

Submit your response to the assignment via the drop box on the D2L web site. The drop box will close at 11:59 PM on Monday, 27 October 2014.

1. (30 points) Create a five-year career plan consisting of the five components listed below. The phrases below each of the components are prompts to encourage your thinking, not a recipe to follow.
 - a. Concise statement of 5-year goals (five years from graduation)
In five years I will be ...
 - b. Education
Formal education: Degrees or certificates obtained, certificates
Informal education: Attending seminars and conferences
 - c. Experience
Work opportunities, responsibilities
Roles and titles
One company (organization) or many
 - d. Resources that you will need to achieve your goals. Not the resources you will obtain as a result of working toward your goals.
Money, time, institutional support
Cost to family or other non-career goals (moving, lowered income, liquidating savings to support starting a new company, ...)
 - e. Indicators of Achievement
Titles, positions of authority
Managerial roles: number of direct reports
Technical roles: scope of projects completed
Other metrics: value of sales, patents, papers published, awards and citations
Obtaining professional license.

Make sure your goals are SMART: Specific, Measurable, Achievable, Realistic and Time-bound. You may want to develop your goal by applying the SMART criteria in this order: Measurable, Achievable, Realistic, Specific and Timely.

Format of Your Career Plan

Career plans can be presented in a variety of ways: there is no universal format. To avoid ambiguity for the class work, this section gives guidance on how to structure your answer to the homework assignment.

The solution should consist of five short sections that describe or discuss the five items (a through e) listed above. You could number these sections, or just use paragraphs for each item. The key is to address each of the five areas in the preceding list. Your career plan should fit on one side of a sheet of paper.

The content is much more important than the appearance. However, the document you turn in should be written in *complete sentences* using correct spelling and proper grammar.

The SMART criteria are useful criteria for any goal-setting activity, including the creation of a career plan. However, *do not attempt to fit your career plan into the five letters of the “SMART” acronym*. Instead, use the SMART criteria to judge the usefulness and quality of what you have written. For example, ask yourself, “Do I have a specific statement of my career goal? Or is it so vague or generic that the goal is meaningless? Are my goals for work experience achievable with the education and resources I have? Is the job title and are the levels of responsibilities realistic given my work habits and achievements so far?”

These web provide additional ideas on job titles.

<http://www.ihireengineering.com/>

<http://quest.arc.nasa.gov/people/titles.html>

<http://jobboard.asme.org/jobs>

2. (20 points) This problem requires the scenario described in a separate document. Your assignment is to write the text of two email messages, part (a) and part (b).
 - a. Write an email message to Bill Johnson, the lead technician for the mirror project, with a CC to your manager Jane Jones. Your email should covers the following points.
 - The status of the mirror redesign project and the unplanned visit by Consolidated Freightways.
 - A *brief* apology to both Bill and Jane for adding to their workload.
 - Your recommended that Bill Johnson clears out space on a lab bench and disassembles (for display) the current mirror mechanism.
 - A request that both Jane and Bill are present for the visit by Consolidated Freightways at 8:30 AM tomorrow morning.
 - b. Write a message to Bob Smith of the Consolidated Freightways team that covers the following points:
 - The status of the mirror redesign project and your inability to meet with him due to your current trip.
 - Acknowledge that you are three weeks behind schedule.
 - A brief description of what to expect when visiting the lab at DTNA.

The messages are not really to be sent by email. Rather, the text should be in a word-processing document. Each message should have an appropriate subject line.

Your messages should not be copies of, or trivial rearrangements of the bullet points listed above. Use your own words. Be creative.

Each message should be between 6 and 15 sentences long. Shorter is better, but the message should be coherent and complete.