
Northrop Grumman NSBE Scholars Career Course Guide

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Purpose of the Course

Career Services is integral in the preparation of the quality STEM professional. The universal importance of STEM skills sets and expertise presents a unique opportunity for NSBE's capacity to help prepare college and university students for careers in STEM. It also demands an intentional level of dynamic, timely career and professional development training. It is critical in sustaining the efficacy of the highly prepared STEM professional. These courses provide foundational, developmental and character building assets which will complement their technical acumen with valuable leadership and management capabilities.

Learning Objectives

NBSE's Career Services Course will provide intensive opportunities for all Northrop NSBE Scholars to:

- Engage scholars in short term career development discussions, planning training and expertise
- Create a platform of methodical career planning practices and adopt the positive understanding that career planning is a lifelong process
- Engage in self-assessment of the skills most useful in job/career choices
- Reinforce the value of professional guidance, mentoring and professional advocacy throughout career path
- Promote specialized training, certifications and gaining specific expertise throughout career trajectory

Method of Instruction

To host all of the webinars designed for this course, we will utilize the WebEx platform. All courses will be recorded and each webinar will be offered twice so that we can ensure all scholars are able to engage with the career services content. This content is a crucial component of the program and therefore, it is expected that all scholars will be able to attend all webinars. Please note, since we offer each twice, it is only necessary to attend one of webinars in each content areas, you mustn't feel as though you need to attend all sessions but are more than welcome to do so if time permits. Furthermore, during the webinar, full engagement and participation with the content is expected. On most occasions, there will be exercises and holistic assignments that must be completed and submitted prior to the webinar start time.

All webinars will last no longer than an hour in length and NSBE staff will work with University officials to ensure that some of these can be held in a central location on your campus so that you can engage with the other scholars in your cohort and to further cultivate a stronger living and learning community. Prior to webinars, calendar invites with instructions will be sent to all attendees.

Suggested Materials

Below please find a list of supplemental reading materials that will enhance the content of webinars in order of webinar offering:

- ❖ We Could Not Fail – Richard Paul & Steven Moss
 - ❖ Engineers Black Book – Pat Rapp
 - ❖ Work Harder Not Smarter –Three Sensible Strategies... – Karl Reid, Ed.D
 - ❖ Level 5 Leadership: The Triumph of Humility and Fierce Resolve - Jim Collins
 - ❖ How To Solve War With Math - David Mace
 - ❖ The Genius of Science - GZA and Science Genius
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Webinar Overview

August 2018	Title: Fostering the Perfect Mentor/Mentee Relationship Expectations/assignments due for next class: Schedule check-ins with NGC Mentor
September 2018	Title: Self Care: Living Your Best, Well-Balanced Life Expectations/assignments due for next class: Create a list of activities that help you decompress
October 2018	Title: Choosing the Perfect Graduate School and Program Expectations/assignments due for next class: TBD
November 2018	Title: Professional Engineering Exams and Benefits to Obtaining Licensures Expectations/assignments due for next class: TBD
January 2019	Title: "Code" of Ethics for Engineers Expectations/assignments due for next class: TBD
February 2019	Title: The Startup Lean Model and Choosing the Perfect Startup Team Expectations/assignments due for next class: TBD
April 2019	Title: Transitioning from Undergrad to Fulltime Work; Work-Life Balance Expectations/assignments due for next class: TBD

Schedule of Evaluation

All evaluations will be given using Google Forms and scholars should note that delays in submitting evaluations may result in delayed award disbursement.

First Program Evaluation	January 21, 2019 by 11:59 PM
Mid-Program Evaluation	April 8, 2019 by 11:59 PM
End of Cycle 1 Program Evaluation	June 17, 2019 by 11:59 PM

Attendance Policy

As stated above, it is expected that all scholars will prioritize and attend all webinars offered. A fundamental component of this program is not only the monetary scholarship awarded to our scholars but also the consistent and sustained engagement with the original career content curated by program staff. All scholars are expected to email their course and assignment schedule to the Career Services Coordinator and the beginning of each semester and communicate in writing when they will not be able to attend a webinar, within 48 hours. By acceptance of this scholarship, you agree in good faith to make all necessary arrangements to attend all programmatic events and opportunities.

Program staff will make all efforts to accommodate the class schedule of scholars and scholars should not feel that a commitment to the program will come at a cost to their academics. This program was built within an empathy model to respect and uplift the student experience.

Statement of Diversity & Inclusion

NSBE is committed to safe and diverse learning spaces that encourage critical thinking and compassionate discourse. We invite you to bring your full self to the program and seek to support all scholars in finding and harnessing their skills. With this goal in mind, we must also work to ensure that all who engage in this program do so with respect for difference and an eager disposition to learn, ask questions and at times feel uncomfortable. We are here to support you in your growth and are committed to ensuring all participants have a seat at the table. If you have any questions, comments or concerns please contact Ruth Mayo, Career Services Coordinator at rmayo@nsbe.org.