



# ENGINEERING FUNDAMENTALS NEWSLETTER

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## UNIVERSITY

Last day to drop without a "W" is  
**September 16, 2011 (Friday, Week 3)**

When a student drops a class between 1st and 3rd weeks, nothing appears on their transcripts. When a student drops a class between 4th and 8th weeks, a withdraw grade (W) appears on their transcripts. This indicates that the student took the class for a significant amount of time (more than 3 weeks) and then decided to drop the class. One W on a transcript is not a big deal (**check with Financial Aid to see a W grade will affect your financial aid, scholarships, or loans**). More than a couple of Ws will start to indicate to a potential employer that a student cannot complete what they set out to do. All first-year students must meet with their academic advisor to drop a class after orientation. All students must go to the Student Service Center to drop classes through the Friday of 8th Week.

## ADVISING

### First-year advising meetings

During fall semester, all academic advisors meet with first-year students to go over the requirements for the department, scheduling, and degree options. Students who are undecided (General Engineering) about which engineering discipline they want to pursue should attend the meeting with Engineering Fundamentals. These students are also welcome to attend any department meeting (see list below).

- Biomedical: 10/12/2011, 6pm, 641 DOW
- Chemical: 10/10/2011, 6pm, 102 Chem Sci
- Civil: during CE1000, 10/10/2011, 2pm, U115 M&M
- Environmental: during ENVE1501, 10/11/2011, 2pm, 101 Chem Sci, other students by appointment, e-mail Ms. Ross (jzross@mtu.edu)
- General/Undecided & Bachelor of Science: 10/11/2010, 6pm, 641 DOW
- Electrical & Computer: ECE will schedule your appointment and notify you via e-mail, 131 EERC
- Geological: during GE1100, 10/12/2011, 4pm, 320 Dillman, other students by appointment, e-mail Dr. Gierke (jsgierke@mtu.edu)

- Materials: please schedule an appointment with Ms. Kramer (ruthie@mtu.edu)
- Mechanical: 10/10/2011, 5:00pm, 112 MEEM

## ACADEMIC

### Need help in a class?

As you are getting into your classes, you may find that you need extra help on a topic. If you have questions, go see your professor during office hours, or e-mail your professor to set up an appointment. Learning Centers are another resource on campus:

- Chemistry: 208 Chem Sciences and Eng Building
- Engineering Fundamentals: 209 Dillman, Sunday-Thursday, 7pm-9pm
- Mathematics: 128 Fisher Hall
- Physics: 228 Fisher Hall
- Multiliteracies Center (formerly the Writing Center): 107 Walker Arts and Humanities Center

## CAREER

### Career Day: September 27, noon-6pm, SDC

Career Day 2011 is where students and companies can meet to discuss potential job opportunities including summer internships, co-ops and full-time employment. It is a great chance for first-year students to find summer employment as well as to get help making career decisions (see CAREER in this newsletter). A Job Fair Guidebook will be handed out at the Career Fair and will be available on-line. The guidebook provides a brief description of each company attending the Career Day (see details on the web at [www.career.mtu.edu](http://www.career.mtu.edu)). A shuttle will be provided to transport students to and from the SDC; campus pick-up is at the MUB.

### Choosing a major, choosing a career

One way to get information to help you make a decision regarding major and/or career is to find a summer internship or co-op working with engineers. Such experiences help you determine what work you enjoy, learn more about what engineers do, and explore different companies. Go

to Career Day and start talking to companies (see CAREER in this newsletter).

### Career professionalism

So, you are planning to go to Career Day. What do you need to prepare? What should you expect?

- Dress nicely. You do not need a suit; a nice shirt/blouse and slacks will do.
- Go prepared to tell them what you can do for them and why you are interested in working with their company.
- Have your resume on the Career Center web page ([www.career.mtu.edu](http://www.career.mtu.edu) and click on the NACElink) and bring paper copies with you.

Present yourself well. Everyone knows that companies will look at resumes and transcripts. Other things to consider:

- If you are not using your Michigan Tech e-mail address, be sure your personal e-mail address is professional.
- Listen to your phone message to be sure that it is professional.
- Google yourself and be aware of what information is on your Facebook or Myspace accounts.

For Career Center events that can help you get ready for Career Day, see the August 2011 Newsletter: [www.geneng.mtu.edu/newsletter.html](http://www.geneng.mtu.edu/newsletter.html).

**Ms. Erin Zimmer: How to get hired, stay hired, and win in Corporate America**  
**September 15, 6:30pm, MUB Ballroom B**

Ms. Erin Zimmer, Michigan Tech alumna, will give students tips from her recruiting and professional experiences. Topics will include:

- Approaching and speaking to recruiters
- Obtaining an interview
- Interviewing advice
- Sample interview questions

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