

Master of Engineering Management Program

Student Checklist - 2 Semester Option

Before you arrive

- Complete an internship (at least 8 weeks)
- View MEMP resume tutorial (directions and file sent via email mid-summer)
- Submit your resume to MEMP Career Advisors (directions sent via email mid-summer)
- Read ALL email from MEMP and respond accordingly
- Carefully study all portions of the MEMP Sakai site, paying particular attention to the course registration guide and other documents in the MEMP Academic Info folder
- Practice your English skills (try to speak English at least 50% of the time)*
- Look for an email explaining the Fuqua School of Business course registration process (Not Mandatory)
- Register for your core courses (Marketing - EGRMGMT 510 and Finance - EGRMGMT 530) as well as EGRMGMT 501 (Seminar and Workshop series)
- Decide if you want to register for EGRMGMT 550 and 551 (internship and internship assessment) for fall or spring and register accordingly

Once you arrive in August

- Attend international student orientation (3rd week in August) and meet with Career Advisor to review your resume*
- Attend MEMP orientation (4th week in August)
- Register for two electives or submit Fuqua registration request and register for a backup course (after meeting professors at orientation)
- Register for English language course (if required)*
- Schedule an appointment with your Career Advisor for September or October to discuss career plans

- Meet as many people as possible from various places
- Consider how you want to engage with the broader Duke community
- Attend annual Networking Event

In September

- Use Sakai to register for workshops for the term (EGRMGMT 501)
- Attend Night with Industry
- Attend Duke TechConnect
- Attend the Duke University Fall Career Fair
- Participate in mock interviews
- Attend Career Boot Camp
- Practice networking as much as possible
- Continue to practice your English skills*
- Attend MEMP student social activities
- Attend information sessions for companies in which you have an interest

In October

- Attend Engineering Career Fair (at NC State University)
- Continue to attend student social events
- Attend information sessions for companies in which you have an interest

In November/December

- Register for two core courses (Management - EGRMGMT 540 and Law -EGRMGMT 520), Seminar and Workshop Series (EGRMGMT 501) and two electives
- Reconnect with your internship company to maintain communication and relationships created (even if your internship was not in the US)

- Expand your job search to include a variety of companies and geographic areas

January

- Decide when you will apply for OPT. Consult the Visa Services office if necessary.*
- Use Sakai to register for workshops for the term
- Attend Duke TechConnect
- Attend the Duke Career & Summer Opportunities Fair
- Attend Career Boot Camp if you did not in the fall
- Meet with your Career Advisor again for an update on your search
- Look for graduation emails and register accordingly to graduate in May

February

- Attend the Duke Career Conference
- Attend the Engineering Career Fair (at NC State University)

March

- Continue networking and building relationships with contacts you have made throughout the year

April/May

- Attend Duke Just-In-Time Career Fair if you are still searching for an internship
- Complete the employment survey to let the Career Services team know what you will be doing post-graduation
- If you do not have a job yet, do not stress. Meet with your Career Advisor to devise a post-graduation job search plan
- Complete exit survey
- If you have a job, prepare by setting goals for the first 90 days of the job

* International students only

Student Checklist - 3 Semester Option

Before you arrive

- View MEMP resume tutorial (directions and file sent via email mid-summer)
- Submit your resume to MEMP Career Advisors (directions sent via email mid-summer)
- Read ALL email from MEMP and respond accordingly
- Carefully study all portions of the MEMP Sakai site, paying particular attention to the course registration guide and other documents in MEMP Academic Info folder
- Practice your English skills (try to speak English at least 50% of the time)*
- Look for an email explaining the Fuqua course registration process (optional)
- Register for your core courses (Marketing - EGRMGMT 510 and Finance - EGRMGMT 530) as well as EGRMGMT 501 (Seminar and Workshop Series)

Once you arrive in August

- Attend international student orientation (3rd week in August) and meet with Career Advisor to review your resume*
- Attend MEMP orientation (4th week in August)
- Register for one elective or submit Fuqua registration request and register for a backup course (after meeting with professors at orientation). One elective is needed or you will pay an additional fee.
- Register for English language course (if required)*
- Meet as many people as possible from various places
- Consider how you want to engage with the broader Duke community

In September

- Use Sakai to register for workshops for the term
- Attend Night with Industry
- Attend Duke TechConnect
- Attend Duke Career Fair to better understand the type of students companies recruit for internships
- Participate in mock Interviews
- Schedule an appointment with a Career Advisor to inform them of your interests
- Practice networking as much as possible

- Continue to practice your English*
- Attend MEMP student social activities
- Attend information sessions for companies in which you have an interest

In October

- Attend Engineering Career Fair (at NC State University)
- Continue to attend student social events
- Attend information sessions for companies in which you have an interest

In November/December

- Register for two core courses (Management - EGRMGMT 540 and Law -EGRMGMT 520), Seminar and Workshop Series (EGRMGMT 501) and two electives
- Search for internships and apply for those relevant to your career interests and past experience

January

- Use Sakai to register for workshops for the term
- Take steps to decide what you want to do - reach out to Career Advisor for another appointment
- Attend Duke TechConnect
- Attend the Duke Career & Summer Opportunities Fair
- Attend Career Boot Camp

February

- Attend the Duke Career Conference
- Attend the Engineering Career Fair (at NC State University)

March

- Register for EGRMGMT 550 (Internship Course) only if you are interning in the US
- Obtain CPT approval if working in the US during the summer through Duke's VISA Services office*
- Reach out to 2 alumni who are in a field of your interest to learn more about their experience

April

- If you are still searching for an internship, meet with your Career Advisor to develop a plan
- Attend Duke Just In Time Career Fair if you are still searching for an internship

May

- Prepare for your summer internship by setting goals of what you would like to accomplish during your time

Summer

- Complete an internship (at least 8 weeks)

August

- Serve as MEMtor for incoming class
- Practice networking
- Revise your resume to include new internship experience
- Register for two electives and EGRMGMT 551 (internship assessment)

September

- Meet with Career Advisor for resume review and update on search
- Consider involvement in non-course related activities
- Attend Duke TechConnect
- Attend the Duke University Fall Career Fair

October

- Attend the Engineering Career Fair (at NC State University)
- Reach out to supervisor and peers from summer internship to maintain relationship
- Look for graduation emails and register accordingly to graduate in December

November

- Continue to apply for positions and follow up on all applications
- Continue networking to build relationships

December

- Complete the employment survey; if you do not have a position, meet with your Career Advisor to prepare a post-MEMP job search plan
- Complete exit survey

* International students only