<https://canvas.tufts.edu/courses/22485>

Wednesdays, 3:00 - 4:15 PM

Zoom:

## **Prerequisites**

## Sophomore or Junior Standing in one of the following School of Engineering programs: Biomedical Engineering, Computer Science, Mechanical Engineering or Human Factor Engineering.

## **Credits**

## 1.0 SHU, Free Elective, Pass/Fail grading

**COURSE DESCRIPTION**

**COURSE LEARNING OUTCOMES**

* Create appropriate marketing materials for landing a COOP and for to be able to do so for jobs in the future
  + Resumes
  + Cover Letters
* Gain knowledge of various tools and methods for job/coop search including the use of Handshake, Big Interview, and how to work a (virtual) career fair.
* Develop a linkedin profile, and learn how to effectively use linkedin in job search and networking
* Understand the importance of networking
  + Informational interviews
  + Building your network
* Enhance basic professional skills to use during the coop experience and beyond
* Create an action plan to ensure you will make the most of your Coop experience

**EXPECTATIONS**

* ATTENDANCE is required. Based on the Online format of this semester’s class Absence will be defined as: One excused absence is allowed, contact the instructor by 12pm the day of class if you are ill.
* PARTICIPATION in class is required. If you are taking the class asynchronously opportunities will be provided to participate
* ASSIGNMENTS: Timely completion of all assignments is required to pass this course.

*Technology Policy:* Taking notes, web research, live polling and other activities will occur in class, however, please refrain from texting, email and personal web browsing.

Accessibility: Tufts University values the diversity of our students, staff, and faculty; recognizing the important contribution each student makes to our unique community. Tufts is committed to providing equal access and support to all qualified students through the provision of reasonable accommodations so that each student may fully participate in the Tufts experience. If you have a disability that requires reasonable accommodations, please contact the Student Accessibility Services office at[*Accessibility@tufts.edu*](mailto:Accessibility@tufts.edu)or 617-627-4539 to make an appointment with an SAS representative to determine appropriate accommodations. Please be aware that accommodations cannot be enacted retroactively, making timeliness a critical aspect for their provision.

**SYLLABUS**

Week 1/ Sept 9: *Course Overview & Expectations & Resumes*

Professors Xu, Chow, Abedian: Introduction to coop class- History of how the coop came to be, how the class will work, expectations, syllabus review.

Robin: Overview of the way the career component will work. Canvas and Assignments

Quick Resume and Cover Letter Talk

Employer Guest: None

Homework:

* Write resume/ Have critiqued by making an appointment, or coming to a drop-in hour or resume critiques – extra resume reviews on Friday, September 11 2-4:30. Resume Critiques Sept 14 7-7
* Expectation to put resume in Resume book.
* Attend one of the Prepare for the Fair Sessions (or listen to the Recording) Sept, 15 or Sept 16

Week 2/ Sept 16: Employers

Employer Guest(s):Liane Wong (Micro-Leads), Tory Kolbjornsen (Curriculum Associates)

Robin: Just to give instructions on Homework

Homework:

* Choose a position – coop or internship that you are truly interested in (reading job descriptions can be very interesting)
* Draft a cover letter for a specific position and have it critiqued. Or make an appointment in Handshake

Robin has 15 minute quick appointments on these days and zoom drop ins on these days:

Monday 11:30-12:30

Tuesday, 2-4

Thursday,  3- 5

Week 3/ September 23: Prepare for the Fair

*Robin/Jon:* Prepare for the Fair and Elevator Script, After the fair

Homework:

* Go to Handshake and look at the list of the companies coming to the 2 Tufts Career Fair on October 1 and October 2

Determine at least 4 companies you are interested in and prepare your Booth Speech/30 Second pitch for each. (why are you at that booth)

Week 4/September 30: Employers

Employer Guest: Jonathan Zhang (Liquiglide), Glory Montes ( Hubspot)

Homework:

* Attend the Tufts Career Fair (Speak to Robin if you can not attend for alternative assignment)
* Write paragraph on experience at fair (Career Center is doing many fairs, your insight will be useful)

Week 5/October 7: Networking Review of Career Fair, *Using LinkedIn/Networking/The Herd*

*Robin: Demo systems and Networking101*

Homework:

* Join Tufts University Career Network; research and join at least 2 other relevant groups
* Getting started on linkedin : <https://www.linkedin.com/help/linkedin>
* Join the Herd
* Watch both pieces of the career conversations powtoon
* Conduct at least 1 informational interview. Complete the Informational Interview Reflection (Due Oct 21)
* Upload 3 ideas for ways you can still network even though there are not in person events

Week 6/October 14: Employers

Employer Guest: Skander Limem (Tepha Inc.), Amy Gregory Retail Business Services)

Homework:

* Watch “What I learned from 100 days of rejection” <https://www.ted.com/talks/jia_jiang_what_i_learned_from_100_days_of_rejection?language=en>
* Write a paragraph about a time something did not go as planned. How might you react differently now?

Week 7/October 21: Interviewing, Behavioral and General

Robin: Interview Prep, Behavioral Interviewing

Homework: Homework:

* Sign up for and conduct a practice interview on Big Interview tool
* Determine 6 best stories for behavioral interviewing – write out a version of each
* Decide on the 5 things you would want your Coop employer to know about you before the end of an interview

Week 8/October 28: Employers

Employer Guest:Amy Sigel (S2N), Chakib Gerby (Mathworks),Robert Dellsy (Navy)

Homework:

* Go to the Competency Page on the Website and determine which two competencies you want to work on over the next year. Write up ideas for how you think you will go about becoming more proficient in these competencies
* Initiative: <https://www.linkedin.com/learning/search?keywords=getting%20the%20most%20from%20your%20internship&u=2193697>

Week 9/November 4: Competencies and Transferrable Skills – Mock Interviews

Robin: Students will practice interviewing

Homework:

* Career Communities (if new website Is up) – complete profile, investigate, test tools, - indicate 3 websites, tools, alumni, organizations you did not yet know about.
* Extra Credit: write blog post for the career community

Week 10/November 10 (note this is a Tuesday – Tufts Wednesday!!!!):

Employers: Sanjay Jonnavithula (Medtronic), Sara McNew (Design Science), Ben Leiken (BidOps)

Homework:

* BME and ME attend Engineering Career Fair Collaborative November 13, 1:30-4:30 – Career Echo
* Write a reflection of how or whether taking this class changed the career fair experience
* If you can not attend speak to Robin about an alternative assignment
* CS students attend Technical Interview training…….(to be arranged??)

Week 11/November 18: Making the Most of Your Coop

Employer Guest:

Homework:

* Complete Action Plan for your time as a Coop,

Week 12/November 25:

NO CLASS – Thanksgiving

Week 13/December 2: Making the Most of your Coop

Robin: Making most of COOP, Action Plan Reports, Group work.

Employer Guest: Joseph Brown

Homework:

* Watch:
* Read:
* Reflect:

Week 14/December 9: Last Class

Student Presentations –

Evaluations – formal

Evaluations – Discussion: When we teach this class again – what would we Stop/Start/Continue

Employer Guest:

Employer Guest: