



# “Engineer-For-A-Day” Sponsor’s Guide

For Information Call Gregg Schoof at: (216) 687-5272.

Register your company online at [www.csuohio.edu/fennacademy](http://www.csuohio.edu/fennacademy) and “click” on Engineer For A Day, company registration, complete and hit “Submit”.

**Please submit your organization’s registration form by  
Friday, February 1, 2019**

Here are some suggestions to assist you in working with the high school students who will be accompanying you during the Engineer-for-a-Day job shadowing event on Friday, February 22, 2019. Student information will be send out by Tuesday, February 19, 2019.

## PREPARING FOR THE STUDENT’S VISIT

- **Contact your assigned student and provide directions. Be clear about arrival and departure times. Make sure that the student’s parents are also aware. Some students may be able to drive. Please provide advice concerning parking. Let the student know if there is a cost for parking or a specific parking area for visitors.**
- **Provide specifics, including what door students should enter and what office they should report to.**
- **Provide details about dress codes or safety standards that students must observe. Please be aware that most students do not own safety-related equipment like steel-toed shoes and cannot purchase safety items to be used for just one day.**
- **Discuss meal arrangements. Let students know if they are expected to pay for lunch and snacks. Students have been told to bring spending money.**
- **Sponsors should not offer to provide transportation to or from the student’s home due to liability concerns. Students must provide their own transportation.**

1) **Take a few moments for introductions. Ask the student about what led them to be interested in engineering. Ask the student what they know about the engineering field and what they would like to learn from the “Engineer-For-A-Day” experience. Inquire about the student’s academic and career plans.**

2) **Tell the student about your background and what led you to choose your field of engineering. What was your first engineering-related job? Relate any personal challenges or experiences that led you to your current position. Share a current project that you are working on with the student.**



# Washkewicz College of Engineering



3) Students may ask you about how much money you make as an engineer. You may choose to keep specific information private. Instead, give the student a general salary range for your field. General engineering information can be found at the American Society of Engineering Education website at [www.asee.org](http://www.asee.org).

4) If possible, provide the student(s) with a “hands-on” engineering-related experience that illustrates something about your engineering specialty.

5) If possible, try to provide a tour of your company/agency. Introduce key employees. Inform students about the following:

- Areas of engineering in which your company/organization specializes
- The product(s) and services of your organization. Is there anything unique about your company/organization that differentiates it from others?
- The types of skills required. What course work is most essential for this engineering field?
- The expectations and/or work rules of your company/organization regarding attendance, personal attitude, dress codes, punctuality, productivity, important personnel policies and employee benefits.
- What opportunities exist for employee advancement?
- Does the job require travel or frequent job transfers?
- What technological changes are occurring in this field of engineering?
- How might these changes affect your organization and how might students prepare academically for these changes?
- Consider asking students what they know about the concepts of “supply and demand” and the Free Enterprise System. How big a role does competition or regulation play in the engineering field? If the student appears to be uninformed in this area, try to explain how that knowledge is important.
- Discuss with the student the possible benefits of joining professional organizations, of networking with experienced peers, and of participating in continuing education classes or pursuing advanced degrees. Does your organization encourage and/or pay for continued education?
- Emphasize the need to be able to work cooperatively; to have a positive attitude; and to resolve disagreements through discussion and consensus building with co-workers. Discuss co-operative education programs and internships or any job experiences you may have had prior to full-time employment.
- Discuss the role and structure of supervision at your company. Are projects done in teams, individually or in some combination?
- Do unions play any role in the organization’s operation, and if so, would this affect the engineering staff?

**Thanks for your support!**

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