

**IMPORTANT NOTE: Given the high enrollment in this class and the state of the economy there is a good chance that we will have more interns than jobs, so ANYONE who cannot read and understand these simple instructions and others sent by email, and who fails to meet due dates, will be dropped from the program.**

The purpose of this class is to gather vital information from the internship students to facilitate the job placement process, and to prepare the students for the internship and other job placement events.

There will be **three or four class meetings** (see schedule below) in order to prepare for the summer's work. These sessions will cover:

- Resume Preparation
- Getting and Conducting an Interview
- Matching Student Interests To Industry Needs
- The Work Assignment and Scheduling the Interview

### Resume Preparation

All students must prepare a resume and submit it for a critical appraisal. The Career Services publication *Moving On* is an excellent resource for resume preparation. **Resumes are due Feb 20, and must be sent by e-mail as MSWord files, with the file name "lastname.doc" or "lastname.docx"**. Send resumes to Colin Maloney at [cmalone6@gmu.edu](mailto:cmalone6@gmu.edu). After you receive your critique revise your resume and resubmit.

### Interviewing Prep

GMU Career Services offers courses in interviewing. Details may be found at their web site: <http://careers.gmu.edu/calendar>. **All new internship students** must attend one of these sessions, and document completion by turning in (hard copy) the signed interview preparation attendance form. CEIE 297 and 397 students who have done this in a prior year also are encouraged, but not required, to do so.

### Student Skills and Interests

You must submit a completed **information form** by Friday, Feb. 20 so that we may best match students with employers. Information forms (**hard copy**, please) may be dropped off at my office in 109 S&T II.

## Schedule

### Class Meetings

Jan 30	Course schedule and procedures. University Career Services Consultant, speaking on career resources, upcoming events, resume preparation, and job interviewing.
TBD	One or two class sessions with industry representatives to discuss internship opportunities and potential new job search procedures. <b>Watch your email for dates.</b>
Apr 10	<b>LAST CLASS MEETING:</b> Discussion of intern obligations, information on the internship placement process.

### Other Due Dates

Feb 20	<b>Resumes (e-copy) and information forms (hard copy) due.</b>
Apr 10	Revised resumes due.
Apr 10	Interview Preparation attendance information (hard copy) due.
Apr 10	( <u>Approximate Date</u> ) Job placement interviews begin.
May 8	Final details on summer internship due.

### Instructor

M. S. Bronzini

Dewberry Chair Professor and Dept. Chair, CEIE

S&T II, Room 109

Office Hours: Wednesday 3:00 p.m. to 6:00 p.m. or by Appointment

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