

VII. Career Development Office

The Career Development Office, located in ERB 112 (617-353-5731) provides information and assistance to students concerning career planning, resume development, interview preparation, cooperative education and summer internship opportunities, part-time and volunteer positions, research opportunities, permanent placement, local career fair opportunities, and graduate school admission. Staff are available to discuss various career opportunities and post-graduation plans.

A. Cooperative Education/Internship Programs

The Cooperative Education/Internship Programs are unique opportunities offered in the College of Engineering. They are optional programs designed to integrate academic study with practical experience in industry, business, or government.

While on assignment, students typically do not take courses, but work under the supervision of a qualified professional in industry. Co-op placements are typically 4 months in duration with the option of extending the assignment for up to two additional 4 month periods. Summer internship placements are typically 10-14 weeks in duration.

Students are encouraged to begin planning in the fall semester of the sophomore year to assure smooth integration with coursework. One faculty member is available in each department to work with students in planning their academic programs and selecting the most appropriate semester(s) for the co-op placement(s). Please note that participation in an 8 or 12 month co-op assignment may delay a student's graduation date.

Students applying for the co-op/internship programs are encouraged to attend, or view, a related information session. It is also recommended that candidates attend, or view, seminars on resume writing, interviewing skills, and career fair orientation.

A detailed list of companies and organizations that have hired College of Engineering students for co-op/internship assignments, broken down by major, is available at www.bu.edu/eng/careers/students/coop/employers

The average starting salaries for recent undergraduate and graduate co-ops/interns are available at www.bu.edu/eng/careers/students/coop/salarystats

B. Permanent Job Placement

The College of Engineering Career Development Office assists graduating seniors and graduate students with their job search. The services listed below for permanent job placement also apply to the cooperative education program.

- Resume Review

In order to participate in on-campus interviews, students must first have their resumes reviewed by a staff member in the Career Development Office. Each semester, the office sponsors two weeks of resume critiquing with employer representatives. Students are advised to begin meeting with a staff member well in advance of starting their job search. Resumes are provided to companies participating in on-campus interviews.

- On-Campus Recruiting

Companies interested in hiring engineering graduates are encouraged to schedule on-campus interviews. Companies use resumes to identify the students they want to interview. On-campus interviews are held at the Career Development Office, ERB 112. Most interviews last 30-45 minutes and normally are scheduled between 9 a.m. and 5 p.m. It is recommended that students arrive 10-15 minutes prior to their scheduled interview time. If it is necessary for a student to cancel a scheduled interview, a courtesy phone call to the Career Development Office should be made as soon as possible prior to the interview. Failure to comply with this policy may result in the suspension or elimination of a student's on-campus interviewing privileges.

On-campus recruiting is open to currently enrolled College of Engineering seniors, graduate students, co-op candidates, and Computer Science seniors and graduate students. On-campus recruiting is also available to College of Engineering alumni. Additional information about on-campus recruiting is available at www.bu.edu/eng/careers/students/recruiting.

- Job Search Consultation

Students are encouraged to meet with the Career Development Office staff on an on-going basis to discuss and to review their job search strategies.

- College of Engineering Career Fairs

The Career Development Office will host career fairs on Friday, October 5, 2007 and Friday, February 8, 2008. These are excellent opportunities for students interested in permanent positions or co-op/internship positions, to interact directly with recruiters and hiring managers. Companies that have attended College of Engineering Career Fairs within the past six years and the majors/ programs they were recruiting for can be found at www.bu.edu/eng/careers/events/careerfair/archives.

- Off-Campus Recruiting

Resumes are also provided to companies that do not participate in on-campus recruiting but do have current openings for engineering graduates.

- **Alumni Career Services**
The Career Development Office is open to ALL College of Engineering Alumni. The office remains open twice a month until 8:00pm to better serve the Alumni. All services with the exception of On-Campus Interviewing are available to Alumni. All services are FREE and include: Alumni Job Posting Webpage, Fall/Spring Career Fairs, eRecruiting Account, Experience Network for Alumni Account, Resume Review and Referrals, Perfect Interview (home access), Mock Interviews with CDO Staff, and Access to the Student Learning Center.
- **On-Line Career Resources**
Companies routinely post employment opportunities with the College of Engineering Career Development Office. Additionally, a variety of employment websites, on-line career resources and search tools are available to assist students. Students can access these resources through www.bu.edu/eng/careers/students under the heading Career Resources on the Web.
- **Career Resource Library**
The Career Development Office maintains a career resource library that contains reference material on resume writing, networking, job hunting, interviewing, and salary negotiation. The library also contains directories of employers and information on careers, companies, and organizations.
- **Post-Graduation Survey**
Collecting post-graduation information is a critical function of the Career Development Office. Post-graduation information provides feedback to the College of Engineering regarding how well its programs prepare students for industry, business, government or graduate school. This feedback helps the College to assure that the curriculum and program are best able to prepare students for the post-college marketplace. Your cooperation in responding to these surveys is appreciated, and will help future College of Engineering undergraduates.
- **Career Development Seminars**
All students enrolled in the College of Engineering are encouraged to attend the Career Development Seminar Series. These seminars are designed to educate and prepare students to create high quality resumes, interview successfully and negotiate job offers. Currently, three seminars are offered: resume writing, interviewing skills, and career fair orientation. These seminars are offered periodically throughout the academic year and are normally scheduled midweek from 4-5 pm (RSVP required). In addition, all seminars are available on video for viewing in the Career Development Office during normal working hours, and on the Web at www.bu.edu/eng/careers/students/seminars. The seminar schedule will be noted at www.bu.edu/eng/careers/events/calendar