



OSU CEAT CAREER SERVICES

PROFESSIONAL
DEVELOPMENT GUIDE



2022-2023



110 ENG NORTH 8AM - 5PM
MONDAY - FRIDAY
DROP-INS WELCOME
405-744-3858



What is Career Services?

CEAT CAREER SERVICES, located in 110 ENG NORTH, is a branch of OSU Career Services in 350-370 Student Union. CEAT Career Services provides career development and job search skills and resources tailored to the needs of students, academic departments and faculty in the College of Engineering, Architecture and Technology. The goal of CEAT Career Services is to help each student in the College DEVELOP THE SKILLS necessary to take charge of his or her career.

How can we help?

READY REFERENCES: Quick questions that come up in your classes or job searches can be answered by a drop into our office. Ready References are meant to be brief, take-home answers to your **TYPICAL JOB SEARCH QUESTIONS**. Topics could include anything from starting an internship job search to sending a thank you card after the interview.

RESUMES: Everyone will need to continue to strengthen and update their resume throughout their undergraduate career. It is most beneficial to you and to your job search if you start early and do not wait to add employable skills to a resume last minute. To help stay on the right track, talk about individual resume needs and for a resume check, stop into Career Services to have your resume reviewed. There is more information on how to start strengthening your resume starting on page 10. Free **RESUME PAPER** is available in the office for when you are ready to print.

CORRESPONDENCE: Writing any letter to an employer can be daunting. A Career Coach can help when it comes time to draft the very first cover letter and eventually your acceptance letter. Free **THANK YOU CARDS** are available in the office .

MOCK INTERVIEWS: If you have a job interview lined up but need a little polishing before hand, make an appointment with Career Services. If you need some **PRELIMINARY PRACTICE** to get the jitters out, a general interview will be conducted.

WORKSHOPS: CEAT Career Services, independently or in conjunction with another department, conducts regular workshops to **FURTHER YOUR PROFESSIONAL SKILLS**. These workshops are usually in the evening and have in the past covered topics such as: study abroad, personal introductions, creating a LinkedIn profile and career fair preparation.

Table of Contents

GREETINGS FROM CEAT CAREER SERVICES!

OPPORTUNITIES

- Ten Steps to Career Success 04
- Second Year Checklist 05
- Cooperative Education 06
- CEAT Mentors Program 07
- Study Abroad 08

RESUMES

- Overview 09
- Strengthening Your Resume 10
- Information on Graduate School 11
- CV Info for Masters 12
- Professional Development Societies 13

CREATING A PERSONAL BRAND

- Why We Should Care 21
- Things to Consider 22

NETWORKING

- What is Networking? 23
- Before, During and After the Opportunity

INTERVIEWING

- Guidelines 24
- First Impressions 25
- The 2nd Interview 26
- The Phone Interview 28
- The Video Interview 29
- Site Visit 30

CORRESPONDANCE

- Combating Rejection 32
- Things to Consider When Moving for a Job 33

SCHOLARSHIPS

- University Wide and CEAT Scholarships 34
- Types of Scholarships and Related Programs 35

WELL-BEING

- Reboot Center 36
- Alcohol & Substance Abuse Center
- Student Disability Services 37
- Student Counseling Center

DIVERSITY & INCLUSION

- Diversity, Equity and Inclusion Board 38
- CEAT Summer Bridge and LLPs 39



4



Ten Steps to Career Success

1. LEARN MORE ABOUT YOURSELF: Identify your accomplishments, values, goals, strengths and weaknesses.

2. START A CAREER FOLDER: Include brochures, articles, notes, contact information, goals, etc.

3. IDENTIFY YOUR RESOURCES: CEAT Career Services in 110 ENG NORTH is a branch office of OSU Career Services, 350—370 Student Union. Check the Career Services website, www.hireOSUgrads.com, for even more resources.

4. DEVELOP COMMUNICATION SKILLS: Take advantage and pay attention to English classes, workshops on resume writing, and develop your written correspondence. Also, practice your public speaking skills through student organizations or other leadership positions.

5. DEVELOP LEADERSHIP + TEAMWORK SKILLS: Join on-campus organizations, professional societies or volunteer in the Stillwater community. Take an active role in seeing the organization grow.

6. BUILD YOUR PROFESSIONAL NETWORK: Professors, alumni, mentors and classmates can all be a part of a professional network. Any contacts from the Career Fair, speakers from seminars and professionals at meetings are also included.

7. ATTEND CAREER FAIRS: Even if you aren't currently seeking a position it is a good idea to attend a Career Fair in order to network, research companies and understand what will happen in the future.

8. GET A JOB: Everyone was unexperienced in their field until that first internship. Part time positions, work-study opportunities and even volunteer work are all opportunities on the road to your first internship.

9. PREPARE FOR THE JOB SEARCH: Keep an updated resume on your computer for last minute opportunities that pop up. Start thinking about professionals you can ask for help from in the future and it's always smart to practice your interviewing skills early on.

10. BELIEVE IN YOURSELF: Realize that you are a valuable asset to any organization. Don't underestimate your knowledge and talents by overestimating those of someone else.

Second Year Checklist

5

ACADEMIC

- If still undecided, read Catalog: Check upper-level course descriptions that interest you:
<http://registrar.okstate.edu/>
- Narrow choices of major; List majors that interest you:
 - 1.
 - 2.
 - 3.
- Cultivate a mentoring relationship with at least one faculty member in your major
- Examine Study Abroad programs and visit the Study Abroad office in 242 Student Union for more info:
studyabroad.okstate.edu
- Visit the Hire System for internship opportunities:
www.hireosugrads.com
- Talk with others in your major
- Apply for professional school

ACTIVITIES/LEADERSHIP

- Assume more active roles in clubs or organizations to which you belong
- Join a professional organization (national/international) OUTSIDE of the University that is related to your major (ex. AlchE, IIE, SAE, AIAS)
- Commit to Community Service, such as Big Brothers/Sisters, Habitat for Humanity, etc.

CAREER DEVELOPMENT

- Be intentional with Work-Study, summer jobs and winter breaks to strengthen your skills
- Take your resume to CEAT Career Services to have it reviewed
- Participate in two mock interviews
- Shop for a suit or your professional outfit
- Attend CEAT Career Fair
- Talk with professionals in your degree
- Look for summer internships
- Become familiar with work settings and job descriptions





Cooperative Education (Co-Op)

Cooperative education is full-time work experience during your college career. A normal Co-Op lasts for three terms with the same employer. These full-time work terms are alternated with semesters on-campus. During the work terms, you earn college credit while earning a salary and gaining valuable experience.

GETTING STARTED

- To be eligible for co-op, the following qualifications must be met:
- Have a minimum 2.5 cumulative GPA
- Completed 60 credit hours in courses related to your major

WHAT ARE THE BENEFITS?

- Competitive edge for obtaining a career upon graduation and a potentially higher, more competitive starting salary
- A year's worth of engineering experience under the supervision of another engineer
- An established relationship with a company, which could potentially lead to full-time employment
- Development of skills such as job search techniques, resume writing, and interviewing that will be required upon graduation
- Professional development, including such soft skills such as time management, etiquette, technical writing, and communication that will assist you in becoming a successful engineer
- An opportunity for a break from the routine of classes while reinforcing academic knowledge

WHAT ARE THE DISADVANTAGES?

- Delays graduation up to one year
- Potential costs of relocation, housing, etc.
- Disruption of campus and social activities

For more information on the Co-op Program, visit CEAT Career Services.

CEAT Mentor Program

The purpose of the CEAT Mentoring Program is to connect with students in the College of Engineering, Architecture, and Technology in order to facilitate a positive transition for students to Oklahoma State University. This program is meant to help students feel more connected and informed as they transition into their college education. Sophomore, Junior and Senior level students are all eligible to be paired with younger and transfer students in their respective major. Together, the pairs set goals and discuss the challenges that come with adapting to college life. Mentors can help answer questions and give helpful tips in hopes of increasing retention rates in CEAT.

MENTOR ROLE

- Must have a sincere interest in contributing to the academic, social, and personal well-being of first-year students.
- Must meet once with assigned mentees each month and attend monthly mentor meetings, as well as any added social events.
- Must be available to reach out to mentees starting in early July to allow mentees to ask questions about attending OSU and start making connections before the academic year begins.
- Actively communicates with mentees and encourages engagement in campus events and activities.
- Will maintain strong, two-way communication with professional staff throughout the academic year.

MENTEE ROLE

- Meet during the semester with your mentor. Share your struggles and challenges with them and receive valuable advice from them on how to survive engineering school.
- Learn how to build relationships with peers, professors, and faculty that will help you throughout your college career.
- Get answers to questions that you have.
 - Should I take these classes together?
 - Where can I go to get help in Calculus?
 - How can I set up a meeting with a tutor or an advisor?

CONTACT FOR MORE INFO

Ryan D. Miller, M.A.
 111B EN, Stillwater, OK 74078
ryan.d.miller@okstate.edu
 (405) 744-5276



WHY Study ABROAD: Global competence is expected of today's CEAT graduates. Students who study abroad stand out in the eyes of employers and graduate school admission officers. CEAT students who travel abroad demonstrate flexibility, prove to be ready to undertake tasks that are unfamiliar, and they learn how to apply concepts in a new or broader range.

GETTING STARTED: Plan early in your academic career to travel and learn abroad! As a CEAT student, your degree requirements have a strict course order, but proper planning can help you avoid delayed graduation. Be sure to speak to your advisor and make room for study abroad. There is a program that can best fit your academic needs and interests while moving you toward graduation.

THOUGHTS TO CONSIDER:

1. Speak to your Academic Advisor to plan courses and then make an appointment with CEAT's Coordinator of Special Programs to discuss a path that meets your needs.
2. Consider types of Study Abroad – you need to decide which time frame works best for you as well as where you will find courses that fit into your academic schedule. Check out this web site for long term abroad options: https://global.okstate.edu/studyabroad/osu_study_abroad/. For CEAT shorter term options: <https://ceatstudyabroad.okstate.edu/index.html>.
 - Semester long exchange
 - Faculty-led (10 – 21 days)
 - Summer internship
 - Summer semester
3. Ask yourself where you want to go and why – you will want to explore programs and courses that incorporate your interests and academic requirements. You need to be realistic regarding exchange programs in non-English countries! Don't forget, academics matter. Maintain a 3.0 gpa to study abroad for a semester or a 2.5 gpa for faculty-led programs in CEAT.
4. Scholarships. Students and parents often believe studying abroad is too expensive. Your Federal and State financial aid may still apply for these courses and both OSU and CEAT provide scholarships for a abroad experience. Scholarship options are listed here: <https://ceatstudyabroad.okstate.edu/scholarships.html>.
5. Get your passport!

For more information on CEAT Study Abroad opportunities, contact:

Anne Mahoney
Special Programs Coordinator
111 EN, Stillwater, OK 74078
(405) 744-7017
anne.mahoney@okstate.edu

Resume : Overview

STARTING OUT

The strength of a good resume rests on its selection and presentation of basic content. As you organize your resume, keep in mind the needs of the employer who will be reading it. Consider what s/he is looking for in a candidate and make it easy for the reader to pick out those skills by selecting appropriate categories, using underlining, boldfacing or capitalizing and presenting relevant experience and skill areas higher on the page. Once you have a resume started, bring a draft into CEAT Career Services for a review. A trained Career Coach will walk you through the various content areas if you have any questions.

RESUME CONTENT AREAS

OBJECTIVE OR PROFILE:

The objective is one of the most important parts of a resume and should not be overlooked. It informs potential employers that you are moving in a certain direction, relates your work preference(s), and serves as a focal point from which to review and analyze your resume. It should be brief, clearly stated, and consistent with the accomplishments and demonstrated skills as documented on your resume. Example: Seeking a mechanical engineering career in the automotive industry.

EDUCATION:

Include the full title of your degree (ex. Bachelor of Science in Mechanical Engineering), institution(s) attended, date of expected graduation, minors or certifications and your GPA. If you have not completed a full semester at OSU, list your high school graduation information as well. Once you receive an OSU GPA, remove your high school experiences.

(WORK) EXPERIENCE:

Many students have limited work experience, but have been involved in internship or volunteer, or campus leadership experiences. These experiences are important to the employer and help demonstrate your skills. Be sure to include all significant work experience in reverse chronological order. Describe your work responsibilities with an emphasis on achievements using action words to communicate your skills. List the most important and most closely related responsibilities first.

SKILLS:

Hard skills such as computer softwares, languages (spoken or otherwise), machinery knowledge and certifications will accumulate while here at OSU. Make sure to list all relevant skills under your work experience.

ACTIVITIES, HONORS, AND LEADERSHIP:

These are important categories to include. If the activities involved work or leadership responsibilities, note it in some detail. The employer is interested in the skills you have developed, whether through volunteer or paid experiences. If you were elected to offices or committees, mention it. There are many opportunities on campus to strengthen this part of the resume. Many employers are looking for inclusion throughout campus. It holds significance to see where you have invested your time outside of school.



Strengthening Your Resume

EXPANDING YOUR SKILLS

There are many different opportunities within CEAT, and across campus, to expand upon your skills in your resume. CEAT offers courses and workshops over

- LabView
- Lathe/Machining Skills
- Welding
- Electrical wiring
- Soldering

These skills help set your resume apart from others. Many of these crafts can be used during internships to fill needed niches within a company. This makes you overall more desirable to an employer.

GAINING ENGINEERING EXPERIENCE ON CAMPUS

Employers look on your resume for distinct instances where you have gained engineering experience. This can be strengthened outside internships via on campus opportunities.

- Research and job prospects within major on campus
- TA positions in engineering classes
- Volunteering with senior design - ExHab, SpeedFest etc.
- Example: courses including Foundations of Engineering Management, New Product-Introduction and Commercialization etc. Summer opportunities to advance professional development over summer at OSU.
- Service trips where engineering (measurements, assessment, analysis, or design) takes place. Example: break trips to Nicaragua, Panama, Honduras, Philippines, etc.
- Professional development courses at OSU? - another way to practice professional development

Graduate School

There are many reasons students choose to attend graduate school. Among the most cited reasons are:

1. A passion to learn and desire to immerse oneself in the study of a particular academic discipline.
2. A love of research and/or teaching.
3. A craving to increase knowledge - wanting to become an expert in a particular field of study.
4. Aspiring to advance in the workplace.
5. Wanting to pursue a new career direction.

HOW TO GET STARTED

It is important to begin thinking about graduate school as early as two years before the program will begin. Listed below are some questions to ask yourself:

- What type of graduate program will help you with career goals?
- Is the school conveniently located? Or does it offer online degrees?
- How long will it take you to complete your degree?
- How many credit hours is the program? What type of courses will be required?
- Does the program offer fellowships, scholarships, or assistantships?

PREPARATION

Once you have decided which program works for you, it is time to gather information and prepare. (18 months before the start of the program):

- Research your program of interest.
- Prepare the material and make sure you meet all qualifications for the program.
- Register and study appropriate material for the graduate school admissions tests.
- Request letters of recommendation, if required for graduate admissions.
- Note all deadlines for the program.
- Research scholarships and financial aid opportunities.

DEVELOPING THE DETAILS

As the beginning of graduate school approaches (about six months before) you should make sure you have done all of the following:

- Take required graduate school admissions tests, if you do not obtain a passing score register again to retake as soon as possible.
- Write application essay if required and fill out all other applications required.
- Compile official, sealed transcripts from all institutes you attended.
- Obtain letters of recommendation.

INITIATING CONTACT

Contact the graduate admissions office to make sure they have received all the necessary information. This should be done approximately 2 months before graduate school is to begin.

ACCEPTANCE

Once your application has been accepted you still need to finish up several items:

- Thank those who wrote you letters of recommendations and tell them that you were accepted into the program.
- Inform the graduate school that you have received the letter of acceptance and that you are pleased to be attending their program.
- If you were accepted into more than one graduate school, decline the other admissions with a polite and professional letter or phone call.



Curriculum Vitae

Curriculum vitae and résumés serve similar purposes. They are marketing documents that provide key information about your skills, experiences, education, and personal qualities that show you as an ideal candidate. The differences between a résumé and curriculum vitae are primarily in the focus, format, and length of the document.

A curriculum vitae, or a CV, is usually used for positions in higher education, research, or other educational fields. As a result, CVs provide great detail about academic and research experiences. Where résumés tend toward brevity, CVs lean toward completeness.

There is no required format for a CV. It is best to discuss with a mentor or trusted member of the professional network any special formatting your field requires. You may find it helpful to talk to your College Career Consultant or a consultant in Career Services, 360 Student Union.

- Personal Information including name, address, phone number, and e-mail address
- Academic Background including degrees, graduate work, thesis/dissertations, titles and honors
- Academic/Research Interests
- Professional Licensure/Certifications and/or Academic/Teaching Experience
- Technical Related/Other Experience
- Professional/Academic Honors and Awards
- Professional Development including conferences and workshops attended and presented
- Research and Scholarly Activities including journal articles, conference proceedings, books, chapters in books, papers presented, work currently under submission, work in progress, grants
- Service including academic, professional and community
- Affiliations and Memberships
- Foreign Language Abilities and Skills
- Consulting Experience
- Volunteer Work

Professional Societies

There are professional societies for most CEAT majors and minors on campus. Here are a select few of the organizations offered. For more information on these clubs, please visit 110 ENG NORTH to help find a right fit for you.

American Association of Drilling Engineers

<https://campuslink.okstate.edu/organization/american-association-of-drilling-engineers>

Alpha Omega Epsilon (Engineering and Science Sorority)

<https://campuslink.okstate.edu/organization/okstate-dolphins>

Alpha Epsilon (Honorary Society of Ag, Food, and Biological Engineering Students)

<https://campuslink.okstate.edu/organization/alpha-epsilon>

Alpha Pi Mu (Honorary Society of Industrial Engineers)

<https://campuslink.okstate.edu/organization/alpha-pi-mu>

American Indian Science & Engineering Society

<https://campuslink.okstate.edu/organization/american-indian-science-and-engineering-society>

American Institute of Aeronautics & Astronautics

Email: aiaaokstate@gmail.com

<https://campuslink.okstate.edu/organization/american-institute-of-aeronautics-and-astronautics>

American Institute of Architecture Students

101 DWR School of Architecture

Stillwater, OK 74075

Phone: (405) 744-5000

<https://campuslink.okstate.edu/organization/american-institute-of-architecture-students>

American Institute of Chemical Engineers

420 Engineering North

Stillwater, OK 74075

United States of America

Phone: (405) 744-5280

<http://aiche.okstate.edu/>

American Society of Agricultural & Biological Engineers

111 Agricultural Hall

Oklahoma State University

Stillwater, OK 74078-6016

Phone: (405) 744-5431

<http://asabe.okstate.edu/>

Professional Societies (contd.)

American Society of Civil Engineers

<http://asce.ceat.okstate.edu/>

American Society of Heating, Refrigerating, & Air-Conditioning Engineers

ATRC 303

Oklahoma State University

Stillwater, OK 74078

Phone: (405) 612-5432

American Society of Mechanical Engineers

218 Engineering North

Stillwater, OK 74075

American Society of Mechanical Engineers Technology

Engineering North 5th Floor

Mechanical Engineering Technology Department

Stillwater, OK 74078

Phone: (405) 744-9371

American Society of Safety Professionals

Engineering North 5th Floor

Stillwater, OK 74078

Phone: (405) 744-5721

APICS (Operations Management, Industrial Engineering)

<https://campuslink.okstate.edu/organization/apicsosu>

apicsosu@gmail.com

Architectural Engineering Institute

101 Donald W. Reynolds School of Architecture Building

Stillwater, OK 74078

Email: jenna.harbert@okstate.edu

<https://campuslink.okstate.edu/organization/architectural-engineering-institute>

Architecture Students Teaching Elementary Kids

101 Donald W. Reynolds School of Architecture Building

Stillwater, OK 74078

Phone: (405) 744-6043

<https://campuslink.okstate.edu/organization/architecture-students-teaching-elementary-kids>

Professional Societies (contd.)

CEAT Student Council

Email: okstateceatstuco@gmail.com

<http://ceatstuco.okstate.edu/>

Chemical Engineering Graduate Student Association

<https://campuslink.okstate.edu/organization/chegsa>

Chi Epsilon (National Civil Engineering Honor Society)

207 Engineering South

Stillwater, OK 74074

Advisor Email: mark.krzmarzick@okstate.edu

<https://cive.okstate.edu/content/chi-epsilon>

Construction Management Society

Engineering North 5th Floor

Stillwater, OK 74078

<http://cmt.okstate.edu/construction-management-society>

Construction Specifications Institute

101 Donald W Reynolds Architecture Building

Stillwater, OK 74078

Phone: (405) 744-6444

Cowboy Motorsports

ATTN: Cowboy Motorsports

111 Agriculture Hall

Stillwater, OK 74078

Phone: (405) 744-5431

<http://cms.okstate.edu/>

Cowboy Waterworks

120 Ag Hall

Oklahoma State University

Stillwater, OK 74078

<https://campuslink.okstate.edu/organization/CowboyWaterworks>

Design-Build Institute of America – OSU Chapter

<http://cmt.okstate.edu/design-build-institute-america-osu-chapter>

Professional Societies (contd.)

Engineers Without Borders

207 Engineering South

Stillwater, OK 74078

Email: mmill11@okstate.edu

<http://www.ewb-osu.okstate.edu/>

Eta Kappa Nu

Engineering South 202

Stillwater, OK 74075

Email: osu.hkn@gmail.com

<https://campuslink.okstate.edu/organization/eta-kappa-nu>

Fire Protection Society

Engineering North 5th Floor

Stillwater, OK 74074

<http://fps.okstate.edu/>

Firefighter Combat Challenge

Engineering North 5th Floor

School of Fire Protection and Safety Technology

Stillwater, OK 74078

<https://campuslink.okstate.edu/organization/ffccteam>

Freedom by Design

<https://campuslink.okstate.edu/organization/freedom-by-design--osu>

fbd.okstate@gmail.com

Institute for Operations Research and Management Science (INFORMS)

<https://campuslink.okstate.edu/organization/informs-student-chapter>

Institute of Electrical & Electronic Engineers

202 ES

Stillwater, OK 74074

Email: ieee@okstate.edu

Professional Societies (contd.)

Institute of Electrical & Electronic Engineers Technology

Engineering North 5th Floor
Stillwater, OK 74078
Phone: (405) 744-7908

Institute of Industrial Engineers

322 Engineering North
Industrial Engineering & Management
Stillwater, OK 74078
<https://orgs.okstate.edu/iie/>

Institute of Transportation Engineers

318B Engineering South
Phone: (405) 744-5261
E-mail: sahmed@okstate.edu
<http://cive.okstate.edu/content/ite>

International Fluid Power Society

<https://campuslink.okstate.edu/organization/ifps>

National Organization of Minority Architecture Students

<https://campuslink.okstate.edu/organization/nomas>

National Society of Black Engineers

101 Engineering North
Stillwater, OK 74078
<https://campuslink.okstate.edu/organization/national-society-of-black-engineers-osu-chapter>

oSTEM

<https://campuslink.okstate.edu/organization/ostem>
okstate@chapters.ostem.org

Professional Societies (contd.)

OSU Automation Society

Stillwater, OK 74078

United States

Phone: (214) 449-7893

Email: automationsociety@okstate.edu

<http://osuas.okstate.edu/>

OSU Concrete Canoe Team

605 W. Highpoint Dr.

Stillwater, OK 74074

Phone: (405) 744-5264

Email: okstateconcretecanoe@gmail.com

<https://cive.okstate.edu/content/concrete-canoe>

OSU Cowboy Racing (SAE BAJA)

Email: minibaja@okstate.edu

<http://baja.okstate.edu/>

OSU Mercury Robotics

<https://mercury.okstate.edu/>

OSU Racing (SAE Formula Racing)

Email: formulasae@okstate.edu

<https://okstateracing.okstate.edu/>

Pi Tau Sigma (Mechanical Engineering Honor Society)

218 EN

Oklahoma State University

Stillwater, OK 74078

<https://campuslink.okstate.edu/organization/pi-tau-sigma>

Sigma Gamma Tau (Aerospace Honorary)

<https://campuslink.okstate.edu/organization/sigma-gamma-tau-aerospace-honorary>

sgt@orgs.okstate.edu

Sigma Lambda Chi (Construction Honor Society)

<http://cmt.okstate.edu/sigma-lambda-chi>

Professional Societies (contd.)

Society of Asian Scientists and Engineers

<https://campuslink.okstate.edu/organization/sase>

Society of Fire Protection Engineers

Engineering North 5th Floor

Stillwater, OK 74078

<https://osusfpe.wordpress.com/home/>

Society of Hispanic Professional Engineers

110 Engineering North

Stillwater, OK 74078

<https://campuslink.okstate.edu/organization/society-of-hispanic-professional-engineers>

Society of Petroleum Engineers

Engineering North 4th Floor

Stillwater, OK 74078

Email: speosu@gmail.com

<https://spe.okstate.edu/>

Society of Women Engineers

110 Engineering North

Stillwater, OK 74078

Email: okstateswe@gmail.com

<http://okstate.swe.org/>

Steel Bridge

<https://campuslink.okstate.edu/organization/steelbridge>

steelbridgeokstate@gmail.com

Student Association of Fire Investigators

Engineering North 5th Floor

Oklahoma State University

Stillwater, OK 74078

Phone: (405) 744-7228

<https://campuslink.okstate.edu/organization/student-association-of-fire-investigators>

Professional Societies (contd.)

The Almighty S

<https://campuslink.okstate.edu/organization/the-almighty-s>
thealmightys.okstate@gmail.com

Theta Tau (Professional Co-ed Engineering Fraternity)

211 Student Union
Oklahoma State University
Stillwater, OK 74078
Email: ceat.phigamma@gmail.com
Website: <http://thetatauatokstate.weebly.com/>
<https://campuslink.okstate.edu/organization/theta-tau>

Tau Beta Pi (Engineering Honor Society)

Phone: (405) 744-5957
<https://campuslink.okstate.edu/organization/tau-beta-pi>

Tau Sigma Delta (Architecture Honor Society)

101 DWR Architecture Building
Stillwater, OK 74078
Email: suzanne.bilbeisi@okstate.edu
<https://campuslink.okstate.edu/organization/tausigmadelta>

Many more societies and organizations can be found by visiting <https://campuslink.okstate.edu/organizations> and searching for clubs by major interest.

Building Your Brand

In a job search, you are marketing yourself, and conducting an effective search requires having a “personal brand.” Just like a company’s brand is what they’re known for, your personal brand is your professional reputation – it’s what YOU are known for. In today’s job market, it is critical to have a strong personal brand, which means taking steps to develop and promote your brand before and during your job search.

WHAT DOES PERSONAL BRANDING ENTAIL?

- Personal branding is another form of networking – it can attract new opportunities and help establish credibility
- Personal branding can strengthen an organization or cause you are passionate about – you can use your brand to build awareness
- Personal branding gives you an online presence. Hiring organizations are already looking for you online and may perceive it as a red flag if they can’t find you

WHY SHOULD YOU CARE ABOUT PERSONAL BRANDING?

1. Organizations are already looking for you online, and many consider it a red flag if they can’t find you at all. According to JobVite’s 2012 Social Recruiting Survey, 92% of respondents said they use or plan to use social media in recruiting. What do they see they search for you on Google or social sites? Additionally, some companies are concerned if a candidate cannot be found online. With a bit of work on your personal brand, you can control what companies learn about you without looking like you are trying to hide something.

2. It can attract new opportunities and help establish credibility. Personal branding is another form of networking. Networking can bring about job opportunities, volunteer projects, chances to meet new people, and ways to enhance your reputation as an expert in your field, blogging or working with the media. This not only promotes your personal brand, but also your professional skills.

3. It can strengthen your cause. Personal branding doesn’t have to be all selfish. By getting yourself out there, and connecting with others, you can also support your organization or a cause you are passionate about. You can use your own brand to build awareness and spread the message of your issues and organizations through social media and the connections you make.





Building Your Brand

READY TO BUILD YOUR BRAND? HERE ARE A FEW THINGS TO CONSIDER:

1. Determine what you want your brand to be. This is the most basic step and can often be the hardest. When people search for you online, what do you want them to find? How are you unique? Luckily there are plenty of online resources to help.
2. Do a brand audit. Don't just Google yourself, but also see what strangers see when they search for you on social networks, and use free Twitter tools, Klout, and Google Analytics to see what areas you have influence and how your work is spreading. Look at what is already out there and see how you can leverage it to define you as a person, showcase your talents, and introduce people to you as an employee.
3. Mold your online presence to showcase your brand. Make sure your social network profiles are up-to-date with work information and skill sets. If you have a website, connect to your LinkedIn and Twitter, and vice-versa. If your work permits it, create an online portfolio or social media resume. Craft your brand while keeping in mind your goals for your career and reputation.
4. Introduce a bit of your personality. Just because you have a job doesn't mean you don't have a life. When it's appropriate, posting about your interests or personal life can provide a nice peek into who you are as a person and can demonstrate a wide variety of interests and well-rounded individual.
5. Be active! Once you feel your online presence represents your personal brand, keep it up to date. Post interesting articles and start conversations on Twitter. Update your LinkedIn with that great job accomplishment. Regularly update your website or online resume.



Networking is the process of making intentional, career-related contacts through personal acquaintances and their referrals. The purpose is to gather information and advice that will ultimately lead to interviews and employment offers. Since most job vacancies are not advertised and most people find their jobs through personal contacts, networking is a process that is key to career success.

- Most job vacancies are “hidden,” or not advertised by means of newspapers, the Internet, job bulletins, etc. This is true for approximately 70-80% of entry-level positions and 90% of non entry-level vacancies.
- Studies note that employers and employees prefer informal and personal methods of job searches. Both groups believe personal contacts produce more in-depth, accurate and current information.
- Individuals who use personal contacts to find jobs are reported to be more satisfied with their jobs and tend to have higher incomes.

PRIOR TO THE NETWORKING SITUATION OR OPPORTUNITY

- Identify your potential network - family, friends, coworkers, etc.
- Decide what you need to learn
- Assess what you have to offer your next employer
- Prepare a TERRIFIC resume and have it reviewed by CEAT Career Services
- Prepare questions for formal networking sessions. Topics may include:

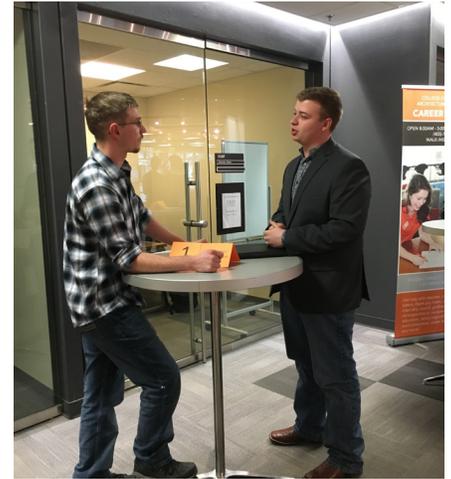
Career Paths	Job Responsibilities
Realities of the Working World	State of the Industry
Education and Experience	Career Preparation
Money and Advancement	

DURING THE NETWORKING SITUATION OR OPPORTUNITY

- Be explicit about your purpose - to obtain information, not a job
- Discuss your qualifications, but focus on the information you are receiving
- Be courteous and concise
- Ask clear questions
- Distribute your personal business cards to your contacts, but be selective
- Have a copy of your resume available in the event that it is requested

AFTER THE NETWORKING SESSION

- Always follow up promptly with a thank you note.
- Keep in touch with your contacts with periodic phone calls or e-mails.
- Maintain records about all of your contacts with people in your network indicating who, what, why, when where and how.
- Make notes on the back of business cards that you receive for later reference.



Three Simple Steps to a Successful Interview

1. Prepare
2. Practice
3. Sell

PREPARE

- Understand and know yourself. What are your strengths and development areas? What are your career and life goals? Self-assessment is a highly valued skill in today's work environment.
- Understand and be prepared for the interpersonal dynamics of the job interview. Look at the job interview as an open exchange of information between you and the interviewer. The interviewer is as interested in your interpersonal skills and interactions as the qualifications you bring to the interview.
- Be knowledgeable about the position, organization, and community before you go into the interview. A little research will go a long way in the job interview.
- Adjust your e-mail address and voice mail messages. You are now moving from a college environment to a professional environment. The rules are different. `wildbeast@nomail.com` and "Hey dude, leave a message when you hear that machine do its thing" are not appropriate when an employer wants to contact you.

PRACTICE

- Participate in mock interviews. Contact CEAT Career Services to schedule a 1-on-1 interview.
- Practice your responses to typical interview questions. Although every interview is different, it is easy enough to know the different types of questions you will be asked in an interview and practice your responses in advance.

SELL

- Most interviews begin with the question, "Tell me a little about yourself." Use this open-ended question to sell your skills, abilities, and qualifications to the interviewer.
- Demonstrate enthusiasm, a positive attitude, and a strong interest in the position. There can be no substitute for these first impression qualities in an interview.

First Impression on Job Interviews

25

How important are first impressions in an interview? The answer is simple – first impressions are critical. In fact, some studies have suggested that an employer often decides whether to hire or not hire a person in the first few minutes of the interview. Fair or not, it is a simple fact that first impressions are an important consideration in the hiring process. By following these simple strategies, you will be on the road toward making the best impression you can with the employer.

PREPARATION

- Research the company and community. It will help you discuss formal and informal issues throughout the entire interview.
- Know how to get to the interview location, as well as parking arrangements. Leave sufficient time to arrive 10 minutes ahead of your scheduled interview.
- Dress appropriately. Even in today's casual work environment, you can't go wrong by wearing a business suit. Nothing about your appearance – clothing, jewelry, hairstyle, perfume, etc. – should fall outside the expected norm of that type of organization. A job interview is not the time to be the trendsetter, but rather to “fit in” with the organizational culture.

ARRIVAL ADVICE

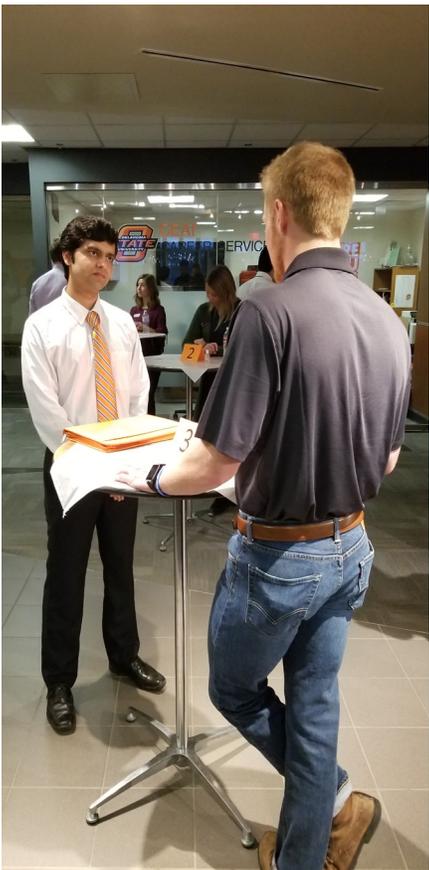
- Be polite and respectful to everyone you meet.
- Greet people by name. If you don't catch the name, ask for it again.
- Give a firm handshake.
- Introduce yourself to the receptionist, explaining who you are and your purpose in being there.
- Establish good eye contact to everyone you meet.
- Smile and relax.
- Be enthusiastic and eager about the opportunity to meet with the employer.
- Be yourself.

NONVERBAL BEHAVIORS

- Act interested in the position. Lean slightly forward in your chair and make good eye contact throughout the interview.
- Eliminate annoying behaviors such as foot tapping, and saying “uhhh” excessively.
- Pay attention to the tone and volume of your voice.
- Be aware of your facial expressions.

TO QUICKLY ESTABLISH A POSITIVE RELATIONSHIP

- Use the interviewer's name as often as possible. Use Mr. or Ms., etc. unless invited to use first name.
- Use small talk whenever possible, but particularly in the first few minutes of the interview. Don't be in too big of a rush to get down to business.
- In a genuine manner, note something of interest that you see in the interviewer's office. It will help to provide a connection with him/her.



The Second Interview

The second, or on-site, interview is often the final step in the interview process before a job offer. An on-site interview can range from a half-day to a full day and is often made up of a site tour, as well as one-on-one, panel, lunch, or dinner interviews. The on-site interview is also the final opportunity for you to evaluate the company. You will be given the opportunity to see inside the company and meet some of your potential co-workers, while gaining a better understanding of the true work environment.

In the first interview, your skill sets and accomplishments are often explored. The second interview generally focuses more on your fit with the organization and your knowledge of the industry. Since the second interview tends to be more specific in nature, you should expect questions that are more technical and job-focused, as well as some traditional and behavioral questions (see Ready References G-4, G-5, and G-7). It is also likely that you may be asked some of the same questions that you answered in your initial interview.

COMMON INTERVIEW TYPES

- One-on-One - Face-to-face interview with one company representative. Expect to have a series of one-on-one interviews with different people throughout the course of the day.
- Panel/Committee - Be sure to make eye contact with each interviewer not just the person asking the question. Come prepared with several “stories” to tell about your experiences and skills since you may be asked different versions of the same question. Obtain each interviewer’s contact information via business card, if possible.
- Lunch/Dinner - Interviewers observe your social skills as well as your competencies. Be sure to use proper dining etiquette. Choose foods that are easy to eat and avoid messy foods (spaghetti, BBQ, etc.). Take cues from the interviewer and follow their lead when ordering.

TIPS FOR PREPARATION

- It is important to know as much as possible about the company and the position prior to a second interview. It would also be helpful to have an understanding of the organization’s corporate culture. Utilize the company website, printed materials, the HIRE System, Vault.com, etc. to compile information. Use this information to your advantage during the second interview.
- Be prepared to discuss salary. Research the average salary for someone with your education and qualifications. Give a salary range (i.e. \$60,000 to \$65,000) instead of an exact number (i.e. \$65,000). Resources such as www.salary.com, www.homefair.com, and the CEAT Salary Survey will help you create a salary range.
- Prepare a list of questions that demonstrate your interest in the company. Your questions will also help you make a better decision if you are offered a position. make your decision when an offer is made.

- Consider this interview a preview of the company. Pay close attention to the organization's environment and culture. This will help you make your decision when an offer is made.
- Ask for an itinerary in advance. Not only do you want to know when you arrive and depart, but you also want to
- know your schedule for the day. This will also help you prepare your wardrobe for the interview and allow you to do more in-depth research about the company, community, etc.
- Clarify your travel arrangements. Stay in touch with the organization's contact person either via phone or email so you will be aware of any changes in your itinerary.
- Arrive at least 15 minutes prior to your interview. If you are renting a car, take time to explore the area and figure out how to get to the interview site the night before the interview.
- Take time to explore the community in your free time. This is your chance to find out which area you would like to live in, as well as a chance to get to know the community. You may also want to ask your company contact which areas they would recommend that you visit.
- Remember that the company has invested their time and money to bring you to the second interview. Be appreciative and don't forget that the second interview is just as important as the first.

COMPANY CULTURE & ENVIRONMENT

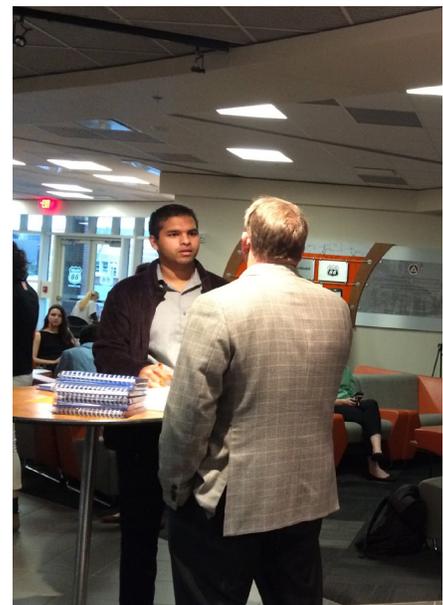
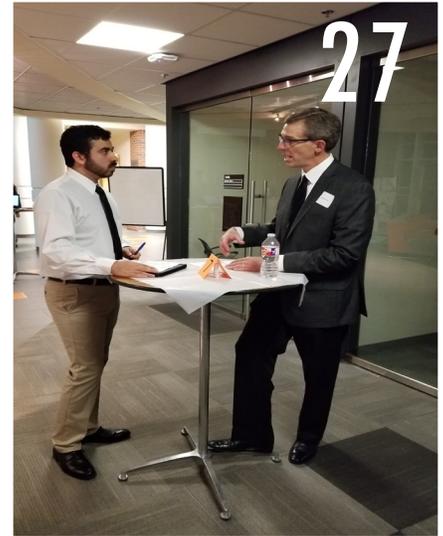
The second interview is your chance to find out more about the company's culture as well as the work environment. It is wise to examine both the company's physical surroundings and the attitudes of your potential co-workers. Paying close attention to the attitudes of every person you meet will definitely help you to make an informed decision about the company. Below are a few questions to ask yourself as you explore your fit with the company:

1. Do you feel comfortable in the facility? With the management style?
2. What is the overall attitude of the employees: happy, tense, overworked, bored, etc.?
3. Do you sense that the employees you meet are genuinely happy to meet you? Are they enthusiastic about what they do? Do you feel comfortable around them? Are they likable?
4. Do you feel that your questions are being answered wholeheartedly? Or are they being avoided? Are the responses conflicting or confusing to you?

FOLLOW UP

As with any interview, you will want to follow-up with each interviewer. Send a thank you letter within 24 hours of your interview (see Ready Reference F-7 for thank you letter tips and samples). Emphasize your interest in the position and stress the qualities you have to offer the company. Utilize your notes from the interview when writing your letter.

FREE thank you cards are available in 110 ENG NORTH CEAT Career Services. Be sure to pick up a few prior to leaving for your interview.



The Phone Interview

At times, recruiters may wish to schedule a telephone interview instead of meeting face-to-face. They may do this if they are screening candidates or if they are unable to travel to an interview site. Phone interviews can be nerve-racking since you can't see the interviewer, but don't worry. With a little preparation and a few tips, you'll be on your way to interview success.

PREPARATION

- Place your resume in full view so it is easily assessable for the interview. It will be a reminder to help answer questions.
 - Keep all employer research materials within easy reach.
 - Have a notepad handy to take notes.
 - Place a "Do Not Disturb" sign on your door and turn off your stereo, TV and any other potential distraction.
 - Warn roommates that an interviewer will be calling and to let you answer the phone.
 - Warm up your voice while waiting for call.
 - Have a glass of water handy.
 - Take care of any "nature calls" before the scheduled phone call.
 - Turn off call waiting, if you can. If you can't, do not take any other calls while you are interviewing.
 - Make certain that the speaker phone is not activated. You do not want to run the risk of the interviewer hearing an echo or not clearly understanding you.
 - Prepare yourself for potential questions, as well as those you would like to ask the interviewer.
- Ready References G4, G5, and G6 can help you with this process.

DURING THE INTERVIEW

- Listen carefully. Do not do anything else while the interviewer is on the phone. They will notice if you are distracted.
- Speak clearly and smile. The interviewer will hear it in your voice.
- Be honest in your answers. Not being face-to-face with the interviewer is no excuse for lying.
- Practice giving a brief overview of your work history and be prepared to describe everything included in your resume.
- Take notes on what the interviewer says and the questions asked. You will be able to refer to them later in the interview.
- If you are to call the interviewer, be courteous to support staff. How you interact with them will have an impact on the impression you leave. Many supervisors ask their subordinates for advice.
- Don't be overly familiar. Refer to the interviewer as Mr., Mrs., or Ms. unless directed otherwise.
- Beware of giving only yes or no answers. They do not provide any significant information about your abilities.
- Close the interview strongly. A closing such as the following is appropriate: "It sounds like a very interesting opportunity Ms. Smith, and a position where I could make a definite contribution. My foremost question would be when could we meet?" You can also close with a question inquiring as to the next step of the selection process.

FOLLOW-UP

- Write a thank you letter aligning your skills with the position for which you interviewed.

The Video Interview

An alternative to a phone interview might be an interview using some sort of videoconferencing software, such as Skype. Often, it can be the first step in a job interview process. Be prepared. Treat the Skype interview seriously, as it will in all likelihood determine whether you will be invited to continue to the next step in the process.

If you need a quiet place to conduct a Skype interview, stop by the CEAT Career Services ask about reserving an interview room.

BEFORE YOUR VIDEO INTERVIEW

- Print out the job description and a copy of your resume. And write down the interviewer's phone number, in case you get disconnected and need to contact the interviewer.
- Dress for an in-person interview. Just like an in-person interview, wearing professional clothing is a necessity. It is recommended you wear dark clothes with a pop of color (e.g., tie or blouse). Keep in mind that some clothing details may not look good on screen. Avoid stripes and tight-knit patterns such as hound's-tooth because the distortion might be distracting to look at. Do dress in a full professional outfit, so that if you should need to stand, you are not seen wearing your pajama bottoms.
- Find a quiet place where you can speak at a reasonable volume. And get there at least 15 minutes before the scheduled call time in case you are called earlier than expected. If you have roommates or pets, ensure they are elsewhere during your interview. Make sure the room is well-lit and that the area in view of the camera does not have anything in it that you do not want an employer to see (inappropriate posters, for example).
- Avoid technical difficulties by making sure your Internet connection is reliable. If you are using Skype, familiarize yourself with Skype's features in advance (and choose a professional-sounding username). Make sure your headphones are securely in the jack, and that your Ethernet cable is connected for extra security in case your wireless connection fades out.
- Disable extra features and programs. If you are using Skype, the only websites you should have open are the company's homepage and the service which you are using to teleconference. Turn off all programs that might pop up with an alert, such as e-mail or instant messaging. And sign in to Skype in such a way as to prevent your being interrupted by other Skype users.

DURING YOUR VIDEO INTERVIEW

- Pay attention to your body language. We recommended you sit with good posture, not just for aesthetic reasons, but because when you sit up straight, your voice is likely to project better. Smile. Smiling when you speak brings energy and excitement to your voice. Do not be afraid to use your hands to be expressive, if that is normal for you. Look directly at the camera (NOT the image on the screen) and lean in slightly towards it, to convey interest.
- Pause a second or two longer than you normally would before answering a question to make sure the interviewer has stopped speaking. That way, if there is a lag, you can avoid interrupting the interviewer.
- **After Your Telephone or Skype Interview**
- Send a thank you note, quickly. Unlike a face-to-face interview, there is no commute afterwards. Send a thank-you e-mail an hour or two after the interview. Emphasize your interest in hearing back from the interviewer. If you cannot send the e-mail right away, make several notes about the call. These will come in handy when you send a thank-you note later that day.

Site Visit

WHAT IS A SITE VISIT?

- An invitation to visit the company at their location, often referred to as the “plant trip.”
- A chance to further examine whether or not you will be a good match for the job and for the organization.
- It is NOT a guarantee of a job offer.
- If you receive an on-site interview request:
- Respond promptly if you are sincerely interested in this employer.
- Decline politely if you are no longer intent on pursuing a career with the company.
- Never go on a plant trip for the sake of the trip.
- Document the name and phone number of the person coordinating your trip.
- Ask about proper dress.
- While most on-site interviews will require a suit, some companies may ask you to dress appropriately for construction site or factory tours.
- Verify who will be handling trip expenses. Most medium- and large-size companies (as well as many smaller ones) will pay your expenses, but others will not. Expenses are handled in various ways:
 - The employer may handle all expenses and travel arrangements.
 - You handle your expenses and arrangements (the employer may assist with this), and the employer will reimburse you later.
 - The employer may not reimburse you for any expenses.



HOW TO PREPARE

- Thoroughly research the potential employer.
- Read annual reports, newspaper articles, trade journals, etc.
- Most companies have their own website, Facebook page, Twitter or LinkedIn page where you can read their mission statement, find out about long-term goals, read recent press releases and view corporate photos.
- Ask friends and family if they have any knowledge or experience with the company.

WHAT TO TAKE

- Extra copies of your resume.
- Copies of any paperwork you may have forwarded to the employer.
- A padfolio or notebook for taking notes during the tour and interview.
- A black or blue pen for filling out forms and applications.
- An updated college transcript.
- Names, addresses, phone numbers and email addresses of your references.
- Names and addresses and your employment dates for all past



THE INTERVIEW

- Prepare responses to commonly asked questions and a list of questions you want to ask.
- Be ready to meet people who are not part of your formal agenda.
- Show courtesy to everyone you encounter, regardless of title or position. You never know who might be watching you and your actions once you arrive in town.
- Prepare for the possibility of interview luncheons or dinners
- When ordering food a restaurant, follow the lead of the employer host. For example, don't order the three-pound lobster if everyone else is having a more moderately priced entrée.
- NEVER order alcohol, even if your interviewer does.
- If you have the "dining jitters," order food that is easy to handle, such as a boneless fish fillet or chicken breast.
- Remember, the point is to talk about yourself and the job, not to get a free meal. Consider eating before attending an interview over lunch or dinner.
- Never leave an interview without some sort of closure. Ask the employer about the timeline for hiring and when you can expect to hear from them with a decision.
- Say thank you. Even if you decide against joining a company, hopefully you will have learned great information about the engineering industry.

AFTER THE VISIT

- Review the business cards or contact information of those you met.
- You should have the names, titles, addresses and phone numbers of everyone who was involved in your interview so you can determine which individuals you may want to contact with additional questions or follow-up information.
- Send thank-you letters or emails to those who will be making the hiring decision.
- Stay in touch with the employer if you want to pursue a career with them in the future.

Combating Rejection

Despite all the efforts put into a job search, even the best candidates are faced with rejection at one time or another. Successful job seekers learn from it and move on without settling for frustration. Keep these eight tips in mind as you progress through your job search. Hang in there. YOUR job is out there!

1. Follow-up with the employer. Many others won't!

- Find out what skills/abilities the employer was looking for. Identify if those are skills you possess and learn how to effectively market them for the next job opportunity.
- Ask the employer if there are any other positions within their company that they feel you qualify for. This employer is now a part of your networking system.
- Thank the employer for their time. Send a thank you note and express interest in working for the company in the future. Leave a positive impression.
- Try to gain something from every rejection. Yesfailure is a learning process. If you gain something from every failure then it isn't a failure.
- Don't be overly critical of yourself. The selection process may not have been as objective as you thought. (i.e. internal candidates have preference, CEO'S niece, etc). Even the BEST candidates get rejected for some reason or other! Spend time analyzing why something wasn't successful. Sometimes we take things personally rather than objectively.

2. Stack up the odds - it's a number game! No matter how many times you are told "no" you only need one employer to say "yes!" Your chances to succeed are proportional to the number of attempts you make. The more chances you give yourself to hear "no" the closer you are to a "yes."

3. Don't dwell in set-backs. Designate a short time to get over your set-back and then move on. Remain positive about your future. Most corporate CEO's have also been rejected at some time or other. Make another attempt as soon as possible. Don't remain on a down note.

4. Don't blow things out of proportion. What seems like a big deal today you won't even remember 7 years from now.

5. Stay in the moment. Enjoy the prospects this moment has to offer. Don't live in the past.

6. Look for inspiration through others. Use your support network to keep you grounded. Your job is around the corner. Stay with it. You WILL succeed.

7. Don't be afraid to fail. Don't psych yourself out before you start. Remain confident with each opportunity you pursue whether it's how you phrase a statement in your resume, convincing a gatekeeper to let you talk with a prospective client, or making a cold call. Each step you take is one step closer to the right employment offer.

8. Don't worry about something that hasn't happened. Put your track record behind you. Many of life's failures are made up of people who did not realize they were so close to success.

Things to Consider When Moving for a New Job, Internship or Co-Op

COST OF LIVING:

The cost of living in many cities is compared using a cost of living index. One city gets assigned 100, and all other cities' cost of living is in reference to that one city. For instance, the central reference city is New York, NY, so NYC's cost of living index is 100. The cost of living index in Oslo, Norway is 141, which means that the cost of living in Oslo is 41% higher than it is in NYC. The cost of living index is based on the cost of goods and services such as medical care, utilities, food, car expenses (including gas prices), and housing in that particular area. The city with the highest cost of living index in the United States is New York, NY. The city with the lowest cost of living in the United States is Milwaukee, WI. But keep in mind that employers will usually consider cost of living when arranging your pay. So, you should have a higher pay for a job in New York than you will for one in Wisconsin. For more information on Cost of Living across the United States visit Bestplaces.net, City-data.com, and Homefair.com.

MOVING EXPENSES:

When moving temporarily for a co-op or internship, it's important to consider how much of your total pay will end up being spent on moving costs. It's no surprise that moving across the country will cost more than moving across the state. You are most likely not going to bring all of your belongings with you, so make sure you consider the cost of storing your furniture and extra belongings in a unit for the time you will be away.

RENT:

Some internships and co-ops will provide housing, or provide a stipend to spend on housing. The stipend is usually a fixed amount that you can spend on whichever type of housing you choose. So, you may be free to choose a more expensive housing location. However, if your stipend doesn't cover all of it, the rest of the cost will be coming out of your pocket. It is important to double check the housing situation with your employer. Most co-ops and internships don't pay for housing. It can be tricky finding an affordable place to live on your own for a limited amount of time. Contact any friends or family that live in the area you will be working in and consider living with them for a cheaper price. Also consider subleasing from someone else who might be leaving temporarily for their own co-op or internship. Breaking your lease is also something to consider. A job that requires you to move doesn't always allow you to wait until your current lease is up before you move. Make sure to look for someone to sublet to so you don't have to pay two rents. Some landlords allow you to break your lease if you pay a fee.

TRAVELING COSTS:

When considering moving for any job, remember what plans you have already made in the near future. For instance, if you have already committed to attending any events such as weddings or graduations that will take place after you move, you will have to take into account traveling costs and the cost of taking off work if need be.



Scholarships

UNIVERSITY WIDE SCHOLARSHIPS

Continuing and readmitted students will automatically be considered for general University scholarships through the Office of Scholarships and Financial Aid; no separate application is required.

Some awards are based primarily on academic excellence, while others are based on a combination of academic excellence and demonstrated financial need. Scholarships are typically awarded in late spring for the upcoming academic year and recipients will be notified at their OSU e-mail address. Since a number of these awards are based on demonstrated financial need, you are encouraged to complete the Free Application for Federal Student Aid (FAFSA) as soon after October 1st as possible each year.

Eligibility: To be considered for these scholarship programs, you must be classified as a sophomore, junior, or senior (have successfully completed a total of at least 28 hours by the end of the spring semester) and be a U.S. citizen or permanent resident. These scholarships are NOT available for the summer term.



CEAT SCHOLARSHIPS

The College of Engineering, Architecture and Technology is proud to offer around \$3 million in scholarships annually. Thanks to the generosity of alumni and industry donors, students in CEAT have nearly 300 unique scholarship opportunities to assist them in pursuing their educational dreams.

Current undergraduate and graduate students enrolled full-time in CEAT are encouraged to apply each year for these annual scholarships. The CEAT continuing Student Scholarship application serves as the primary scholarship application for college and department specific scholarships. The application opens December 1st and closes January 25th. These scholarships vary in criteria, from GPA requirements, campus involvement, demonstrated financial need, and others.

STUDY ABROAD SCHOLARSHIPS

CEAT Continuing students can apply for Study Abroad Scholarships if they are participating in a CEAT faculty led study abroad course (the Spring or Summer following the application deadlines). Winter Applications are due October 1st. Spring/Summer applications are due January 25th. All applications are sent to CEAT Scholarships.



UNDERGRADUATE RESEARCH PROGRAMS

OSU has long been a national leader and innovator in scholar development, and more recently, undergraduate research. Our undergraduate research program focuses on creating research teams in which faculty mentors from different disciplines utilize the immense potential of undergraduates to engage with the world's challenges.

Additionally, CEAT students can apply to the Grand Challenge Scholars Program is designed to prepare students to be the generation that solves the 14 grand challenges facing society in this century. This program focuses on an educational target that integrates research, interdisciplinary curriculum, entrepreneurship, global understanding and service learning, while attracting a diverse cohort of students who will embrace innovation and collaboration through sustainable and affordable solutions to global issues.

For more information on CEAT Scholarships, contact:
ceatscholarships@okstate.edu

AARON UNDERWOOD, MBA

CEAT Scholarship Coordinator

111C Engineering North, Stillwater, OK 74078

Email:aaron.underwood@okstate.edu

Phone: 405.744.2446

NON-OSU SCHOLARSHIP APPLICATIONS

Check the Office of Scholarships & Financial Aid web site periodically to learn about Outside (non-OSU) scholarships offered by professional organizations, foundations, and corporations for which you may be eligible.





Wellbeing

OSU offers counseling services including the Reboot Center, Alcohol and Substance Abuse Center, Student Counseling Center and Student Disability Services. Efforts are made to maximize opportunities for students to benefit from academic experiences both in and out of the classroom. It is a goal of these offices to help make the environment beneficial to the intellectual, emotional and physical development of students. University Counseling Services supports the OSU mission through efforts to assist students in improving the quality of life so that personal and intellectual growth can be fostered, values can be clarified and knowledge can be interrelated for use in improving the campus and larger environments for future generations.

REBOOT CENTER

- Offers a relaxing and supportive environment for learning skills to improve stress management, performance and well-being.
- Quiet inviting space to learn skills to calm mind and body
- Video-games responsive to stress physiology--images become more vivid, animations more dynamic and speed increases in response to relaxation
- Available to students, faculty and staff at no cost
- Unlimited visits
- Individual consultation
- Presentations on stress-related topics

Hours: M-F, 8 a.m. - 12 p.m. and 1 - 5 p.m. (closed, 8:30 - 10 a.m., the first Friday of each month for a staff meeting and occasionally for presentations). No appointment needed.

Contact:

320W Student Union
 Oklahoma State University
 Stillwater, OK 74078
 Phone Number: 405-744-6434

ALCOHOL & SUBSTANCE ABUSE CENTER

The Alcohol and Substance Abuse Center (ASAC) is committed to providing quality, confidential services for OSU students affected by problems related to substance abuse. We promote and provide innovative, campus-based services that improve the well-being and quality of life for students. The goal of ASAC is to help OSU students maximize their potential by supporting their intellectual, personal and social growth.

Hours: M-F, 8 a.m. - 5 p.m.

Contact:

320 Student Union
Oklahoma State University
Stillwater, OK 74078
Phone: 405-744-2818

STUDENT ACCESSIBILITY CENTER

Student Accessibility Center (SAC) is committed to providing a community that ensures full participation for students. SAC provides assistance to students that will facilitate their independence and academic progress. Academic support services includes:

- Specialized testing.
- Classroom accommodations.
- Accessible textbooks.
- Access to Assistive Technology (AT).

Students may request services by contacting Student Accessibility Center.

Hours: M-F, 8 a.m. - 12 p.m. and 1 - 5 p.m.

Contact:

315 Student Union
Stillwater, OK, 74078 – 7051
Phone: 405-744-7116

Deaf/Hard of Hearing Video Phone: 405-571-9860

Host Name: videorelay.su.okstate.edu

Email: accessibility@okstate.edu

STUDENT COUNSELLING CENTER

The Student Counseling Center's goal is to enhance human development and maximize students' problem-solving and decision-making capabilities so that they can make more effective and satisfying life choices. In accordance with this goal, the Student Counseling Center acts to support and enhance the personal, social and intellectual functioning of Oklahoma State University students. Resources include a broad spectrum of developmental, remedial and preventive services.

Contact:

320 Student Union
Stillwater, OK 74078
Phone: 405-744-5472
Hours: M-F, 8 a.m. - 5 p.m.





Diversity & Inclusion

YOU HAVE A PLACE IN CEAT

We are committed to excellence in leading inclusivity and strengthening educational learning and leadership through collaboration. In support of OSU's Institutional Diversity's mission, CEAT's Diversity, Equity and Inclusion Programs provide support to recruit, retain, and graduate all students majoring in engineering, architecture and technology. The OSU CEAT community welcomes people of all backgrounds and values individuality.

CEAT D.E.I. STUDENT ADVISORY BOARD

The student advisory board consists of members from student organizations majoring in engineering, architecture and engineering technology.

In support of Institutional Diversity's mission, the CEAT Diversity, Equity & Inclusion Student Advisory Board serves to represent and support the CEAT student body by welcoming ALL forms of diversity and empowering those who are underrepresented. We advocate for diversity, equity & inclusion by providing guidance, support and accountability to CEAT staff, faculty and administration by engaging in intercultural dialogue. We hold ourselves and our college accountable for ensuring that the future of OSU is bright for EVERYONE.

CEAT D.E.I. COMPANY SPOTLIGHT

The Company Spotlights are a sponsored event, free to students majoring in engineering, architecture and engineering technology. These events provide great networking and professional development opportunities from industry leaders. To learn more check out our calendar!

CEAT D.E.I. ANNUAL AWARDS BANQUET

Each spring CEAT's Diversity, Equity & Inclusion Programs recognizes and honors students, faculty, staff, alumni and industry leaders for their achievements, outreach and leadership in promoting inclusivity throughout the OSU CEAT community.

CEAT SUMMER BRIDGE PROGRAM

The CEAT Summer Bridge Program is a two-and-half week residential program for select incoming freshmen who have been accepted to Oklahoma State University and majoring in the College of Engineering, Architecture and Technology.

The summer program bridges the gap between high school and college by providing instruction in Chemistry, Pre-Calculus, English Composition, and Engineering Design. Other activities include community service, study hall, and learning about college and campus resources. Those who complete the program receive ENGR 1111 credit. Full and partial scholarships are available to those who attend.

CEAT LIVING LEARNING PROGRAMS

- **Diversity Engineering Floor – 3rd Floor Parker Hall**
The purpose of DEF Living Learning Community is to enhance the first-year experience of students seeking to live in an inclusive environment filled with other students majoring in CEAT. The DEF LLC equips incoming freshmen with the skills necessary to persist and graduate with an engineering, architecture or engineering technology degree from Oklahoma State University.
- **Maude's Squad Floor – 2nd Floor Parker Hall**
The Maude's Squad Living Learning Community was created for female freshmen majoring in engineering, architecture and technology to build and support a community of women through tutoring, networking and campus life resources. Named for the first woman to receive a degree in engineering from Oklahoma A&M college, Maude Spears.

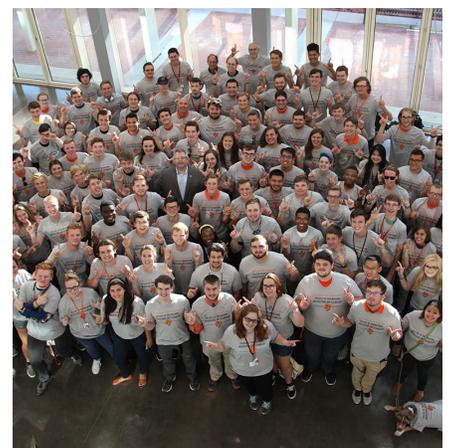
YOKOLANDA SPEIGHT

CEAT Diversity, Equity and Inclusion Programs Coordinator

110C Engineering North, Stillwater, OK 74078

Email: yokolan@okstate.edu

Phone: 405.744.9102



CEAT CAREER SERVICES

MAIN CEAT OFFICE

110 ENG NORTH

405.744.3858

8AM - 5PM :: MONDAY - FRIDAY



CEAT
Career Services