



**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 2022

**Lecturer:** William Herrera  
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**Lecture: 2-3:50pm on Tuesday**  
**Location: Remote via Zoom**

### Course Communication:

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

**Course Readers:** Our goal is to hire readers with a 10:1 student to reader ratio.

### OFFICE HOURS:

**William Herrera:** TBD

**Course Readers:** TBD

### 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, and other low-confidence students. 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 lack confidence 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 CCLE 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 remote 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 be counted towards their attendance grade.

#### **GRADING AND BEHAVIORAL EXPECTATIONS:**

Grading for this course will be on a P/NP (Pass/Not 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 2019-21 Career Guide: <https://app.joinhandshake.com/articles/7285>
- UCLA Handshake: <https://www.career.ucla.edu/handshake>
- LinkedIn: <https://www.linkedin.com/>
- UIP Website: <https://www.seasoasa.ucla.edu/undergraduate-internship-program/>
- ESUC On Campus Industry Recruitment Calendar: [http://www.esuc.ucla.edu/engineering\\_calendar](http://www.esuc.ucla.edu/engineering_calendar)
- UCLA COVID-19 Information: <https://samueli.ucla.edu/ucla-samueli-covid-19-information-2/>

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 they are competitive and qualified applicants, writing a resume and cover letter, creating an introductory elevator pitch, and 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. Attendance via Zoom will be taken, and students will come into class prepared to update and share your assignments.**

#### **Entry-Level Job Search:**

Students will identify 6 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 6 job positions is due Week 2.**

#### **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 giving a good first impression and standing out to recruiters. After discussing elevator pitches Week 3, you will have time to practice them and receive feedback. **Your elevator pitch is due Week 3**

### Resume:

Your 1 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 4.**

### 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. **The cover letter is due Week 5.**

### 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. **Due Week 6.**

### 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 6 jobs on Handshake that will 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 CCLE.**

**Career Action Plan Presentations are due during Week 9.**

### 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 must NOT 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 (10%)**

**Elevator Pitch (10%)**

**Resume (10%)**

**Cover Letter (10%)**

**LinkedIn Profile (10%)**

**Handshake Profile (10%)**

**Final Career Plan (10%)**

**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](mailto: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](mailto: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:**

<b>CCLC UPLOADS</b>	<b>IN CLASS INTERACTIVE SHARE OUTS</b>
<ul style="list-style-type: none"><li>● <b>Entry-Level Job Search</b></li></ul>	<ul style="list-style-type: none"><li>● <b>LinkedIn Positions</b></li></ul>
<ul style="list-style-type: none"><li>● <b>Final Draft of Cover Letter and Resume</b></li></ul>	<ul style="list-style-type: none"><li>● <b>Elevator Pitch</b></li></ul>
<ul style="list-style-type: none"><li>● <b>Handshake &amp; LinkedIn Profiles</b></li></ul>	<ul style="list-style-type: none"><li>● <b>Drafts of Cover Letter and Resume</b></li></ul>

<ul style="list-style-type: none"> <li>● <b>Mock Interview &amp; Company Questions</b></li> </ul>	<ul style="list-style-type: none"> <li>● <b>Handshake &amp; LinkedIn Profiles</b></li> </ul>
<ul style="list-style-type: none"> <li>● <b>Elevator Pitch</b></li> </ul>	<ul style="list-style-type: none"> <li>● <b>Mock Interview &amp; Company Questions</b></li> </ul>
<ul style="list-style-type: none"> <li>● <b>Recorded Career Plan</b></li> </ul>	

**COURSE SCHEDULE:**

<p><b>Week 1: Finding Your Entry Level Job &amp; Gathering Information</b></p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>● <i>Learning how to search, solicit, and follow up on job openings for which they are competitive and qualified applicants</i></li> <li>● <i>practicing and setting up online professional profiles on Handshake and LinkedIn</i></li> <li>● <i>Learning about what companies are hiring students with no experience based off of data of past Samueli graduates</i></li> </ul> <p><b>Class Activities:</b></p> <ul style="list-style-type: none"> <li>● Content: Introduction to Course and Career Exploration</li> <li>● Break-Out Activity: Discussing career interests and how they relate to your background and strengths</li> <li>● Content: Using LinkedIn &amp; Handshake to Explore Career Opportunities</li> <li>● Content: You're not alone: discussing data relating to statistics on Samueli graduates</li> <li>● Content: Strategic targeting of companies - leveraging your Samueli Engineering Degree.</li> <li>● Previewing assignments due next week</li> </ul>	<p><b>Assignment:</b></p> <ul style="list-style-type: none"> <li>● <u>Read</u>: Career Guide: "Career Planning" section</li> <li>● Activate Handshake and LinkedIn.</li> <li>● Find 6 entry-level positions (at least 2 must be from companies on list provided)</li> <li>● On LinkedIn, identify 5 positions you're interested in and 3 industry professionals you would like to connect with</li> <li>● Pair with a mentor through the <b>UCLA One</b> program.</li> <li>● Complete Engr 26 course pre-survey</li> </ul> <p>(Due week 2)</p>
<p><b>Week 2: Career Fair Preparation Part I</b></p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>● <i>Learning about the various resources and services available at UCLA to help them secure entry-level positions</i></li> <li>● <i>Learning how to search, solicit, and follow up on job openings for which they are competitive and qualified applicants</i></li> <li>● <i>Learning about the strategies and skills needed to apply to entry-level jobs from a position of strength and confidence</i></li> </ul> <p><b>Class Activities:</b></p> <ul style="list-style-type: none"> <li>● Content: Job Searching Utilizing Online Resources</li> <li>● Content: Elevator Pitches &amp; Recruiter Interactions</li> <li>● Break-Out Activity: Practicing elevator pitches and receiving feedback</li> <li>● Content: Internship/Apprenticeship programs, leveraging ENGR 96 course, leveraging Senior</li> </ul>	<p><b>Assignment:</b></p> <ul style="list-style-type: none"> <li>● <u>Read</u>: Career Guide: "Career Exploration" section &amp; LinkedIn Handouts</li> <li>● Research and identify 3-5 companies you will visit at the career fair</li> <li>● Practice and finalize elevator pitch</li> <li>● Meet with a peer advisor to look over your resume</li> <li>● Brainstorm 3 class projects/extracurricular activities/skills and prepare to share during next class meeting</li> <li>● Create a Forage account and look through opportunities to build technical skills</li> </ul> <p>(Due week 3)</p>

<p>Capstone</p> <ul style="list-style-type: none"> <li>● Previewing assignments due next week</li> </ul>	
<p><b>Week 3: Career Fair Preparation Part II</b></p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>● <i>Learning to tailor resumes and cover letters specific to the jobs they are applying for</i></li> <li>● <i>Applying skills they learn in this course to practical situations such as career fairs, networking events, and entry-level job interviews</i></li> </ul> <p><b>Class Activities:</b></p> <ul style="list-style-type: none"> <li>● Content: Career Fair Preparation Part II: Writing a Resume, Researching &amp; Targeting Companies</li> <li>● Content: Advanced Resume Tips: Standing Out &amp; Tailoring to Companies</li> <li>● Break-Out Activity: Scoring sample resumes and cover letters</li> <li>● Break-Out Activity: Share skills from assignment</li> <li>● Content: Writing a coherent Cover letter</li> <li>● Previewing assignments due next week</li> </ul>	<p><b>Assignment:</b></p> <ul style="list-style-type: none"> <li>● <u>Read:</u> Career Guide: “Resumes &amp; Cover Letters” section</li> <li>● Create three tailored resumes for three different companies/positions</li> </ul> <p>(Due week 4)</p>
<p><b>Week 4: Beyond the Career Fair: Other Industry-Facing Events</b></p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>● <i>Understanding objectives and strategies for company information sessions, networking events, facility tours, and other industry-related events</i></li> <li>● <i>Learning to tailor resumes and cover letters specific to the jobs they are applying for</i></li> </ul> <p><b>Class Activities:</b></p> <ul style="list-style-type: none"> <li>● Content: Introduction to Networking Events and LinkedIn Branding</li> <li>● Break-Out Activity: Getting feedback on resume</li> <li>● Content: How to Find Networking Events</li> <li>● Break-Out Activity: Network with alumni and learn about their experience</li> <li>● Previewing assignments due next week</li> </ul>	<p><b>Assignment:</b></p> <ul style="list-style-type: none"> <li>● <u>Read:</u> Career Guide: “Job Search Strategies &amp; Correspondence” section</li> <li>● Submit three tailored cover letters (for three different companies)</li> <li>● Search for Info Session and/or Networking Events and attend one of them</li> <li>● Answer questionnaires: 1) Companies to Meet and 2) Networking Event/Info-Session</li> </ul> <p>(Due week 5)</p>
<p><b>Week 5: Marketing Your Brand: Establishing Handshake and LinkedIn Profiles</b></p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>● <i>Practicing and setting up online professional profiles on Handshake and LinkedIn.</i></li> <li>● <i>Learning to seek mentorship and advice through the UCLA alumni network to build their professional network and gain industry insights.</i></li> <li>● <i>Utilizing their professional networks to request informational interviews</i></li> </ul> <p><b>Class Activities:</b></p> <ul style="list-style-type: none"> <li>● Content: General Introduction to Handshake</li> <li>● Break-Out Activity: Discuss sample LinkedIn/Handshake profiles</li> </ul>	<p><b>Assignment:</b></p> <ul style="list-style-type: none"> <li>● Create your LinkedIn and Handshake profiles</li> <li>● Submit profile links</li> <li>● Create Handshake search filters, save filters, and automate e-mail notices</li> <li>● Find and RSVP to a Handshake event</li> <li>● Apply to 1+ positions (through LinkedIn, Handshake, company website, networking event, etc)</li> <li>● Attend industry-facing event</li> <li>● Get next-level feedback on resume (UCLA mentor One, faculty advising, or Peer Advising)</li> <li>● Reach out to 1+ alumni on LinkedIn and request</li> </ul>

<ul style="list-style-type: none"> <li>● Content: Strategies to Get the Most Out of Handshake</li> <li>● Content: Sample PPT on what we'd like to see on LinkedIn and Handshake</li> <li>● Break-Out Activity: Use rubric and score a sample profile</li> <li>● Previewing assignments due next week</li> </ul>	<p>an informational interview</p> <ul style="list-style-type: none"> <li>● Conduct an informational interview with your UCLA ONE mentor</li> </ul> <p>(Due week 6)</p>
<p><b>Week 6: Acing a Professional Interview</b></p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>● <i>Utilizing their professional networks to request informational interviews</i></li> <li>● <i>Gaining insights to the communication methods of interviewing, giving an elevator pitch, networking, and informational interviewing</i></li> </ul> <p><b>Class Activities:</b></p> <ul style="list-style-type: none"> <li>● Content: Introduction to Interviewing &amp; Following Up with Recruiters</li> <li>● Content: Tips to Acing an Interview</li> <li>● Previewing assignments due next week</li> <li>● Informational Interview</li> <li>● Content: Using LinkedIn to expand your network and gain advice from professionals</li> </ul>	<p><b>Assignment:</b></p> <ul style="list-style-type: none"> <li>● <u>Read</u>: Career Guide: "Successful Interviewing" section</li> <li>● Prepare for your peer mock interview</li> <li>● Practice 6 questions your dream company might ask during an interview and practice them.</li> <li>● Attend one of the info session/networking career fair events hosted by student organizations and take the Poll on CCLE.</li> </ul> <p>(Due week 7)</p>
<p><b>Week 7: Long Term Career Strategic Planning</b></p> <p><b>Objective:</b></p> <ul style="list-style-type: none"> <li>● <i>Developing a career plan utilizing various resources that outlines the path from their first entry-level job to their dream job.</i></li> </ul> <p><b>Class Activity:</b></p> <ul style="list-style-type: none"> <li>● Content: Long Term Career Action Plan Strategic Planning</li> <li>● Break-Out Activity: Practicing your mock interview and receiving feedback from peers</li> <li>● Content: How to move forward with your career</li> </ul>	<p><b>Assignment:</b></p> <ul style="list-style-type: none"> <li>● <u>Read</u>: Career Guide: "Evaluating Job Offers" section</li> <li>● Begin 1<sup>st</sup> draft of Career Action Plan presentation</li> </ul> <p>(Due week 8 )</p>
<p><b>Week 8: Career Action Plan Presentations #1</b></p> <p><b>Objective:</b></p> <ul style="list-style-type: none"> <li>● <i>Developing a career plan utilizing various resources that outlines the path from their first entry-level job to their dream job.</i></li> </ul> <p><b>Class Activity:</b></p> <ul style="list-style-type: none"> <li>● Presenting Strategic Career Action Plan</li> <li>● Meet and Greet UCLA Alums (TBD)</li> </ul>	<p><b>Assignment:</b></p> <ul style="list-style-type: none"> <li>● Finalize Career Action Plan presentation</li> </ul> <p>(Due week 9)</p>
<p><b>Week 9: Career Action Plan Presentations #2</b></p> <p><b>Objective:</b></p> <ul style="list-style-type: none"> <li>● <i>Developing a career plan utilizing various resources that outlines the path from their first entry-level job to their dream job.</i></li> </ul> <p><b>Class Activity:</b></p> <ul style="list-style-type: none"> <li>● Presenting Strategic Career Action Plan</li> <li>● Content: Evaluating Job Offers/Negotiating Terms</li> </ul>	<p><b>Assignment:</b></p> <ul style="list-style-type: none"> <li>● Finalize Career Action Plan presentation</li> </ul>



