“Meet your Advisor”
Information Session on MCD Programs and Services

Summer Seminar Series for McCormick Graduate Students
June 8th, 2011

McCormick Office of Career Development
2133 Sheridan Road, Ford Engineering Design Center
Main Phone: 847-491-3366
www.mccormick.northwestern.edu/co-op
Agenda

• MCD Advisors

• Relationship Overview of Career Offices
  • McCormick Office of Career Development (MCD)
  • University Career Services (UCS)
  • The International Office Relationship (IO)

• MCD Program Information

• Next Steps & Upcoming Events
Our Advisors

Helen Oloroso, Assistant Dean and Director
  • Civil, environmental, materials science

Thy Nguyen, Associate Director
  • Computer science, computer, electrical, mechanical, biomedical

Stephen Tilley, Assistant Director
  • Biomedical, chemical, industrial, applied math, MaDE

Michelle Bledsoe, Employer Coordinator
Bradley Baker, Student Coordinator
Both UCS and MCD:
- Post Jobs
- Host Information Sessions
- Hold On-Campus Interviews
- Host Career Fairs

UCS: University Career Services
MCD: McCormick Office of Career Development
A Bit of History...

• In 1939, Walter P. Murphy gave Northwestern $36,000,000 to fund a school of engineering and to require Co-op as a part of his gift

• Until 1960, Co-op education was mandatory

• In 2007, MCD introduced its Engineering Internship Program

• In 2009, MCD introduced Undergraduate Engineering Research Experience & Engineering Projects in Service Learning
Four Main Programs

- Cooperative Education
- Internship
- Service Learning
- Research Experience

Program Features

- Fulltime student status
- No academic credit
- No tuition for work term
- S/U grade (no impact on GPA)
- Offered all quarters
- Listed on transcript
- Employer and student evaluation
Framework to Involve Students

- Orientation
  - Policies & Procedures, PlacePro
- Individual Advising
  - Initial meeting, job search, placement, check-in, exit
- Workshops
  - Resume, Cover Letter, Interviewing
- Specialty Workshops
About MCD Programs

An advisor is provided to work with each student in all aspects of participation in the program:

- Deciding about Co-op or Internship
- Preparing application materials (resume & cover letters)
- Researching companies and job search strategies
- Interviewing preparation
- Monitoring progress with employer
- Future career planning based upon Co-op / Internship experience
Internship:

- Usually takes place during the summer
- Students may accept unpaid internships, however MCD will only post paid internships
- Level of involvement in project depends upon length of internship

Co-op:

- Structured and supervised academic work lasting a total of two quarters
- Always paid
- Projects and assignments are more involved because students are working for the same employer
FAQs

• Where can I Co-op/Intern?
• What will my wages be?
• What about housing?
• What about transportation?
• When may I start my Co-op/Internship?
• Am I guaranteed a Co-op/Internship?
Where Do Students Work?
Recruiting Timeline

• There is no “traditional” PhD recruitment schedule
  • Heaviest recruiting for Summer and Full time hires is FALL Quarter.
  • Recruiting continues in the Winter Quarter but begins to taper off.
  • Only unanticipated or last-minute hiring takes place in Spring Quarter.
About PlacePro

• Secure database used by MCD to maintain student and employer information
• PlacePro houses your contact information and your resume
• Contains job listings and interview opportunities
• Important to keep your information updated
Next Steps

• Make an appointment for your initial visit
  • (Bradley Baker, Program Assistant, 847-491-3366)
  • You will be given your PlacePro account at that time
  • Your advisor will go over the Student Agreement Form
  • Bring your resume

• Upcoming Events:
  • Fall Career Expo (UCS) – Tuesday, September 27th 12-4PM (Norris)
  • SWE Industry Day – Thursday, October 20th, 5-9PM
  • Coop Internship Interview Day – Friday, October 21st, 9AM-5PM
Upcoming Seminars

June 22nd – Industry Focused Resumes
July 6th – Negotiation Strategies
July 20th – Business Writing
Aug. 3 – Networking
Aug. 17 – Interviewing
Aug. 31 – Social Media
Sept. 7 – Job Offers & Onboarding

*All dates are Wednesdays, noon – 1 p.m. in the ITW Classroom