# ESC 130: Engineering Co-op Orientation
## Fall 2021, Section II
## Thursday: 8:05 AM – 8:55 AM, WH 222

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## Course Overview

ESC 130 prepares engineering students to enter the engineering co-op program. Students will learn about the co-op program structure, organization, and techniques on resume preparation and how to search for co-op positions. Students will receive assistance in planning their academic studies while participating in the co-op program. The course will include lectures from company representatives to help students perform successful co-op assignments. Workshops and events will strengthen the students' skills as they plan to participate and complete the co-op program.

The course aims to providing students with:
- An understanding of the cooperative education concept
- Knowledge of the rules, regulations, and operating procedures of the Fenn Co-op program
- An understanding of the general skills required to successfully participate and complete the engineering co-op program
- Knowledge on how to prepare an effective resume
- An insight into the co-op interview process

## Grading Policy

This course is graded on an S (satisfactory) or U (unsatisfactory) basis. A student needs to complete 70% of the course in order to pass.

- Attendance/Participation:       10% ( 3 or more unexcused absences forfeits attendance)
- Co-op Application       5%
- Elevator Pitch       5%
- CliftonStrengths       5%
- Industry Presentations       10%
- Connections Fair       15%
- Cover Letter       5%
- Thank You Letter       5%
- First Draft of Resume:       5%
- Final Draft of Resume       5%
- Mock Interview:       10%
- Group Project Presentation:       20%

## Homework Policy

Work is due on the date indicated, at the time specified. Late work is not acceptable. If you are absent on the day an assignment is due, make arrangements prior to class beginning. Assignments will NOT be accepted late. Students must also ensure that assignments submitted through Blackboard are viewable/downloadable by the professor, or any teaching assistants. Students whose submitted assignments are not viewable/downloadable in blackboard will forfeit any credit for their work.

**Class Attendance**

Attendance will be taken every class period via a sign in sheet. Students who do not sign in to class will NOT receive attendance credit for that class. If a student would like to request an excused absence, they MUST contact their professor PRIOR to the beginning of the class they are missing. Students who arrive to class with less than 20 minutes of class time left will not be permitted to sign in for class that day, and will therefore not receive attendance credit.

**Masking Policy**

As announced by the university on 8/8/21; beginning August 9, **properly worn masks** will be required at all times inside CSU facilities for all students, faculty, staff and visitors, regardless of vaccination status**.** For more information regarding masking on campus, please see CSU's updated safety protocols.

**Class Structure**

- Be punctual to class (attendance is taken at the beginning of class)
- Turn in all assignments via blackboard unless otherwise specified
- Cell phones and laptops are to be turned off or put in silent mode and put away
- Come prepared to participate
- Be respectful of others point of view during class discussions
- Wait to be called on before speaking
- Do not do outside work in class
- No use of headphones in class

**Course Schedule**
**ESC 130, Section II (Thursdays 8:05 AM – 8:55 AM)**

| WEEK | SUBJECT | DUE |
|---|---|---|
| 1 (August 26) | Introduction/Overview of Co-op Program and Expectations | |
| 2 (September 2) | Resumes, Final Project | Complete Co-op Application |
| 3 (September 9) | Elevator Pitches | First Draft of Resume |
| 4 (September 16) | Cover Letters, Thank you notes, & Business Cards | Elevator Pitch |
| 5 (September 23) | Engineering Connections Fair Prep | Attend fair and fair events |
| 6 (September 30) | Interviewing | Cover letter and thank you note |
| 7 (October 7) | Handshake and Job Search Tips/Resources (Career Services) | |
| 8 (October 14) | Engineering Industry Presentation | |
| 9 (October 21) | LinkedIn, Branding, and Networking | |
| 10 (October 28) | CliftonStrengths Assessment | CliftonStrengths Results Report |
| 11 (November 4) | CliftonStrengths Assessment Review and Mock Interviews | |
| 12 (November 11) | **NO CLASS, Veterans Day** | |
| 13 (November 18) | Engineering Industry Presentation | Final Draft of Resume |
| 14 (November 25) | **NO CLASS, Thanksgiving** | |
| 15 (December 2) | Final Project Presentations | Final Project Presentations |
| 16 (December 9) | **NO CLASS, Finals Week** | |