

Professional Meeting Exercise

Due: *Dates depend on chosen option*

Objectives: Students successfully completing this writing assignment will accomplish the following objectives:

1. Observe practices of working professionals.
2. Gain insight into the engineering profession through the perspectives of career professionals.
3. Learn to make contacts in the engineering profession.
4. Gain experience in writing meeting summaries.

Assignment: Choose one of the following options. Note the different due dates.

Option 1: Attend the Engineering Career Fair

1. Visit the WCU Career Services website. Review the page for the Engineering, Mathematics and Computer Science Career Fair.
2. The website lists all companies who will be exhibiting at the Career Fair. Choose the company that you would be most interested in working for as a student intern. Conduct research and write a 1+ page profile of the company.
3. Write a resume of your current qualifications.
4. Attend the career fair and speak with a representative of the company you have profiled. Inquire about possible positions for students (co-ops and interns) at your level. If possible, obtain the business card of the person you speak with. Write a 1+ page summary of your conversation with them.
5. If they are accepting resumes, submit yours with the representative. Alternatively, submit your resume online if the company prefers.
6. Submit the written work mentioned above along with the business card of the person you spoke with to your instructor with by the Wednesday class meeting of the following week.

Option 2: Attend a Professional Society Meeting

1. Attend a meeting of IEEE (or other professional society), either on campus or in Asheville.
Note: a campus event may or may not be held depending on the availability of speakers.
2. Write a 2+ page report that includes the following:
 - A brief biography of any guest speakers including their education, work background, and area of professional specialization or interest.
 - A summary of topics and questions that the speaker addresses.
 - A summary of any presentations made during the meeting. This should include your personal analysis of the topic.
 - Your own reflections on the event including your area of professional interest, what you learned that might help focus your career goals and how you plan to progress toward your goals.
3. Submit your paper at the Wednesday class meeting of the following week.

Option 3: Interview of a Working Engineering Professional

1. Contact an electrical engineer who is currently practicing in the field. Interview the individual and write a 2+ page report of your conversation. Include the same information that you would have included for speakers at the IEEE meeting described in Option 2 above.

Note: This must be someone whom you have not met before.

Note: Along with your report, include contact information of the interviewee including name, title, email address, phone number and company name.

2. Submit your report in class on October 31.

Option 4: Attend ECET Senior Project Proposal Night

1. Attend the Senior Project Proposal even usually held on Monday of the last week of classes for the semester.
2. A schedule of student proposal topics will be provided. Select three topics that you find interesting and attend those presentations.
3. Write summaries (1 page each) of the presentations you attend. Include details of the projects as well as significant points or problems discussed among the audience members. Include any observations or reflections of your own on the topic.
4. Submit your written report in class on the last Wednesday class meeting.