

# SPRING 2010 COURSE OFFERING

## ISYE 498– Topics: Career Skills for Engineers and Scientists

This is a one hour course that will meet on Thursdays, weeks 1-8, from 6:30 to 8:10 p.m..

At a high level the class will be helping students to prepare for interviews and entering the workforce. Some of the topics that will be covered are as follows:

1. **Career Planning** – Deciding on possible careers, exploring job opportunities, preparing resume and cover letters, following-up with potential employers, etc.
2. **Interviewing** – Preparing for interviews, interviewing skills, communicating before and after interviews with potential employers, etc.
3. **Professional Communication** – Effective writing and presentation techniques, interacting electronically through email and other media, status reporting, valuing diversity and preventing gender and racial bias in communication, etc.
4. **Etiquette** – Formal and business casual attire, table manners during meals and proper use of silver and glassware, appropriate conversation during business meals, etc.
5. **Interacting with Clientele** – Interacting with technical and non-technical clientele, presenting technical information to non-technical audience, responding to and following up with clients, negotiating with clientele, ethical interactions with clients, etc.
6. **Leadership and Teamwork** – Basic leadership skills, organizing and motivating teams, conducting and participating in meetings, conflict management, consensus building, etc.
7. **Professional Networking** – Establishing a professional support network, finding and working with mentors, professional development through educational opportunities such as conferences and professional societies, etc.

**For more information stop by the ISYE Dept. office, EB 230,  
or call (815) 753-1282 or (815) 753-1269**