MS EE/CE
Career Placement Services

Columbia University
Department of Electrical Engineering, Room 1311
Raina Ranaghan, Career Placement Officer
Email: rmr2185@columbia.edu
Phone: 212-851-9252
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>Monday, August 27 4:00-6:00PM</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>
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<tr>
<td>Tuesday, August 28 11:30AM-1:30PM</td>
<td>301 Pupin</td>
<td>RESUME</td>
<td>Prepare your US professional resume.</td>
</tr>
<tr>
<td>Wednesday, August 29 1:45-3:45PM</td>
<td>301 Pupin</td>
<td>BUSINESS WRITING</td>
<td>Write like you mean business and create effective cover letters.</td>
</tr>
<tr>
<td>Friday, August 31 11:30AM-1:30PM</td>
<td>301 Pupin</td>
<td>ACADEMIC AND PROFESSIONAL ETHICS AND INTEGRITY</td>
<td>Elevate your academic and professional ethics (global and micro perspectives), values, and integrity.</td>
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<tr>
<td>TBA</td>
<td>TBA</td>
<td>SOCIAL MEDIA</td>
<td>Leverage social media for your career development and networking.</td>
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<td>TBA</td>
<td>TBA</td>
<td>EXECUTIVE PRESENCE</td>
<td>Identify and practice verbal and non-verbal techniques that will enhance any presentation or interaction.</td>
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<tr>
<td>Online session available to you in October 2018, and assignment due November 30, 2018.</td>
<td>LEADERSHIP, FOLLOWERSHIP AND TEAMWORK</td>
<td>Learn when and how to be the leader, follower and team player.</td>
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<td>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.</td>
<td>LIFE MANAGEMENT</td>
<td>Gain tools to manage your time and stress for success.</td>
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<td></td>
<td>ELECTIVE ONE</td>
<td>Select additional topics based on your professional or personal interest.</td>
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<tr>
<td></td>
<td></td>
<td>ELECTIVE TWO</td>
<td>Select additional topics based on your professional or personal interest.</td>
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</table>

- 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.
- 3 are on-campus live sessions and one online session.
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 2018

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

MS Career Q&A Workshop Series: Begins Thursday, 9/20 @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, 9/28 @11 AM, Lerner Hall
Meet & greet employers for summer 2019 internships & full-time employment.

EE Recruiting Event: Thursday, 10/25, 11:30 AM – 3:30 PM, Faculty House
Meet & greet employers for EE & CE summer 2019 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 2017 & 2018

Affirmed Networks
Akuna Capital
Alphonso
All Purpose Networks, Inc.
Amazon
Ambarella
Analog Devices Inc.
Anokiwave
AT&T
Blackrock
Boyce Technologies, Inc.
Catalogic Software
Enuit, LLC
Equinix
ESPI Systems
FMI Medical Systems, Inc.
Fujitsu Laboratories of America
Google Inc.
Goldman Sachs
Graphen
Hewlett Packard Enterprise
IBM

Intel
IoT Nation
Jennison Associates
Juniper Networks
Kinetic Reality
Mentor Graphics
Micron
Nokia
NVIDIA Corporation
NXP
Oath
Omniscience
On Semiconductor
Pactera
Paypal
Pony.ai
Qualcomm Technologies, Inc.
SpaceX
Samsung
Schlumberger
Silicon Laboratories, Inc.
Siuvo Inc.

Smarter Grid Solutions
Sony Interactive Entertainment
Spectral Design & Test Inc.
STATinMED Research
TE Connectivity
Teledyne Lecroy
Texas Instruments
Thomson Reuters
Trip Advisor
Uber Technologies, Inc.
Varian Medical Systems
Vmware
Yahoo
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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MSEE Career Placement Officer
rmr2185@Columbia.edu
212.851.9252
Office: 1311 Mudd

OFFICE HOURS: Monday & Wednesday: http://calendly.com/rmr2185
Walk-in Hours: Tuesday & Thursday (10 am-11am) & (1:30 pm-3:30 pm)