
Career Exploration Night

TEMPE CAMPUS | October 20, 2015, 4–8 p.m. | Memorial Union, second floor

POLYTECHNIC CAMPUS | October 28, 2015, 4:30–7 p.m. | Sun Devil Fitness Complex
Fulton Schools Career Exploration Night is a fun, informal event for you — our freshman students — to speak with experienced professionals to learn more about their careers and how best to make use of your time at ASU.

You might be curious about what someone's day-to-day work is like, what they like most about their job, or what they did in college and along their career path to get where they are today. What advice would they give their 18-year-old selves knowing what they know today? Ask them what they did in college — clubs, organizations, projects, electives, internships — so that you can get an idea of what prepared them for success on the job. Gather as much information as you can and remember, there are no bad questions.

These professionals volunteered to be here to share their insights with you. They are excited about what they do. They also remember what it was like to be a freshman. Many have told us that they wish they had this type of event early in their college careers.

You can also use this experience to add to the networking skills we practiced at E2. Talking with professionals about their careers is a great way to make contacts in your field. You might find that a contact you make at Fulton Schools Career Exploration Night is helpful in making decisions about the types of activities to pursue outside the classroom to improve as an engineer, which elective courses you might take, seeking internships or preparing for interviews.

After the event, you can use this workbook to write down what you learned and what is important to you. These thoughts can help guide your path while at ASU. As you will discover, there are a lot of different types of careers, even within a given discipline. That's why there are so many paths to rewarding careers built on Fulton Schools degrees.

Today is just one of the first steps on the path that you are creating. Remember that this is a team sport. As you work toward your goals, take advantage of the Fulton Schools resources and support available to you. We are here to help you be successful.

Have a great time at Fulton Schools Career Exploration Night!

Kyle D. Squires, Ph.D.
Vice Dean and Interim Dean
Ira A. Fulton Schools of Engineering
What do you need to know and do?

It is an opportunity to meet with industry professionals in a fun, informal environment.

It is not a job fair.

You can ask about what they did in college, the decisions they made and challenges they faced to get to where they are today.

It is your chance to start to think about your own career path and what matters to you.

It can be so much more than a homework assignment if you plan to make the most of this opportunity.

Make it personal.

Make it valuable.

Ask the questions that are most important to you!

Who will you meet?

Engineers and other technical professionals who earned the same degrees that you are seeking, who are excited about the work that they do, want to share their experience with you, remember having questions when they were students, and are willing to share the answers they've learned.

How should you prepare?

Your assignment is to talk to the professionals and be prepared to share your findings with fellow students in your next ASU 101 class.

Be ready to ask questions! This workbook offers tips and tools to make the most of this event.

Be prepared to take notes.

There is no formal dress code. It is your choice — dress-up or go casual.

Speak with several people to get various opinions and experiences.

You will...

...see your role in making the world better, safer and more sustainable.

...meet and be inspired by society's innovators and problem solvers.

...turn your ideas into reality and put your dreams into action.
What can you expect?

Bring your ASU Sun Card and register just once at any of several check-in points. This records attendance for your ASU 101 class.

On the Tempe campus, the second floor of the Memorial Union will be organized into neighborhoods reflecting the five Tempe-based Fulton Schools of Engineering. Some neighborhoods will host multiple majors.

At the Polytechnic campus, Sun Devil Fitness Complex will be organized into neighborhoods reflecting Fulton Schools programs in The Polytechnic School.

Industry professionals whose academic or career experience matches the majors will be available in each of the neighborhoods.

Visiting professionals will wear colored ribbons on their name tags that indicate academic disciplines. Some may have more than one if they have multiple degrees or experience in more than one field. Some of our visitors may have taken a nontraditional career path.

Feel free to attend both events and explore neighborhoods beyond your major. A person of interest to you might be located in a neighborhood different from your major. Be sure to check the attendee guide for locations.

Some guests will bring exhibits. Start a discussion by asking about them!

The open format makes it easy to find someone to speak with and ask your questions.
Networking tips for beginners

Smile and introduce yourself.

Shake hands confidently.

Say something quick about yourself, like your major or interest.

Listen to their introduction, or ask their name.

Ask the questions you prepared.

Listen to their answers and ask a related follow-up question, or a different question.

Pay attention for cues that the conversation is ending and excuse yourself by thanking them for their time.

Ask for a business card if you think you might have questions or need to follow up after the event.

You can talk to professionals with a friend or with a small group unless your instructor tells you otherwise.

Come and have fun!

This event is a great way to explore future career possibilities with professionals who are coming to talk with you.

There will be peer career coaches with floor plans in each neighborhood to help you. Snacks and beverages will be available.
Your ASU 101 instructor may have given you a specific assignment for Fulton Schools Career Exploration Night. Be sure to complete that assignment as well as conduct informational interviews with several professionals.

Prompts to learn more about the people behind the job:

- How did you decide on your major?
- How did you know that your choice of major was “the right one” for you?
- What strategies did you use to be successful in your classes when you were in college?
- How important are the pre-engineering classes taken by freshmen and sophomores?
- Which of your engineering courses were most useful?
- Are there any courses, outside of engineering, that you would recommend?
- What types of activities, outside of classes, can give students the skills needed for success in the workforce?
- What do you like best about your career/current job?
- What are some of the frustrations that may characterize this type of work?
- To what extent do you feel that your experiences are typical of others?
- Is someone wearing different colored ribbons because of several academic degrees or changes in career direction?
- To what degree is there pressure on your job? How can that pressure be described?
- How many hours are there in a typical work week?
- What advice would you offer to someone planning to enter this career?
- What are the most important things that a college student should focus on and accomplish while attending college?
- Since hindsight is 20/20, what do you wish you had done differently when you were a student or at any point in your career?

Your assignment

Learn how to make the most of your Fulton Schools experience from professionals who were just like you a few years ago.
Prompts to learn about occupational fields and careers:

- How related to your academic major is your job?
- Which of your major courses did you find most helpful as a new professional?
- How important are teamwork and communication skills?
- How important are internships?
- What was your career path from college to the present?
- What skills are most important for this kind of work? What abilities and personal qualities are most important in this occupation?
- What are the educational requirements for this career?
- What is the primary responsibility of your current position?
- What are the specific duties performed?
- How do you spend 80 percent of your day/week?
- How do you stay current with the new skills required for their profession?
- What are the current trends you see in this industry?
- What are the advantages of the PE certification?
- Is it possible to project future needs for workers in this field? What factors might determine these needs?
- Do you work mostly alone or as part of a team?
- Does the position require frequent travel?
- What are some of the major changes you have seen in your field?
- What changes do you anticipate in the future?
List the people and things that interest you the most:

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Research career information pertaining to your major:

Access Sun Devil CareerLink through My ASU. Click on “Campus Services” (upper right) and then on “Sun Devil CareerLink” (lower left). Create a profile. Next, familiarize yourself with the companies that will be visiting on campus. Attend information sessions to learn about employment options and clarify your preferences.

The Occupational Outlook Handbook is a guide to help you find information on job responsibilities, work environment, required education and skills, salary and outlook and related occupations that match your interests:

[bls.gov/ooh](http://bls.gov/ooh)

To find information on wages and employment trends by geographic location:

[bls.gov/oes/current/oesrcst.htm](http://bls.gov/oes/current/oesrcst.htm)

O*NET OnLine provides excellent information on jobs and describes the tasks performed, education required, wages and employment outlook and a listing of knowledge, skills and abilities needed to do the work:

[onetonline.org/find](http://onetonline.org/find)

Career Cornerstone, funded by the Alfred P. Sloan Foundation, is a resource center for those pursuing careers in engineering, mathematics, information technology and the physical sciences:

[careercornerstone.org](http://careercornerstone.org)

LinkedIn is a social networking site for professionals that contains a wealth of information about people, companies and jobs. Training materials are provided to assist college students exploring careers or searching for jobs. Register and create a profile or find out more at:

[university.linkedin.com/linkedin-for-students](http://university.linkedin.com/linkedin-for-students)

For online workshops, tips for success, Fulton School Career Center events, quick informational videos and special resources for international students, visit the Fulton Schools Career Center website:

[engineering.asu.edu/career](http://engineering.asu.edu/career)

Visit us on Facebook: Engineering Career Center Arizona State University
Who are the peer career coaches?
Fulton Schools students who were where you are now, and not that long ago. They have met and mastered challenges and discovered strategies for success.

What can they do for you?
Coaches can listen to your concerns, help you to find answers to your questions, share their experiences and encourage you, when necessary. Set goals to bring out your best performance.

Peer career coaches receive extensive training on career information and job search resources. They can help you with creating a résumé, using Sun Devil CareerLink and finding opportunities.

How do you connect with a peer career coach?
Call 480-965-2966 to schedule an appointment or find out when drop-in hours are held at the Fulton Schools of Engineering Career Center.

Explore degree programs

**Tempe campus programs**
- Aerospace Engineering
- Biomedical Engineering
- Chemical Engineering
- Civil Engineering
- Computer Science
- Computer Systems Engineering
- Construction Engineering
- Construction Management
- Electrical Engineering
- Engineering Management
- Industrial Engineering
- Informatics
- Materials Science and Engineering
- Mechanical Engineering

**Polytechnic campus programs**
- Aviation
- Engineering and Manufacturing Engineering
- Environmental and Resource Management
- Graphic Information Technology
- Human Systems Engineering
- Information Technology
- Software Engineering
- Technological Entrepreneurship and Management

Using the next few pages, work with a peer career coach to create your personal plan to be internship ready in four semesters.
My plan to be internship ready after four semesters:

“Technical skills will get you hired. Lack of people skills will get you fired. Leadership and management skills will get you promoted.”
— William Badger, professor emeritus, Ira A. Fulton Schools of Engineering

Your career plan should not only include progress in your technical abilities but strong evidence of teamwork, effective communication and leadership.

First Semester

Strategies for academic success:
Adjust to college.
Make friends.
Learn to manage your time.
Find study partners, use tutors and Teaching Assistants.
Visit professors during office hours.

Exploring your chosen profession:
Connect with a peer career coach to learn more about career opportunities related to your major. Work with a peer career coach to discover and choose the activities that are the best for you.

Building your résumé:
Explore different student organizations and other opportunities in the Fulton Schools: engineering.asu.edu/customize.
Apply for campus leadership positions for next year.

Second Semester

Strategies for academic success:
Hindsight is 20/20. Review the previous semester and make behavioral and scheduling adjustments to optimize performance.

Exploring your chosen profession:
Work with a peer career coach to choose, plan and secure your desired summer experience.
Attend the Fulton Schools Career Center workshops for first year students. These cover options of things to do this summer.
Participate in job shadowing opportunities.
Experience a Fulton Schools Career Fair.
Conduct an in-person information interview.

Building your résumé:
Take advantage of the Fulton Schools Career Center’s prep session workshops.
Work with a peer career coach to create your résumé and build your online image.
Get involved in a student organization, EPICS, FURI, campus leadership or employment.
Apply for a campus leadership position for summer and/or fall.
Third Semester

Strategies for career and academic success:

Meet with a peer career coach to evaluate your summer experience and determine the next steps in your career plan.

Hindsight is 20/20. Review the previous semester and make the necessary adjustments in behaviors and scheduling to optimize performance.

Exploring your chosen profession:

Participate in career fair prep sessions and rapid resume reviews by employers.

Attend ASU and Fulton Schools Career Fairs and apply for on-campus interviews.

- Reflecting on and evaluating last semester and my summer activities:
- Exploring my chosen profession:
- Honing my internship and job search skills:
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Honoring your internship and job search skills:

Work with a peer career coach to revise your resume and polish your 30-second pitch.

Practice interviewing.

Learn about job search resources beyond campus recruiting.

Apply for research positions, internships and co-ops.

Meet with a peer career coach to follow the steps to FINISH on pages 14-15.

Fourth Semester

Strategies for career and academic success:

Hindsight is 20/20. Review the previous semester and make the necessary adjustments in behaviors and scheduling to optimize performance.

Exploring your chosen profession:

Attend ASU and Fulton Schools Career Fairs and apply for on-campus interviews.

Use LinkedIn to identify people, groups, industries and companies of interest.

Master cyber-networking to identify, connect with and learn from targeted professionals.

Honoring your internship and job search skills:

Work with a peer career coach to revise your resume and polish your 30-second pitch.

Practice interviewing.

Learn about job search resources beyond campus recruiting.

Apply for research positions, internships and co-ops.

Continue to work with peer career coaches toward completing the steps to FINISH on pages 14-15.

- Reflecting and adjusting:
- Exploring my future profession:
- Applying for and securing my summer opportunity:
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The courses required to complete your degree will give you the knowledge and skills to do your job as a technical professional.

Identifying your dream job — and how to get it — can be a complex journey of self-discovery.

The best way to guarantee a successful finish is to start now!

**Focus**

Each major can lead to a variety of career paths and industries. Take time to research information and reflect on your interests and preferences.

**Internship**

Having experience is so important! Employers call it a necessity. Start now to create a résumé that shows you are “Internship Ready” after your sophomore year by following the steps for each semester, listed on pages 12-13.

**Networking**

Knowing how to find, meet and stay connected with other professionals is a critical skill at all stages of your career. The Fulton Schools and ASU communities can be very powerful networks.
The Fulton Schools Career Center uses job search guru David DeLong’s FINISH, a six-step process to finding employment. He is also the author of Graduate to a Great Job: Make Your College Degree Pay Off in Today’s Market (graduatetoagreatjob.com).

Internet Technology

The Internet has made profound changes on finding employment through social media and how employers screen applicants. Job seekers must understand and know how to use technology to their advantage.

- Meet with a peer career coach to discover all that ASU’s Sun Devil CareerLink can do for you.
- Attend a LinkedIn workshop and begin online networking.
- Use social media wisely to create a positive online image.

Sell yourself

If finding a job is a sales transaction, the employer is the buyer. You are not only the product, but the market researcher, the advertising department and the person who closes the sale (ideally for the highest price because that will be your salary).

- Work with the Fulton Schools of Engineering Career Center staff to perfect your pitch and write your first college résumé.

Help

Job-seeking is not a solo sport. It is essential that you let others help you. It is a team project and the bigger team you have, the better. People you know will be willing to help you if you can ask them to do specific things (this goes back to “Focus”).

- Brainstorm with a peer career coach to identify who you want on your team.
- Create a system for organizing your network contacts and notes.
Your future is our full-time job

With the Fulton Schools Career Center, you can:

Explore all Fulton Schools majors.
Discover careers that match your skills and passion.
Make industry connections.
Create a résumé that highlights your accomplishments.
Talk with us in person and on the phone—appointments are available year round.

Meet with a peer career coach
Call 480-965-2966 or email engineering.careers@asu.edu.
We'd love to meet you and discuss your goals and how to get there!

Like us on Facebook
Like the Engineering Career Center–Arizona State University Facebook page to get internship and job search tips, the latest information on career events and workshops and more:
facebook.com/fultoncareercenter

Read Joyce’s career tip of the week
Prepare for success. Learn how getting involved in organizations builds important skills companies want in their interns. Check Inner Circle, your ASU 101 Blackboard site and the Fulton Schools of Engineering Career Center website for dates and locations.

Attend workshops
Check out the Fulton Schools of Engineering Career Center website
Get started now with online tutorials and more
Review the Guides Along the Way for tips to keep you on track as you develop your skills and enrich your marketability for employers. You'll also find advice and tools for creating résumés, searching for internships and events on campus that you should attend:
engineering.asu.edu/career

The staff and peer coaches at the Ira A. Fulton Schools of Engineering Career Center see all of the effort and dedication that you put into your professional future.

We are eager to help you build your path to a bright future. Let us help put it all together.