Welcome to the
Professional Development Seminar

Please fill out a survey before we begin

Today's Class

- Program/Course Overview
  - Introductions & Syllabus
  - Expectations
- Bridging, Part 1
- Resume Basics

Co-op Program Review

Preparation

Professional Development Seminar

1 credit - Graded

Work Experience 1

6 month (Jan-Jun)

3 month (Jun-Aug)

0 credit – S/U

Assessment 1

2 credits

1 credit

S/U

Work Experience 2

6 month

3 month

0 credit – S/U

Assessment 2

2 credits

1 credit

S/U

A total of 3 credits = course substitution for your major

Course Objectives

- Understand the value, policies, and expectations of the Professional Co-op program. *What's expected of me?*
- *Be able to identify and articulate interests, skills, and educational experience to career services staff and employers and how these relate to career and co-op choices.* *What do I enjoy doing?*
- Have learned and practiced job interviewing skills and strategies. *Can I answer common questions and do I know how to prepare?*
- *Feel confident preparing for and navigating a job search, including attending and following up after career fairs and other networking events.* *Can I explain who I am & why they should hire me?*
- Have a polished resume and accompanying job search correspondence. *Do I have unique job search documents that highlight my interests and skills?*

Student-Advisor Relationship

What YOU do	WE do	What I do
Resume Search Apply, apply, apply Correspond Interview Accept/Decline	Keep informed at every point 	Teach/Grade Meet/Coach Work with employers Forward your materials Work w/students who are out Work with students who have returned Market all the time

Syllabus

- Scheduling Appointments with your co-op advisor
  - Link in their email signature
  - Call the office or go to our website

Co-op Advising: Schedule Co-op Advising Online

- Attendance & Participation
  - 3 or more unexcused absences = removed from the program
  - Active participation is an expectation: inappropriate phone use *will* impact your grade
  - Be respectful, be an adult

- Assignments & Grading
  - Front loaded course!
    1 point/day deducted for late assignments
  - Submit to Blackboard

- Important Dates
  - Co-op Expo: Sept 27th, Moloney Hall
  - Career Fair: Oct 18th, 4-7pm, Tsongas Center

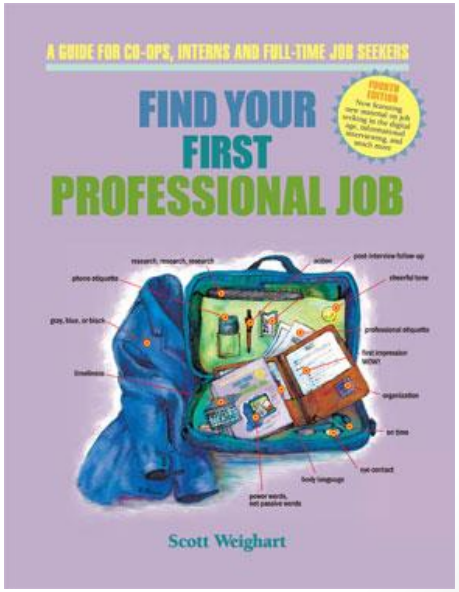
Blackboard

Your one stop shop for:

- Presentations, resources, and assignment overview sheets
- Submitting assignments
- Grading
- UML Campus Resources

Expectations

- Treat this course like a professional job
  - PDS = Job
  - Instructor = Manager
- Communicate early & often
- Read the book – do the work
  - Drug tests & background checks (p. 123)
  - Professional attire (p. 78 & 145)



Respecting the Program

- 1500+ co-ops
- ~500 employers = a lot of relationship building

Your actions reflect you, UML, and the co-op staff

Know the expectations/rules/guidelines of the program

Help us grow YOU and the program

Communicate any concerns or challenges to your success with me/your co-op advisor at all points.

I'm sorry to say that Brian turned down our offer of a 6-month coop. His reasoning is below:

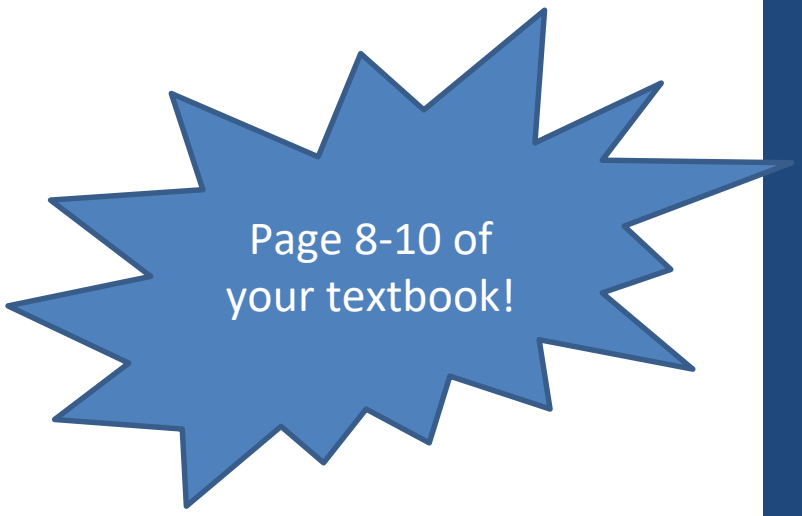
"After extensive thought, I have decided to accept a 3 month position at a different company. It took me a great deal of time to come to a final decision, but I ultimately decided that a 3 month internship experience may better fit my schedule. I realized with all of the extra curricular projects I am currently involved with that it makes more sense for me to be on campus as much as possible next semester. It is definitely hard to pass on the potential experience I would be gaining at {Prominent Engineering Robotics Defense Company}, but I feel like this decision will be best for me."

I'm very disappointed that Eric interviewed for a 6-month coop without the forethought on what he wanted to do. My team spent a great deal of time bringing him in. It makes it difficult for me to send my team up to UML if the candidates are not committed to the process.

Job Search Packet & Resume Basics

We asked a group of employers what skills were most important for new employees to have…

- Critical thinking
- Flexibility
- Curiosity
- Commitment to lifelong learning
- Collaboration



NACE Survey – Attributes employers want to see on new college graduates' resumes (top 3)

- Leadership
- Ability to work on a team
- Communication skills

Appendix D – Bridging Exercise Part 1

Ability to solve problems

- “When developing a Windows phone application, I wanted to make sure I added flashlight functionality. With all the tools on 1 page, the app kept crashing whenever I tried turning on the flashlight. After a lot of research, I decided that threading would be the best way to go, so I was able to fix it.”

- “My entire job for about a month at <company> was solving the problem of automatically analyzing fluid and bubbles that were passing through a tube without being given any kind of functions that can do so.”

Proven leadership skills

- “As co-captain on robotics team in high school, I was in charge of mainly software related things, but also some hardware. I led 4 other students and coordinated them to get everything done in time for competition.”

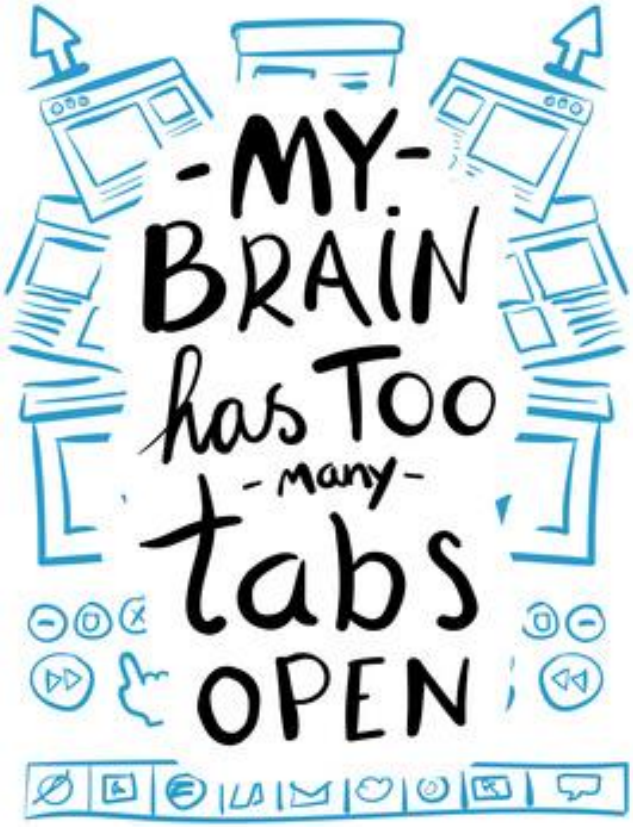
- “Helped new AIChE member learn how to _____.”

Professional communication

- “Every week at the lab, we have a meeting where each lab member tells the group what they have been working on and any troubles they have run into. We get and give feedback.”

- “At Staples I have to keep well documented notes on everything I do so the next worker is able to continue the job.”

Check the Pulse



Resume Basics

- My resume should be _____one_____ page(s)
- An employer spends _____8-20 seconds_____ looking at your resume
- I should not use _____a template_____ to create my resume
- How many times will you update your resume in the course of your career? _____Too many to count!_____

Resume Sections

1. Heading (contact information)
2. Education (may include related coursework)
3. Skills (can use “familiar with” or “exposure to”)
4. Academic Projects
5. Experience
6. Volunteer/Leadership Experience
7. Interests

Example of Technical Skills

SKILLS:

Programming Languages: C++, C, Java, Perl, Lisp, Pascal, HTML, Asm, SQL
Operating Systems: Unix/Linux, Windows XP/ME/2000, Solaris 8
Development Software: Microsoft Visual C++, Rational Rose (UML Diagramming), Gnu Emacs Programmer's Text Editor, Microsoft Visio
Software: Microsoft Word, Excel, PowerPoint
Techniques: TCP/IP, UDP, DHCP, COM, Open GL, DirectX, Win32 API, MFC
Other: Ability to handle many responsibilities and desire to learn necessary skills
Work effectively and efficiently with co-workers
Excellent oral and written communication skills

- ✓List skills in order of proficiency
- ✓OK to use "proficient in…exposure to…"

Example of Academic Projects

Chem-E Car, Energy Balances January 2017 - Present

- Assess different methods to propel a vehicle across specified distances and with specified weights using chemical reactions.
- Apply knowledge of laboratory experience, information gathering, and data analysis to calibrate the test vehicle.

ACADEMIC PROJECTS

Evil Hangman Game (C)

Designed a Hangman game that acts "evil" by retaining words that do not contain the guessed letter. Implemented using a binary tree, vector structure, and manually designed "mystring" data type, as well as associated functions for storing and manipulating a string as an object instead of a normal c-string.

Two-Player Snake Game (C++)

The user controls the movement of the snake which grows after consuming fruit and dies when hitting another snake or the border. Implemented using a doubly linked list, ADT's and inheritance.

Direct from Google…

- Extracurricular activities are important!!
  - Involvement in a technical club – ACM, IEEE, NSBE, SHPE
  - Hackathons
  - App development
  - Open source project on github
  - Online competition like Google Code Jam

FIRST LAST NAME

First.last@uml.student.edu LinkedIn URL Phone number

Sophomore EE student available for 6 month co-op Fall 2018

Education

University of Massachusetts Lowell, Lowell, MA May 2020
Candidate for a Bachelor of Science in _____Engineering GPA
Minor in _____
Relevant Coursework: Current and past courses arranged in order of most recent, relevant and important
Awards and activities: List scholarships, activities, honors

Skills

Software:
Laboratory:
Computer Language:
Language (*if applicable*):

Academic or Relevant Engineering Projects

Title of project 1

- What you did. What did you do, build, create, test, debug, design?
- How you did it: tools you used, calculations you did, any additional research, etc.
- What did you find: what were the results, did you improve process, etc.

Title of project 2

- What you did. What did you do, build, create, test, debug, design?
- How you did it: tools you used, calculations you did, any additional research, etc.
- What did you find: what were the results, did you improve process, etc.

Work Experience or Relative Experience

Company name, City, State Month, year
Title/ Role

- What you did. What did you do, build, create, test, debug, design?
- How you did it, quantify if possible
- Order according to what you are most proud of first, always start with action verb

Volunteer Experience or Leadership Experience

Organization Name, City, State Month, year
Title/ Role

- What you did: Concise description of your accomplishments/ responsibilities
- How you did it. Why you did it. What was the benefit

Interests

List interests that you can speak to and enjoy. This serves as a conversation starter.

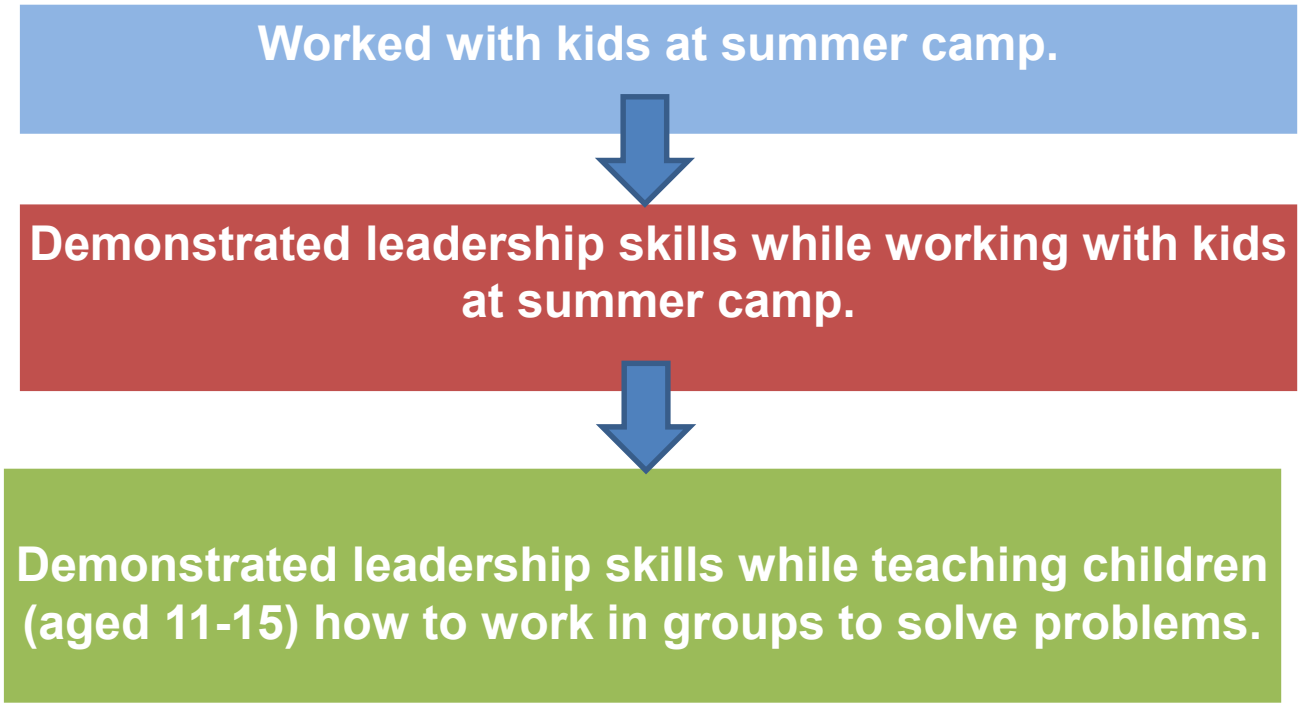
Resume Writing Formula

Use one from each of the 4 columns as described below.

VERBS	ADJECTIVES	TRANSFERABLE SKILL	WHEN or WHILE
Demonstrated Displayed Utilized Exhibited Used Showed Proved to have Exercised Practiced	Strong Solid Outstanding Very Good Excellent Positive Consistent	Verbal communication skills Writing skills Positive attitude strong work ethic Ability to do research Persistence/Drive Results-oriented personality Customer-service skills Selling skills/persuasiveness Interpersonal skills Computer skills (be specific) Organizational skills Outgoing personality Ability to juggle responsibilities Willingness to do whatever asked Attention to detail Ability to work in teams Ability to learn quickly Ability to work in a team Ability to work independently Ability to work at a fast pace Efficiency	*Insert a description of a task that you completed at a job, for a project, as a volunteer, etc.*

Taking it a step further

Add quantitative details and/or more facts about the business or organization to make your job description come alive



Next Class – 9/13
Resume Reviews and Reference Lists

- Read chapter 2 on resume writing
- Bring 2 printed copies of your resume
- Schedule Co-op Intake appointment with your co-op advisor by September 28th