PROJECT IV: SUPPLEMENTAL INSTRUCTIONS

For that matter, what did you know about catapults, tractors, or windmills before you started those projects? And how did you complete those projects successfully?

You applied a design process.

The same design process you used to design a waterwheel to lift a weight works just as well for designing a career plan. You set your objectives. You generate ideas and brainstorm. You analyze your options (with the help of a mentor) and make decisions. You take action and evaluate the results of those actions. You iterate as needed.

As for details concerning Project IV, see Chapters 1.0 and 1.1 in the Blue book, Homework S1, S2, S3. Some helpful hints and extra requirements for your career plan are included on this handout.

- This project is done by individuals, not teams
- Your report should be a living document – that is, it should be easy to update in the coming years
  - Use a folder/binder with which it is easy to insert pages
  - So that you can add newer versions of documents within your plan
    - Write this report in sections
      - Separate the sections with either tabs or sheets of paper with the title of the upcoming section
      - All of your figures and tables need to be supported with text that explains the figure/table (e.g., your GPA Chart); an entire section cannot be just a couple of charts... it needs text, too, to explain the tables and figures.
  - Leave enough room on graphs for future data
- Document all that is requested (e.g., even requirements like “tell the world about your plan” – who did you tell?, how?, why? – include this in your report)

The following table has important information in it as to what is expected for each task. The exact manner in which the tasks are divided into sections is only a suggestion.

<table>
<thead>
<tr>
<th>Section</th>
<th>Assignment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>S1a</td>
<td>Choose a major, write a personal vision/purpose statement, identify objectives and measurable goals/tasks – one good resource for finding out more information about different careers/majors (e.g., what does a computer engineer do?) is the UoF Career Services page at <a href="http://www.career.arizona.edu/students/">http://www.career.arizona.edu/students/</a></td>
</tr>
<tr>
<td>2</td>
<td>S1b-S1d</td>
<td>Plan your courses and supporting activities, determine graduation date, tell people!</td>
</tr>
<tr>
<td>3</td>
<td>S1e-S2a</td>
<td>Identify overall indicators of success. GPA can be one indicator, but you must have at least one other indicator (e.g., stress level, confidence, happiness, time spent working, etc.)</td>
</tr>
<tr>
<td>4</td>
<td>S2b-S2c</td>
<td>Write a progress report for this last semester (Fall 2002). Relate to objectives, list what is going well, what is not going too well, and write a brief essay describing your self-assessment</td>
</tr>
<tr>
<td>5</td>
<td>S2e</td>
<td>Use form in Blue book to determine “window of opportunity”</td>
</tr>
<tr>
<td>6</td>
<td>S3a-S3b</td>
<td>Identify career mentor and meet with that person, write a summary of the meeting and what you learned from it; Update Section 1 if needed.</td>
</tr>
<tr>
<td>7</td>
<td>S3c</td>
<td>Meet with your academic advisor and review your plan.</td>
</tr>
</tbody>
</table>
Mentoring Sources:

1. **Someone you know and trust is best.** Ideally, it is someone with a career that is similar to your career plan. This is definitely the first place to look.

If you have trouble finding someone, the following resources may help:

2. [http://www.uagrad.org/Services/Careers/](http://www.uagrad.org/Services/Careers/)
   
   UA Career Connections – get connected with UofA Alum – any student can use this – What a great service!

3. [http://clubs.engr.arizona.edu/tbp/](http://clubs.engr.arizona.edu/tbp/)
   
   Get advice from current juniors and seniors in Tau Beta Pi, the engineering honor society. Just go to one of their tutoring sessions (times available on their website) and they will be happy to help.

4. [http://www.mentornet.net](http://www.mentornet.net)
   
   Mentoring for women in engineering and science

   
   Mentoring for those interested in mechanical engineering

   
   A mentoring forum is available from the National Society of Professional Engineers. You are not connected with one particular person, but instead post your information on a web discussion board. Other resources may be better, but check this site out for yourself and determine if it fits your needs.