



Samueli
School of Engineering

Undergraduate Internship Program

ENGINEERING 26: Finding an Entry-Level Job Seminar Course Syllabus

Undergraduate Internship Program
Engineering Career Development and Preparation
Winter Quarter 2024

Lecturer: William Herrera
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Lecture: Tuesdays, 2PM-3:50PM
Location: Engineering VI 134

Course Communication

Announcements, lecture slides, assignments, and other course materials will be posted on the UCLA BruinLearn course website: <https://bruinlearn.ucla.edu>

OFFICE HOURS

William Herrera: Tuesdays, 4PM-5PM

Group Facilitators:

- Anna-Marie Guenther (uip@hsseas.ucla.edu)
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COURSE OVERVIEW

Finding an Entry-level Job Seminar is designed to engage engineering students who are in the process of getting ready to graduate and need help joining the workforce. This course will focus on how to apply to entry-level positions in the engineering field, and look specifically into industries that value an engineering degree over technical experience. This course will provide suggestions to overcome the typical barriers students encounter in securing an entry-level position, including but not limited to: students with no industry internships, lack of professional network, lack of hands-on technical experience, low GPA, lack of student organization extracurricular activities, international students, DACA students. This course can help anyone who wants to build more confidence in their search for an entry-level job. Students will learn about the various components of a job application, practice preparing relevant materials, and prepare for career-related social interactions. This course is designed to help engineering students develop the skills and insights to successfully secure an entry-level job as soon as possible after they graduate.

COURSE PURPOSE

The purpose of *Finding an Entry-level Job Seminar* is to ensure that senior-level engineering students understand what is needed to secure an entry level job after graduating with an engineering degree. This course is geared towards students who struggle due the typical barriers listed above. This course will teach students the strategies and skills needed to apply to entry-level jobs from a position of strength and confidence. Content covered in the course will cover tips and methods for each stage of the application process (how to find, solicit, apply, and interview) for jobs that do not require prior experience, but instead look for individuals with an engineering degree.

COURSE FORMAT

Video lectures will be uploaded to BruinLearn before class meetings. Students are expected to watch the lecture and use the regular class meeting time to ask any questions they have about the lecture videos. Although we will have asynchronous lectures, we do require synchronous in class attendance because this is an interactive seminar. It is important for students to attend the class meetings because during this time students will be actively involved in class exercises and discussions where they will be able to share their experiences and receive feedback from their peers. Attendance on the Zoom remote calls (invitation link will be added below) will count towards their attendance grade.

GRADING AND BEHAVIORAL EXPECTATIONS

Grading for this course will be on a P/NP (Pass/No Pass) basis and reflect students' completion of assignments, section meetings, and active discussions. Students are expected to be on time, attend each class, and actively participate.

Academic Honor Code: Students are expected to follow the academic honor code established by The College at UCLA and adhere to the True Bruin Ethics and Values.
<http://www.truebruin.ucla.edu/statement.htm>

Americans with Disabilities Act: Students with disabilities who need academic assistance and/or accommodation should be registered appropriately with the UCLA Students with Disabilities Office and bring a letter to the instructor indicating the need for accommodation.

COURSE RESOURCES

[UCLA Career Center 2023-2024 Career Guide](#)

[UCLA Handshake](#)

[LinkedIn](#)

[UIP Website](#)

Additional resources will be posted on the course website.

COURSE OBJECTIVES

1. Students will learn how to search, solicit, and follow up on job openings for which they are competitive and qualified applicants.
2. Students will learn to tailor resumes and cover letters specific to the jobs they are applying for.
3. Students will practice and set up online professional profiles on Handshake and LinkedIn.
4. Students will learn about the various resources and services available at UCLA to help them secure entry-level positions.
5. Students will gain insights to the communication methods of interviewing, giving an elevator pitch, networking, and informational interviewing.
6. Students will learn to apply skills they learn in this course to practical situations such as career fairs, networking events, and entry-level job interviews.
7. Students will learn to seek mentorship and advice through the UCLA alumni network to build their professional network and gain industry insights.
8. Students will learn to utilize their professional networks to request informational interviews.
9. Through interactive class breakout rooms, students will be able to verbalize their career paths, create a plan for how to achieve these goals, and receive feedback from their classmates.
10. Students will learn about what companies are hiring students with no experience based off of data of past Samueli graduates.
11. Students will learn to develop a career plan utilizing various resources that outlines the path from their first entry-level job to their dream job.
12. Students will learn about the strategies and skills needed to apply to entry-level jobs from a position of strength and confidence.

COURSE REQUIREMENTS

The following are the requirements for this course: class participation and attendance, creating professional LinkedIn and Handshake profiles, search for job openings for which the student is a competitive and qualified applicant, writing a resume and cover letter, creating an introductory elevator pitch, and completing a final Career Action Plan.

Class Participation and Attendance

Students are expected to complete all assignments by the date which they are due and come to class prepared to discuss them. Attendance is essential in order to truly learn and apply professional skills in real situations. It is the student's responsibility to inform the instructor prior to class absence. **Students who miss more than two classes will receive a no-pass grade. The above requirements apply during remote classes, if we happen to have any.**

Entry-Level Job Search

Students will identify six entry-level positions that interest them, two of which will come from a list of companies provided to them. This list includes companies that have hired students with no experience in the past, and will provide the students with options of companies where an engineering degree is more valuable than hands-on experience. Students will also identify two target entry-level positions and two entry-level positions with their dream company. After identifying 6 job positions, students will develop the skills to solicit and apply for these positions, and learn how to move forward with their career. **Your list of six job positions is due Week 3.**

Elevator Pitch

An elevator pitch is a short introduction that you give to a recruiter or hiring manager upon first meeting them. The objective is to give a brief introduction to you, your experience, and your career interests as they relate to that particular company or position. They are a vital part of making a good first impression and standing out to recruiters. After discussing elevator pitches Week 4, you will have time to practice them and receive feedback. **Your elevator pitch is due Week 4**

CV

Your CV is the complete history of all academic achievements and credentials—research, teaching, awards, funding, service. Its length is indefinite. The focus is on ALL experiences and demonstrated skills. You use the CV to pick experiences and form tailored resumes. **Your finalized resume is due Week 2.**

Resume

Your one-page resume is a vital part of preparing for an internship, part-time or full-time job. Please consult the UCLA Career Center Career Guide for resume samples. **Your finalized resume is due Week 5.**

Cover Letter

One important component to your internship/job application is your cover letter. With the template and examples given in class, create your own cover letter for a specific internship/job opening. This letter should include your passion, motivation, and qualifications for this opportunity. **Your cover letter is due Week 6.**

Midterm Assignment: Handshake and LinkedIn Profiles

In this course, you are asked to create an online professional profile via Handshake and LinkedIn accounts. Complete your profiles as shown in lectures. **Your Handshake and LinkedIn profiles are due Week 7.**

Final Project: Early Career Action Plan Presentation

The final assignment is intended to help you integrate your overall experience in the *Finding an Entry-Level Job Seminar* course by applying your educational experiences to a real-world plan. This 10-12 minute ppt. presentation must address each of the bullets below:

Create a career timeline for the next 5-10 years stating your overall career goal and the steps you plan to take to reach this goal. Be sure to include the following information:

- Describe how you will create and develop your professional network
- Describe the resources you will take advantage of to reach your career goals
- List the types of employers you might work for
- Identify six jobs on Handshake that could help you in your professional plan

- Explain your future educational goals and strategies
- Describe the engineering and soft skills you will need to develop based on your ideal job
- Describe the types of experiences you wish to gain to develop those skills
- List who (and what) will be your main sources of support/who will keep you on track

➤ **Each student will submit their Career Action plan by uploading their recorded presentation on BruinLearn.**

Career Action Plan Presentations are due during Week 10.

COURSE GRADING

This course will be graded out of 100 points. A score of 70 points or higher must be attained in order to receive a passing grade for the course. Course attendance is extremely important. Please note that you CANNOT miss more than 2 lectures in order to receive a passing grade. Every assignment listed below must be turned in to pass the class. Point breakdowns are included below:

Pass/No Pass Rubric

Pass: ≥70
No Pass: <70

Entry-Level Job Search (8.75%)

Elevator Pitch (8.75%)

CV (8.75%)

Resume (8.75%)

Cover Letter (8.75%)

LinkedIn Profile (8.75%)

Handshake Profile (8.75%)

Final Career Plan (8.75%)

Participation/Attendance (30%)

ACADEMIC INTEGRITY

- UCLA expects and requires all of its students to act with honesty and integrity, and respect the rights of others in carrying out all academic assignments and projects.
- Working in groups is allowed and encouraged. However, submitting the work of others, cheating, and plagiarism are unacceptable. The key to working in an effective group is compiling input from all members and making equal contributions.
- In accordance with UCLA policy, any cases of suspected cheating or academic dishonesty will be reported to the Dean of Students Office and the Department of Student Affairs. Sanctions may include zero credit to an assignment or a no-pass. If warranted, a student may be disqualified, suspended, or expelled from the School of Engineering. It is your responsibility to know and understand the University Academic Integrity Policy and the UCLA Student Code of Conduct (<http://www.deanofstudents.ucla.edu>).

ADDITIONAL INFORMATION

- Counseling and Psychological Services (CAPS) exists to support your mental health needs as you pursue your academic goals. CAPS services are designed to foster the development of healthy well-being necessary for success in a complex environment. A variety of services are available including: crisis counseling by phone 24/7, emergency intervention, individual counseling and psychotherapy, group therapy, psychiatric evaluation and treatment, educational programs and workshops, and campus mental health and well promotion. Visit <http://www.counseling.ucla.edu> for more information or call (310) 825-0768. For emergencies, please contact 911.
- Students requesting accommodations for a disability, including additional time or resources for taking exams, must be registered with the UCLA Center for Accessible Education (CAE: <http://www.cae.ucla.edu>) and must submit appropriate documentation from the CAE.
- Title IX prohibits gender discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking. If you have experienced sexual harassment or sexual violence, you can receive confidential support and advocacy at the CARE Advocacy Office for Sexual and Gender-Based Violence, 1st Floor Wooden Center West, CAREadvocate@caps.ucla.edu, (310) 206-2645. In addition, Counseling and Psychological Services (CAPS) provides confidential counseling to all students and can be reached 24/7 at (310) 825-0768. You can also report sexual violence and sexual harassment directly to the University's Title IX Coordinator, 2241 Murphy Hall, titleix@conet.ucla.edu, (310) 206-3417. Reports to law enforcement can be made to UCPD at (310) 825-1491.
- Faculty, Lecturer, and Group Facilitators are required under the UC Policy on Sexual Violence and Sexual Harassment to inform the Title IX Coordinator and should they become aware that you or any other student has experienced sexual violence or sexual harassment.

ASSIGNMENT FORMAT

BruinLearn UPLOADS	IN-CLASS INTERACTIVE SHARE OUTS
• CV	• LinkedIn Positions
• Elevator Pitch	• Elevator Pitch
• Final Draft of Resume and Cover Letter	• Mock Interview & Company Questions
• Handshake & LinkedIn Profiles	• Drafts of Cover Letter and Resume
• Entry-Level Job Search	• Handshake & LinkedIn Profiles
• Mock Interview & Company Questions	
• Recorded Career Plan	

COURSE SCHEDULE

Week 1 (January 8-12): Finding Your Entry-Level Job & Gathering Information

Objectives:

- *Learning how to search, solicit, and follow up on job openings for which the student is a competitive and qualified applicant*
- *Searching for positions on Handshake and LinkedIn*
- *Learning about what companies are hiring students with no experience based on data of past Samueli graduates*

Content:

- Content: Introduction to Course and Career Exploration
- Content: Using LinkedIn & Handshake to Explore Career Opportunities
- Content: Utilizing UCLA One to tap into the Bruin network
- Content: CV vs Resume
- Content: You're not alone: Discussing data relating to statistics on Samueli graduates
- Content: Strategic targeting of companies—leveraging your Samueli Engineering Degree

Class Activities:

- Break-Out Activity: Discussing career interests and how they relate to your background and strengths
- Break-Out Activity: Sample CV grading using rubric
- Break-Out Activity: Review Company List and identify *five* companies you are interested in applying to (grouped by major)
- Previewing assignments due next week

Assignment:

- Read: Career Guide: "Career Planning" section
- Complete ENGR 26 Pre-Course Survey
- Activate Handshake and LinkedIn
- On Handshake, identify *five* positions you are interested in
- On LinkedIn, identify *five* positions you're interested in and *three* industry professionals you would like to connect with
- Pair with a mentor through the **UCLA One** program.
- Use the provided Company Lists under Class Resources to come up with *five* companies to follow on LinkedIn, and *three* people at each company to follow
- Identify which companies are doing on-campus recruitment this quarter (Career Fair, Networking Events, Infosessions, etc.)
- Find *three* different training programs in your field (looking at the examples shown in class)
- Organize all STEM-related professional activities onto a long form CV
- Ensure all CV bullets are written using the SAR method

Week 2 (January 15-19): Career Fair Preparation Part I

Objectives:

- *Learning about the various resources and services available at UCLA to help secure entry-level positions*
- *Learning how to search, solicit, and follow up on job openings for which the student is a competitive and qualified applicant*
- *Learning about the strategies and skills needed to apply to entry-level jobs from a position of strength and confidence*

Content:

- Content: Career Fair Preparation Part I: Researching & Targeting Companies
- Content: Career Center Resources (Forage and

Assignment:

- Read: Career Guide: "Career Exploration" section & LinkedIn Handouts
- Research and identify *three to five* companies you will visit at the **January 17-18 E&T Career Fair** hosted by the Career Center
- Tailor *three* elevator pitches to specific internships offered at companies at the Winter Career Fairs
- Find *ten* entry-level positions (at least *two* must be from companies on the list provided)
- Meet with a peer advisor to look over your CV and resume
- Create a Forage & Parker Dewey account and look through opportunities to build

<p>Parker Dewey included)</p> <ul style="list-style-type: none"> ● Content: Elevator Pitches & Recruiter Interactions <p>Class Activities:</p> <ul style="list-style-type: none"> ● Break-Out Activity: Share a draft of CV and provide feedback to partner ● Break-Out Activity: Practicing elevator pitches and receiving feedback ● Previewing assignments due next week 	<p>technical skills</p> <p>(Due Week 3)</p>
<p>Week 3 (January 22-26): <u>Career Fair Preparation Part II</u></p> <p>Objectives:</p> <ul style="list-style-type: none"> ● <i>Learning to tailor resumes and cover letters specific to the jobs they are applying for</i> ● <i>Applying skills they learn in this course to practical situations such as career fairs, networking events, and entry-level job interviews</i> <p>Content:</p> <ul style="list-style-type: none"> ● Content: Career Fair Preparation Part II: Writing a Resume ● Content: Advanced Resume Tips: Standing Out & Tailoring to Companies ● Content: Internship/Apprenticeship Programs, leveraging ENGR 96 courses, leveraging Senior Capstone <p>Class Activities:</p> <ul style="list-style-type: none"> ● Break-Out Activity: Scoring sample resumes and cover letters ● Break-Out Activity: Share skills from assignment ● Previewing assignments due next week 	<p>Assignment:</p> <ul style="list-style-type: none"> ● <u>Read:</u> Career Guide: “Resumes & Cover Letters” section ● Submit first draft of resume to VMock and make edits before BruinLearn submission ● Copy and paste bullets from your CV to create two TAILORED resumes for two different companies/positions <p>(Due Week 4)</p>
<p>Week 4 (January 29-February 2): <u>Networking and Informational Interviews</u></p> <p>Objectives:</p> <ul style="list-style-type: none"> ● <i>Understanding objectives and strategies for company information sessions, networking events, facility tours, and other industry-related events</i> ● <i>Utilizing professional networks to request informational interviews</i> <p>Content:</p> <ul style="list-style-type: none"> ● Content: Introduction to Networking Events ● Content: How to Find Networking Events ● Content: Writing Cover Letters ● Content: Informational Interview ● Content: Introduction to Career Exploration <p>Class Activities:</p> <ul style="list-style-type: none"> ● Break-Out Activity: Share tailored resumes and the feedback from VMock 	<p>Assignment:</p> <ul style="list-style-type: none"> ● <u>Events</u> <ul style="list-style-type: none"> ○ Search for InfoSession and/or Networking Events and attend <i>one</i> of them (due by Week 10) ○ Attend industry-facing event ○ Answer questionnaires: 1) Companies to Meet and 2) Networking Event/Info-Session ● <u>Informational Interviews</u> <ul style="list-style-type: none"> ○ Reach out to <i>one or more</i> alumni on LinkedIn and request an informational interview ● Conduct an informational interview with UCLA ONE mentor ● Submit <i>two</i> tailored cover letters (for two different companies) ● Complete Focus 2 assessment (only need Work Assessment) and Myers Briggs test

<ul style="list-style-type: none"> ● Previewing assignments due next week 	<p>(Due Week 5)</p>
<p>Week 5 (February 5-9): <u>Marketing Your Brand: Establishing Handshake and LinkedIn Profiles</u></p> <p>Objectives:</p> <ul style="list-style-type: none"> ● <i>Establishing a professional network online</i> ● <i>Creating and optimizing Handshake/LinkedIn Profiles</i> ● <i>Using online presence effectively to network and find opportunities</i> <p>Content:</p> <ul style="list-style-type: none"> ● Content: Introduction to LinkedIn Branding ● Content: General Introduction to Handshake ● Content: Strategies to Get the Most Out of Handshake ● Content: Strategies to Get the Most Out of LinkedIn ● Content: Sample ppt. on outlining preferences for LinkedIn and Handshake <p>Class Activities:</p> <ul style="list-style-type: none"> ● Analyzing the results of self-inventory to begin narrowing down potential careers ● Break-Out Activity: Informational Interview share out and what was learned ● Break-Out Activity: Debrief networking event ● Break-Out Activity: Use rubric and score sample profile ● Previewing assignments due next week 	<p>Assignment:</p> <ul style="list-style-type: none"> ● <u>Read:</u> Career Guide: “Job Search Strategies & Correspondence” section ● Handshake/LinkedIn <ul style="list-style-type: none"> ○ Create Handshake search filters, save filters, and automate email notifications ○ Find and RSVP to a Handshake event ○ Apply to <i>one or more</i> positions (through LinkedIn, Handshake, company website, networking event, etc) ● Get next-level feedback on resume (UCLA One mentor, Faculty Advising, or Peer Advising) ● Identify and follow <i>ten</i> people that work in fields of engineering you want to pursue (LinkedIn) ● Identify and follow <i>five</i> recruiters at the companies you are applying for jobs (LinkedIn) ● Identify and join <i>three</i> LinkedIn groups that relate to the fields of engineering you are interested in ● Connect with <i>five</i> peers who are currently searching for job opportunities ● Connect with <i>five</i> senior-level peers, who are currently looking for “entry level jobs” and have, hopefully, completed an internship at one of the companies you are applying to ● Complete Mid-Course Survey by the end of Week 5. <p>(Due Week 6)</p>

<p>Week 6 (February 12-16): <u>Acing a Professional Interview</u></p> <p>Objectives:</p> <ul style="list-style-type: none"> ● <i>Gaining insights to the communication methods of interviewing, giving an elevator pitch, networking, and informational interviewing</i> <p>Content:</p> <ul style="list-style-type: none"> ● Content: Introduction to Interviewing & Following Up with Recruiters ● Content: Tips to Acing an Interview <p>Class Activities:</p> <ul style="list-style-type: none"> ● Break-Out Activity: Share tailored cover letters and provide feedback ● Break-Out Activity: Share LinkedIn and Handshake Profiles and provide feedback ● Previewing assignments due next week 	<p>Assignment:</p> <ul style="list-style-type: none"> ● <u>Read</u>: Career Guide: “Successful Interviewing” section ● Sign up for Career Center’s On-Campus Recruitment (OCR) ● Prepare for your peer mock interview ● Practice six questions your target company might ask during an interview ● Finalize your LinkedIn and Handshake profiles <ul style="list-style-type: none"> ○ Transfer written CV to profiles ● Submit LinkedIn and Handshake profile links ● Conduct a InterviewStream practice interview (Conduct, Practice, Select the category best for you) <p>(Due Week 7)</p>
<p>Week 7 (February 19-23): <u>Negotiating Job Offers</u></p> <p>Objectives:</p> <ul style="list-style-type: none"> ● <i>Learn about the strategies and skills needed to negotiate job offers from a position of strength and confidence</i> <p>Content:</p> <ul style="list-style-type: none"> ● Content: Leveraging multiple offers ● Content: Negotiating offers ● Content: Evaluating Offers ● Content: Healthcare, 401k, Retirement options ● Content: Startups, equity and stock options ● Content: Signing bonuses, Travel/Moving Bonus/Stipend <p>Class Activities:</p> <ul style="list-style-type: none"> ● Break-Out Activity: Share potential questions that interviewers might ask ● Breakout Room: Decide between two fake offer letters and explain your choice ● Break-Out Activity: Salary averages for different regions and cost-of-living <ul style="list-style-type: none"> ○ https://www.bls.gov/bls/blswage.htm ○ https://www.nerdwallet.com/cost-of-living-calculator ● Previewing assignments due next week 	<p>Assignment:</p> <ul style="list-style-type: none"> ● Attend <u>required</u> UCLA Alumni Meet & Greet Event (Tues., Feb. 27th) ● <u>Read</u>: Career Guide: “Evaluating Job Offers” section ● Research salary averages in the areas you are planning to work ● Go on Glassdoor, Monster, and Indeed and test the waters of what you should be expecting <ul style="list-style-type: none"> ○ Get the average from the websites ● Evaluate a job offer letter and create a counter offer <p>(Due Week 8)</p>
<p>Week 8 (February 26-March 1): <u>Long Term Career Strategic Planning</u></p> <p>Objective:</p> <ul style="list-style-type: none"> ● <i>Developing a career plan utilizing various resources that outlines the path from the</i> 	<p>Assignment:</p> <ul style="list-style-type: none"> ● Begin 1st draft of Career Action Plan presentation ● Use list of resources from class to choose an avenue for gaining technical skills (must be included in Career Action

<p><i>student's first entry-level job to their dream job</i></p> <p>Content:</p> <ul style="list-style-type: none"> • Content: How to Move Forward with Your Career • Content: Long Term Career Action Plan Strategic Planning <p>Class Activity:</p> <ul style="list-style-type: none"> • Break-Out Activity: Practicing mock interview and receiving feedback from peers • Previewing assignments due next week 	<p>Plan)</p> <p>(Due Week 9)</p>
<p>Week 9 (March 4-8): <u>Career Action Plan Presentations #1</u></p> <p>Objective:</p> <ul style="list-style-type: none"> • <i>Developing a career plan utilizing various resources that outlines the path from their first entry-level job to their dream job</i> <p>Content:</p> <ul style="list-style-type: none"> • Content: Brief Overview of Career Action Plan <p>Class Activity:</p> <ul style="list-style-type: none"> • Break-Out Activity: Presenting Drafts of Strategic Career Action Plan • Previewing assignments due next week 	<p>Assignment:</p> <ul style="list-style-type: none"> • Finalize Career Action Plan presentation • Complete a 2-4 hour Forage project or a Parker Dewey micro internship <p>(Due Week 10)</p>
<p>[REMOTE] Week 10 (March 11-15): <u>Career Action Plan Presentations #2</u></p> <p>Objective:</p> <ul style="list-style-type: none"> • <i>Developing a career plan utilizing various resources that outlines the path from their first entry-level job to their dream job</i> <p>Class Activity:</p> <ul style="list-style-type: none"> • Presenting Strategic Career Action Plan 	<p>Assignment:</p> <ul style="list-style-type: none"> • Finalize Career Action Plan presentation