Things completed by now:
• PDR draft report delivered to sponsor. Copies of PDR Feedback sheet included.
• You’ve contacted your sponsor and scheduled a time and place for your PDR presentation/feedback session.
• You’ve met with your advisor to get intermediate feedback on performance evaluations.

Recommended activities for this week are:
• Ongoing Project management issues:
  • Weekly status report e-mailed to sponsor, cc to your advisor.
  • End of month updates of i) critical path schedule, ii) hours, iii) budget.
• Weekly EE4901 meeting with your faculty should be earlier in week, prior to PDR, to make sure all is in order.
• PDR Checklist:
  • Video- or tele-conferencing connection tested and ready? Avoid snafus!
  • Faculty and technical staff invited?
  • Junior EE class invited? Especially those who are probably going to be in Sr. Design next year!
  • Powerpoint presentation ready?
    • PDR content must be primarily technical in order to get needed feedback.
    • Allow 2-3 mins to quickly go over project management.
    • Stick to design decisions, assumptions, analysis, calculations.
    • Minimize bulleted lists, use figures, tables, equations, visuals as much as you can.
    • 50 mins total allowed. 30-35 mins for presentation, 15 mins for followup.
    • Take turns presenting. Presenter stands. Non-presenting persons sit down.
  • Prepare .ppt handouts. 4-6 slides per page, double-sided photocopy, stapled.
    Probably should have 15 or 20 copies available in back of room.
• Career Development (Hand in Due Dec 5th at beginning of EE4900 class).
  • Revisit your overview of Employers’ desired job skills (Career Fair assignment).
  • Peruse the 5-page “College to Corporation” summary posted on web page.
  • Reflect on your career aspirations. Write a short career plan (2-3 pages).
    • What are your general career objectives? What are you happiest doing?
    • What sector do you plan to work in? Manufacturing, consulting, R&D, etc.
    • Will your career trend more toward technical or toward management?
    • Where do see yourself in 2 yrs, 5 yrs, 10 yrs, 20 yrs? Will you change directions after getting experience, eg. start your own company at some point?
    • Will you need additional education? An MBA? Another technical degree?
    • How will you be positioned/prepared in case of layoffs or downsizing?
    • Summarize into a career plan that you can revisit and update periodically.

Coming up: In week 13 we’ll continue with Engineering Licensure, Ethics, Failure Analysis (Engineering Forensics), and liability. As always, print out any newly posted information and bring to EE4900!