MS EE/CE
Career Placement Services

Columbia University
Department of Electrical Engineering, Room 1311
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Career Placement Officer (CPO) Function, Duties, and Responsibilities

• Primary responsibility is to place MSEE and MSCE students in full-time positions and/or internships.

• Work closely with the EE faculty, staff, SEAS administration, and alumni to broaden and deepen relationships with employers.

• Establish and maintain relationships with prospective employers to encourage the hiring of students.

• Provide individual career counseling to help students achieve their career and placement goals.

• Organize recruitment events with prospective employers at the department level.

• Design and implement career education workshops and programming tailored for the needs of the MSEE and MSCE students.

• Liase with Columbia University: Career Education Center to provide additional support and opportunities for students.
## COURSE OUTLINE

<table>
<thead>
<tr>
<th>DATE &amp; TIME</th>
<th>LOCATION</th>
<th>SESSION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, August 22</td>
<td>301 Pupin</td>
<td>OVERVIEW &amp; IN-PERSON COMMUNICATION</td>
<td>Course overview; augment your in-person communication skills to inspire, persuade and provoke change.</td>
</tr>
<tr>
<td>1:45-3:45PM</td>
<td></td>
<td>RESUME</td>
<td>Prepare your US professional resume.</td>
</tr>
<tr>
<td>Friday, August 23</td>
<td>301 Pupin</td>
<td>BUSINESS WRITING</td>
<td>Write like you mean business and create effective cover letters.</td>
</tr>
<tr>
<td>1:45-3:45PM</td>
<td></td>
<td>SOCIAL MEDIA</td>
<td>Leverage social media for your career development and networking.</td>
</tr>
<tr>
<td>Monday, August 26</td>
<td>301 Pupin</td>
<td>EXECUTIVE PRESENCE</td>
<td>Identify and practice verbal and non-verbal techniques that will enhance any presentation or interaction.</td>
</tr>
<tr>
<td>1:45-3:45PM</td>
<td></td>
<td>ACADEMIC AND PROFESSIONAL ETHICS AND INTEGRITY</td>
<td>Elevate your academic and professional ethics (global and micro perspectives), values, and integrity.</td>
</tr>
<tr>
<td>Friday, August 30</td>
<td>301 Pupin</td>
<td>ELECTIVE ONE: LIFE MANAGEMENT</td>
<td>Gain tools to manage your life for success.</td>
</tr>
<tr>
<td>1:45-3:45PM</td>
<td></td>
<td>ELECTIVE TWO</td>
<td>Select additional topics based on your professional or personal interest.</td>
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<td></td>
<td></td>
<td>ELECTIVE THREE</td>
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<td></td>
<td></td>
<td>ELECTIVE FOUR</td>
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</table>

Sessions will be held during the fall and spring semesters; sessions are generally held on Monday, Wednesday and Friday afternoons. Schedule will be announced in August.

- During August, you will complete 6 out of 10 sessions required to pass the course.
- You have 4 remaining sessions to complete during the fall and spring semester.
COURSE EXPECTATIONS

1. Attend in all 10 sessions outlined.
2. Arrive on time and participate in the full session.
3. Engage in a professional and respectful manner.
4. Fulfill assignments as assigned.

OUTCOME: Learn, have fun, and earn a passing grade!
Career Plan Checklist √√√

- Please review the list and use this as a suggested guide.
- Add to this list as you go along in your career journey.
- Network and utilize any and all resources and services available to you.
- Different programs have different timelines and deadlines.

- √ Create a Resume
- √ Start Networking
- √ Research Companies
- √ Create a Target List
- √ Informational Interviews
- √ Fine Tune Interview Skills
- √ Join LinkedIn
- √ Attend Career Events
- √ Apply to Jobs
- √ Accept Job Offer
MS EE/ CE Career Events – Fall 2019

Employer Information Sessions / Tech Talks:  Fall & Spring
Network, Job Search, and Career Exploration

MS Career Q&A Workshop Series: Begins Thursday, 9/12 @12:30 PM
• How to prepare for a career fair
• Resume tips and writing
• Fine tune your interview skills
• Job search techniques
• Networking
• How to find an internship and apply for CPT

Engineering Career Fair: Friday, 9/20 @10 AM, Lerner Hall
Meet & greet employers for summer 2020 internships & full-time employment.

EE Recruiting Event: Friday, 10/25, 11:00 AM – 3:00 PM, Faculty House
Meet & greet employers for EE & CE summer 2020 internships & full-time employment.
Internships

What is the benefit to doing an internship?

*Gain valuable experience*
*Explore a career path*
*Develop and refine skills*
*Promote exposure and gain confidence*
*Build professional network*
*Resume boost*
*Transition into a job*
List of some employers that hired our EE & CE Interns 2018 & 2019

- 77 Productions
- Acara Solutions
- Affirmed Networks
- Akuna Capital
- All Purpose Networks, Inc.
- AllSource PPS
- Amazon
- Ambarella
- Analog Devices
- Andium
- ASML
- AT&T
- Blackrock
- Bluestamp Engineering
- Boyce Technologies, Inc.
- Canoe Intelligence
- Carnegie Mellon University
- Catalogic Software Inc.
- Elenion Technologies
- Enuit, LLC
- Equinix
- ESPI Systems
- Facebook
- FMI Medical Systems, Inc.
- Fujitsu Laboratories of America, Inc.
- GlobalFoundries
- Goldman Sachs
- Google
- Graphen.ai
- GrubHub
- Hylink Digital Solutions
- IBM
- iHeartRadio
- Intel
- IoT Nation
- Jennison Associates
- Jet
- Kinetic Reality
- Lab of Biomechatronics and Intelligent Robotics, City University of New York
- LYK Inc.
- Memorial Sloan Kettering Cancer Center
- Micron
- Mythic, Inc.
- Nokia
- NXP
- OakGate
- Oath
- OmniVision Technologies
- OpenBCI
- Owned Outcomes Inc.
- Pactera
- PayPal
- Pico
- Polen Capital
- Pony.ai
- Precise Software
- Roche, Inc.
- Qualcomm
- Sam's Tech (Walmart)
- Samsung
- SAP SE
- Scalable System Research Labs Inc.
- ScanBuy
- Schlumberger
- Schonfeld
- Silicon Laboratories, Inc.
- SIRL
- Siuvo Inc.
- Social Solar
- Spectral Design & Test Inc.
- STATinMED Research
- Stratifyd
- Synopsys
- Taboola
- TE Connectivity
- Transocean Offshore Deepwater Drilling Inc.
- Trip Advisor
- Uber ATG
- Unity Technologies
- Varian Medical Systems
- VMware
- Walmart
- Wayfair
- Zonder Studios Inc.
- Zurich North America
Important Links & Resources

• **CPO is the Moderator for LinkedIn:** Columbia University Electrical Engineering Networking Group: [https://www.linkedin.com/groups/4790690](https://www.linkedin.com/groups/4790690)

• **Electrical Engineering CAREERS Web Page:** [http://www.ee.columbia.edu/students-0](http://www.ee.columbia.edu/students-0)
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Career Advising Appointment: http://calendly.com/rmr2185