

# Otto H. York Department of Chemical, Biological & Pharmaceutical Engineering

**Course:** ENGR 210 - Career Planning Seminar for Engineers

**Instructor:** Dr. Lisa Kardos

**Semester:** Spring 2018

**Email:** lisa.m.kardos@njit.edu

**Office Hours:** Please see contact info below

## **CLASS SCHEDULE:**

**Day / Time:** Tuesday 1:00 – 2:30 pm

**Building:** CKB 207

## **REQUIRED TEXTBOOK:**

**None – There will be weekly reading material provided in Moodle as needed. Please check Moodle and your NJIT email account regularly.**

## **COURSE OVERVIEW:**

This course aims at providing students with multidisciplinary and career planning skills in a seminar environment with emphasis on career planning, resume writing, and interview skills. The goal is for each student to build a “marketing plan” for themselves they can use to secure a job. They have to “document themselves”, “market themselves”, communicate their value and pull of these elements together into a “sell package” that can be utilized with potential employers. Key elements to be covered in the class include:

- Career Planning and the Job Search Process
- Documenting Yourself
- Leadership
- Human Resources Issues and Motivation
- Entrepreneurship
- Running Your Own Business
- Business Ethics and Culture

- Interviewing
- Communications, Productivity and Personal Development
- Business Awareness
- Business With The Power Of STEM

This course will allow students to focus on what they want to do as they transition out of NJIT and the steps needed to reach their goals. Students will participate in mock interviews, where they can truly see what it would be like to be interviewed by top industry professionals and then get advised on areas of improvement. The focus on the class will be on interactive activities to help the students prepare for the business world. Highlights include:

- **Documenting Yourself**
- **Marketing Yourself**
- **Communicating Your Value**
- **Understanding How Companies Operate**
- **Personal Development**
- **Current Business Environment and Trends**

#### **LEARNING OUTCOMES:**

- 1) **Develop an understanding of what business expects from graduates of NJIT**
- 2) **Develop a personal strategy for the transition from NJIT to business**
- 3) **Develop the required skills for resume writing and interviewing**
- 4) **Understand the implications of today's global business model and the impact on graduates**
- 5) **Complete your Personal Strategic Career Plan Worksheet**
- 6) **Complete the Career Planning Workshop Self-Assessment Analysis**
- 7) **Document "Yourself"**
  - Resume**
  - Personal SWOT Analysis**
  - Personal Value Proposition (Elevator Pitch)**
  - Cover Letter**
  - LinkedIn Profile (and other social media channels)**
- 8) **Initiate Personal Development Exercises**
  - Communications**
  - Interviewing (face to face, online, telephone )**
  - Time Management**
  - Leadership Self-Assessment**
  - Professionalism**
  - Reference Request Process**

Elements to be addressed to cover the concerns of business leaders with professionals entering the workplace:

- **Communication skills, written and verbal**
- **The ability to work in teams, and to work in a remote environment**
- **Flexibility and dynamics in the workplace**
- **The ability to accept ambiguity comfortably**
- **The ability to work with people from diverse background**
- **Understanding of globalization and its implications**
- **Time management and work life balance issues**
- **Adequate ethics training**
- **Dedication to a corporation, its values, and cultures**

**In reference to ABET student outcomes, the following apply to this course:**

(f) an understanding of professional and ethical responsibility

(g) an ability to communicate effectively

(i) a recognition of the need for, and an ability to engage in life-long learning

(j) a knowledge of contemporary issues

## **COURSE POLICIES:**

***Method of Instruction:*** Classroom: including: class presentations and discussions, workshops, NJIT Big Interview modules, role-playing exercises (i.e. mock interview).

***Attendance and Participation Policy:*** All students are expected attend the weekly classroom session and to execute assignments posted in MOODLE. Assignments may include reading assignments, Web Forum discussions, Power Point presentations, etc. available in MOODLE. All material will be posted with assigned dates for actions. Class attendance is also required.

***Class Interaction*** means raising or answering questions that contribute to the understanding of topics being discussed. Responses are expected to be substantive and well thought-out.

***MOODLE:*** MOODLE will be used as the administrative and operational system for the class. All students are expected to participate in its usage. All class content: presentations, videos, tests, additional reading, external case studies, and other material, will be posted on MOODLE.

***Course Assignments:*** Course assignments will be posted in Moodle.

**Contacting the Instructor:** NJIT's MOODLE will be utilized for posting class announcements, schedules, and the release of grades. Students are encouraged to visit MOODLE regularly.

If you need to reach the instructor directly, you may send an email to the instructor at her NJIT email address: [lisa.m.kardos@njit.edu](mailto:lisa.m.kardos@njit.edu). Please note that the instructor is an adjunct professor, not a regular staff or faculty member and therefore does not have an office or in-person availability outside of Tuesdays during the Spring 2018 semester. If you need to meet with the instructor, however, you can set up an appointment by email to see her after class on Tuesdays. If a meeting is agreed upon, the instructor will indicate the location for your meeting such as the department conference room or a similar location. Alternatively, given available technology, email, phone or Skype sessions may be other possible methods to communicate on other days, if needed.

### **HONOR CODE AND BEHAVIOR**

Please read the University's Academic Honor Code. Violations of NJIT's Academic Honor Code will lead to disciplinary consequences up to and including receiving a course grade of "F". NJIT has a zero-tolerance policy regarding cheating of any kind and student behavior that is disruptive to a learning environment. Any incidents will be immediately reported to the Dean of Students. In the cases the Honor Code violations are detected, the punishments range from a minimum of failure in the course plus disciplinary probation up to expulsion from NJIT with notations on students' permanent record. Avoid situations where honorable behavior could be misinterpreted. For more information on the honor code, go to:

<http://www.njit.edu/policies/sites/policies/files/academic-integrity-code.pdf>

### **CLASSROOM POLICIES:**

**Cellular phones, laptops, tablets must be turned off during the class hours unless you are taking notes or referencing class materials on an electronic device (you may be asked to share your notes with the instructor if you use a device in class). If you are expecting an emergency call, please put your phone in vibrate mode. Also, class will begin and end on time. Calendar integrity is critical for attendance and for all assignments.**

Additionally, classroom interaction (asking questions, participating in classroom discussions, etc.) is strongly encouraged, particular for this seminar class.

**Lateness:** **Late assignments will not be accepted.** Assignments are due on the due date in-person and in-class. **Assignments will not be accepted by email or electronically.** Being prepared with a hard-copy resume or other document, as is expected in life upon graduation, is important. This class is intended to help prepare you for your career and professional life upon graduation. If you are late with your submission, but believe you have an extenuating circumstance, the matter will be reviewed by the Dean of Students.

### **GRADING POLICIES:**

The course is "Satisfactory / Unsatisfactory" only.

The grading is based on attendance, participation (i.e. mock interview, etc.), and the completion of the assignments. You will be rewarded 1 point for each time there is an opportunity to be graded for an assignment (document to be handed in), 6 points for participation in the mock interview, and 3 points for attendance during a class session. At the end of the semester, a percentage equaling 70 or above is required to get a “satisfactory” rating in the class.

#### **EMAIL POLICIES:**

All eMail communications to the instructor should come from your NJIT WebMail account. Also, put the course number in the subject line in addition to the subject you want to discuss.

Example: ***SUBJECT ENGR 210 Issue/Topic***

#### **LIBRARY UTILIZATION:**

To excel in this course, you are expected to be able to locate and use web AND library resources effectively and cite them correctly. Please check the library site or visit the library in person when necessary. To access additional resources related to business, please see the guides prepared by Dr. Davida Sharf at <http://researchguides.njit.edu/business>.

Additional tools are available below:

Tips and video guides for better oral presentations:  
<http://researchguides.njit.edu/oralpresentations>

Library Research Guides are also available to the Rutgers information resources. See <http://libguides.rutgers.edu/>

**NOTE:** The instructor reserves the right to change or revise the syllabus during the course of the term and students will be informed of this change in advance. In addition, the changes will be reflected in Moodle. The schedule may change for speaker availability if needed.



**WEEK 10: Time Management and Working in MultiDisciplinary Teams  
Mock Interview Session Wrap-up  
(bring your resume - hard copy)**

**WEEK 11: Leadership, Innovation and Creativity  
Professionalism and Ethics Focus**

**WEEK 12: Career Advancement Strategy  
Short and Long-Term Approach**

**WEEK 13: Communication Skills  
Cover Letter  
Reference Process**

**Entrepreneurship/Business Plans  
Importance of Context for Business**

**WEEK 14:**

**Class Summary  
Putting It All Together!  
Who Are You?  
Building Your Personal “Sales Kit”  
Resume, Elevator Pitch, Recommendation Process, Interviewing  
Digital Presence**