

College of Engineering & Technology Advising Center

2 Rawl Annex (Main Office)

252-328-9301 (Main Office)

212 Slay Hall (Engineering)

252-737-1033 (Engineering)

www.cet.ecu.edu/advising

Monday - Friday, 8am – 5pm*

*Closed: 11:30am-12:30pm daily

The College of Engineering & Technology advisors and staff serve ECU students who are interested in the following majors: **Construction Management, Computer Science, Engineering, Technology Systems: Design, Industrial Engineering Technology, Industrial Distribution, Information and Computer Technology, and BS Industrial Technology (AAS transfer program).**

ADVISING MISSION/PHILOSOPHY: The mission of the East Carolina University Advising Center is to guide, serve and support students by partnering with academic departments and support services, to promote diverse educational experiences, and to foster professional success and responsible citizenship. Our philosophy is that advising is a developmental process, which assists students in clarifying their life goals and in developing educational programs to realize these goals. Although the ultimate responsibility for making decisions about life goals and educational plans rests with the student, the academic advisor is in the unique position of helping the student identify and assess the alternatives and the consequences.

EXPECTATIONS OF STUDENTS: The CET academic advisors expect you to:

- Know who your advisor is and how to contact them.
- Schedule individual advising sessions and/or attend group advising sessions (as required)
- Come prepared to all advising sessions (questions, research, list of courses, etc).
- Contact advisor if you're unable to attend advising session (reschedule appointment).
- Follow through with any recommendations or actions discussed in an advising session.
- Communicate any problems, concerns or questions that may arise.
- Be familiar with the online University Catalog and the ECU website.
- Thoroughly check and read email on a regular, daily basis.

EXPECTATIONS OF ADVISORS: You may expect your CET academic advisor to:

- Discuss major requirements and assist in the selection of appropriate coursework.
- Provide accurate and timely information.
- Discuss academic goals and ways to meet them.
- Make referrals when necessary (academic, career and personal).
- Be knowledgeable of campus policies and procedures (or be able to find the necessary info).
- Discuss the academic advising process including the roles of the advisor and advisee.
- Be able to listen, understand and respond appropriately to advisees concerns.
- Respect advisees as individuals with different backgrounds and educational/life goals.

FOUR YEAR PLAN: OBJECTIVES & EXPECTED STUDENT OUTCOMES

First Year: Exploration

- Explore interests related to academic and career goals, and get acquainted with campus
- Use your resources to maximize your undergraduate experience (e.g., tutoring, advisor, faculty, etc.)
- Begin working towards your major's requirements, with a close watch on your GPA

Second Year: Development & Understanding

- Continue towards your major's requirements, including maintaining the necessary GPA for your major.
- Get involved with student organizations and clubs

Third Year: Preparation for Graduation

- Network with at least three people who work in a field of interest to you.
- Explore your next steps that will help you professionally (e.g., grad. school, certifications, internships/co-ops).
- Continue towards your major's requirements.

Fourth Year:

- Continue networking and research employment or graduate school options and start applying.
- Prepare for graduation and your post-graduation plans (career, graduate school, etc.)

CET Student Plan for Success!

Freshman Year

- Explore your interests and abilities through academic courses; demonstrate excellent academic performance.
- Discover ECU resources including the ECU Career Center, CET Career Development and Leadership Center (CDLC), Counseling Center, Pirate Academic Success Center, and CET Advising Center.
- Explore majors and careers through career assessment tools such as FOCUS 2, an online career education planning system (Career Center)
- Register online with the CDLC to access PIRATEJOBS (ECU job/internship database).
- Consider volunteer positions or seek a part-time job to help build your resume and broaden your experience.
- Create a first draft of your resume and have it critiqued by the CDLC.
- Work with your academic advisor to ensure that your first year courses and academic standing are on track to meet your academic and career goals.

Sophomore Year

- Develop a resume highlighting your activities and experience
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- Develop networking opportunities by talking with professors, faculty, and/or employers.
- Attend career fairs and employer information sessions.
- Talk to professionals in career fields you are considering.
- Obtain a part-time job/internship in your field during the school year or summer.
- Target professionals in field of interest to conduct informational interviews.
- Get involved with student groups, clubs, and organizations.
- Focus on academic progress. Explore your options for the best minor/concentration to match career interests with your academic advisor.

Junior Year

- Seek leadership positions in co-curricular activities (committee chairs and elected positions.)
- Join career-related student professional associations.
- Update your resume and upload it to PIRATEJOBS.
- Develop an electronic portfolio which highlights projects you have completed.
- Attend Career Fairs and interview with employers to obtain co-op or internship positions.
- Participate in a Mock Job Interview (CDLC).
- Research graduate school options and apply according to guidelines and deadlines (if going this route).
- Establish a reference list and/or ask for letters of recommendation from academic sources (e.g., faculty, advisors, etc.)
- Verify your final courses remaining and track fit with your timeline to graduation through your academic advisor and with DegreeWorks.

Senior Year

- Participate in all career fairs to network with employers and obtain full-time job offers.
- Utilize the Career Center for job search strategies, resume writing, and job interviewing.
- Take advantage of on-campus recruiting opportunities.
- Research companies before your job interview.
- Review handouts on salary negotiation (CDLC).
- Participate in face-to-face Mock Job Interviews.
- Notify the Career Center and Alumni Affairs Office once you have accepted an offer.
- Join the College of Engineering & Technology Alumni Association
- Apply for graduation if you have not already done so and verify your final course needs and path to graduation with your academic advisor.
- Submit response to attend CET Recognition Ceremony and University Commencement.