

1 Organization

The weekly alumni career panels are intended to expose you to the diverse career paths taken by chemical engineers and the diverse fields in which their skills can be applied in. They also provide an opportunity to practice your presentation and interviewing skills through interactions with alumni and current professionals.

Each session, one group of 3-4 students will be responsible for managing the panel discussion, including introductions, questions and answers, and written summary. The topical areas, panelists, and your assigned groups are available on a [Google sheet](#) accessible from your ND account. The Google sheet contains the email addresses and LinkedIn links of all the panelists.

2 Panel agenda and tasks:

1. Introduce yourselves
2. Present a brief (1-2 minute, 1-2 slides) summary of the topical area
3. Present a brief (30 seconds, 1 slide) introduction of each panelist
4. Interview and moderate discussion with the panelists
5. Write a brief summary of the panel discussion

To do this well will take some preparation. I suggest the team meet to set some rolls and responsibilities for the Introduction and final summary. Agree on individual roles:

- Background on the field
- Introduce speaker 1
- Introduce speaker 2
- Introduce speaker 3
- Timer/wrap-up/thank you

And work together on group roles:

- Questions/interview format
- Scribe/summary
- Post-panel thank you to panelists

You will want to contact the panelists ahead of time to obtain some biographical information, and the group will need to do research to describe the nature of the field (what services/produced does it provide, what is the size of the area, who are major players).

The group will also want to prepare a set of questions, or script, to guide the discussion with the speakers. You can draw from the [questions you prepared in Assignment 2](#). The panel time is short, so think carefully about the topics you would like to cover and who you will ask the questions to. Use good interviewing skills. Each group member should contribute to the interviewing.

The group will take notes during the panel discussion and use them to annotate the prepared questions into a summary.

3 Logistics

Place your introductory slides in the class [Google folder](#) by noon Friday of your panel session. Come to the classroom with your laptop charged, at least 15 minutes before class starts, in business casual dress. Each panel member will sign into the class [zoom link](#), and the panelists will be projected to the classroom. You or the instructor will share the slides while you present them, followed by your interview of the panel. Use good **active listen skills**: summarize answers, and ask follow ups.

4 Summary

Place your written summary into the same folder by 8 am Monday following your session.

5 Graciousness

Remember that the alumni are knowledgeable and eager to help you. Remember too that they are taking valuable time out of their day. Be well prepared, dress appropriately, be courteous, and be grateful.