- ☐ **We are not hard-wired to succeed at teamwork**
- ☐ **Teamwork is something we need to learn**
 - ☐ No one is born with excellent teamwork capability
 - ☐ Teamwork must be trained
- ☐ **What encourage team responsibility?**
 - ☐ <https://www.youtube.com/watch?v=mCEob8Jyecw>
 - ☐ <https://www.youtube.com/watch?v=v2PaZ8NI2T4>

So, It Comes Down to Three Things:

☐ Challenge

- ☐ It's not about easy thing, but the hard things to solve

☐ Trust

- ☐ Everyone trusts each other
- ☐ Everyone hears each other
- ☐ For me, this is the most fundamental part

☐ Break the plateau

- ☐ Set up milestones
- ☐ Foster leadership

Trust, Trust, Trust, ...

- ☐ Required for a successful team
- ☐ No fast track, it must be earned
- ☐ There are a few techniques that help achieve trust
 - ☐ Your capability is of course important
 - ☐ Your leadership matters
 - ☐ If you take my advice, what benefits me?

Resect != Follow

❑ Yet, success = *respect* + *follow*



First Step: Form a Team

- ❑ **Each team has about 3-4 people**

- ❑ Example: 2 on software and 2 on hardware

- ❑ Example: 1 on software and 2 on hardware

- ❑ Example: 2 on software and 1 on hardware

- ❑ **Each team has a leader**

- ❑ The main point of contact between you and me

- ❑ The man who keeps track of everyone else's progress

- ❑ The man who suffers the most – but earns the most 😊

Resume and Elevator Pitch

- ❑ **Everyone needs to turn in a resume as an assignment**
 - ❑ Due 2/5 23:59 PM
 - ❑ Need to set up your personal page at GitHub
 - ❑ Will be visible to all students
- ❑ **Resume is 1-page PDF with the following 5 sections**
 - Personal Information
 - Objective
 - Education
 - Work Experience
 - References

Other Possible Sections

- ☐ **You may have the following sections as well**
 - ☐ Related skills
 - ☐ Computer skills
 - ☐ Volunteer work
 - ☐ Honors and Awards
 - ☐ Publications/presentations

Personal Information

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Objective

- ❑ **Indicates specific position for which you are applying**
 - ❑ In our case, the specific project topics you plan to do
- ❑ **Simple, clear, and concise**
 - ❑ Please, no jargon ...
- ❑ **Does not need to be a complete sentence**
 - ❑ To build a spacecraft that can overcome the ...
- ❑ **Don't be wordy**
 - ❑ Simple, concise, and specific

Example Objective

☐ Remember, this is a major heading

Objective: To obtain an entry level position in Home Health Care

Objective: To obtain a position as an Information Technology Specialist

Objective: To obtain an advanced level position in Marketing and Finance

Education

- ☐ High School Diploma
- ☐ Associates Degree
- ☐ Advanced Associates Degree
- ☐ Bachelors Degree
- ☐ Masters Degree
- ☐ Doctoral Degree

Work Experience

- ☐ This section is the single most important place to sell yourself to a potential employer

- ☐ With so many to read, employers often skim resumes, looking for:
 - ☐ Key job titles
 - ☐ Specific skills
 - ☐ Relevant qualifications

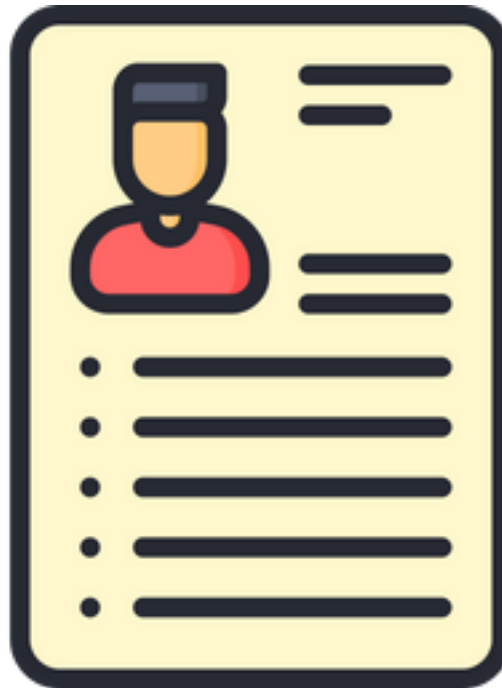
Always use key words/phrases that clearly and briefly articulate your experiences

Work Experience

- ☐ Stick to the What/Where/When format
- ☐ The skills you include on your resume should be connected to the skills required in the job you are seeking

Let's Look at Real Examples

- ❑ Imagine yourself as a recruiter and see who you would like to hire



Start Writing Your Resume

- ☐ What is your goal?
- ☐ What is your skillset?
- ☐ What have you achieved?