**Duke**

Master of Engineering Management Program

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**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 - EGRMGT 510 and Finance - EGRMGT 530) as well as EGRMGT 501 (Seminar and Workshop series)
- Decide if you want to register for EGRMGT 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

* International students only

### In September
- Use Sakai to register for workshops for the term (EGRMGT 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 - EGRMGT 540 and Law - EGRMGT 520), Seminar and Workshop Series (EGRMGT 501) and two electives
- Reconnect with your internship company to maintain communication and relationships created (even if your internship was not in the US)

### 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
- Compete 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

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Visit: [http://memp.pratt.duke.edu/](http://memp.pratt.duke.edu/)
### 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 540 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
- 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

#### 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

#### 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
- Register for two electives and EGRMGMT 551 (internship assessment)

#### 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
- Attend the Duke University Fall Career Fair
- 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

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

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

#### 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)
- 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)

#### August
- 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
- 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

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

#### 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

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