Civil and Environmental Engineering (CEE) Student Resources
Compiled by the CEE Diversity, Equity, and Inclusion (DEI) Committee

Who Does What in the CEE Department to Help You?

- **Academic advisor** – First contact regarding schedule, classes, degree requirements, and career advice.
- **Associate Department Head** – Clearance on transfer credits, course approval for study abroad, academic issues.
- **Amy Feliciano** – Book conference rooms, order keys, Marston Hall door code access.
- **Jodi Ozdarski** – Book classrooms, advising, academic records.
- **Judy Pierce** – Hiring, reimbursements, purchases.
- **Graduate Advisor** – Advice on graduate school options and applications.
- **Honors Advisor** – Advice on departmental requirements for Commonwealth College.
- **Other faculty** – Career, class, and graduate school advice in specific specialties or to identify interests.

Asking for Letters of Recommendation

- Students should reach out to professors to write letters of recommendation or be references as needed for fellowships, scholarships, internships, jobs, and so forth.
- Choose professors that know you well and can write substantive comments about your academic performance, for example, professors whose class you did well in, who advise a student group you are part of, or who you did research with. We recommend:
  - Send professors you choose as potential letter writers an email explaining the opportunity you’re applying for, what exactly you need from them (will they get an email from the application service directly? Or should they send a letter to an email address), the deadline, and your CV/resume or anything else you’d like them to highlight in their recommendation. Give ample time, at least one week, if possible, for the professors to respond and write the letter.

Scholarships

- **How to find/apply for scholarships**
  - Read emails from Jodi, faculty, and student groups indicating such opportunities
  - Check the CEE and College of Engineering (COE) websites for regular scholarship opportunities: [https://cee.umass.edu/node/1473](https://cee.umass.edu/node/1473) and [https://engineering.umass.edu/scholarships?ga=2.133877644.322182565.1606972586-1245739738.1541181162](https://engineering.umass.edu/scholarships?ga=2.133877644.322182565.1606972586-1245739738.1541181162)
  - Keep an updated resume/CV. The COE Career Service office provides consultation service for resume writing.

Student Organizations

- [http://engineering.umass.edu/current-students/student-organizations](http://engineering.umass.edu/current-students/student-organizations)
- Other organizations not currently listed on the above COE student organization web page
  - Earthquake Engineering Research Institute (EERI)
    - Faculty advisor: Kara Peterman, Civil & Environmental Engineering Department
  - Graduate women in STEM (GWIS)
    - Website: [https://blogs.umass.edu/gwis/](https://blogs.umass.edu/gwis/)
  - Institute for Operations Research and the Management Sciences (INFORMS) Student chapter
    - [https://blogs.umass.edu/umassinf/](https://blogs.umass.edu/umassinf/)
    - Faculty advisor: Ann Nagurney, Isenberg School of Management
Careers + Internships

- COE Career Center
  o Website: [https://engineering.umass.edu/careers](https://engineering.umass.edu/careers)
  o How to schedule an appointment with the COE Career Center: [https://engineering.umass.edu/current-students/career-development/appointments](https://engineering.umass.edu/current-students/career-development/appointments)
  o The COE Career Center is open 8:30am to 5pm every week day for one on one meetings for resumes, personal statements, cover letters, job hunt, anything career-related help.
  o The COE Career Center offers a "Writer in Residence" every Thursday that is open to all engineering students.
  o The COE Career Center has an internal report they create each year that has the starting salaries, types of companies/names of companies, different internship experiences our students have had and their hourly rate at those internships, etc. - essentially a lot of information in all majors of engineering. This is an internal report, not published online. If you would like access to that information, please schedule an appointment and talk to the Engineering Career Center.
  o The CoE career website has a career development handbook for undergraduate students: [https://engineering.umass.edu/sites/default/files/careercenter/handbook/Career_Handbook_UG_Interactive.pdf](https://engineering.umass.edu/sites/default/files/careercenter/handbook/Career_Handbook_UG_Interactive.pdf)

- COE Handshake:
  This is a platform where students can find jobs, internships, co-ops and connect to the UMass Engineering Career Center for recruiting events, fairs, workshops and helpful career resources. See here on how to sign up for Handshake: [http://engineering.umass.edu/sites/default/files/careercenter/Handshake%20Welcome%20flyer%20and%20handout.pdf](http://engineering.umass.edu/sites/default/files/careercenter/Handshake%20Welcome%20flyer%20and%20handout.pdf)

- CEE Career Fair:
  o CEE organizes two career fairs per year, one during the Fall and one during the Spring semester. The CEE Career Fair attracts around 50 companies and public agencies who are looking specifically for CEE applicants.
  o Even if you are not in your senior year, or even interested in applying for internships, we would encourage you to attend for a few of reasons, including: 1) to see what types of projects companies/agencies are working, 2) network; in many cases, it is alumni of our program that come back to campus for the career fair to recruit for their current employers, and 3) to see how other students are engaging with potential employers so that you know what to expect when you do apply for jobs/internships. This is a great opportunity to meet them and start growing your professional network.
  o In preparation for the career fair review the list of employers that will be attending (Jodi sends an updated list for every fair) and make a list of those that are of interest. Read their websites to make sure you have an idea on the types of projects they are working on. Bringing up a project they recently worked on would certainly leave a good impression.
  o Update your resume. You can seek advice on that from the COE Career services by scheduling an appointment through Handshake (see above).
  o Make sure you dress professionally, introduce yourself and prepare a few sentences on things that are of interest to you and how those interests match the work the company does.
  o After the event you might want to follow up with employers you met and are interested in working or interning at to re-iterate your interest, ask further questions, share an electronic copy of your resume, apply for an internship, etc.
• Job Opportunities through Student Organizations:
  o Other ways to make sure you are informed about internship and job opportunities is to be connected to CEE student groups. In many cases, these groups communicate such opportunities through their mailing lists.

Social Justice/Racial Justice General Education Classes
• There are many general education classes related to issues of social and racial justice. Below are some links and classes that may be of interest. Please check to make sure they are fulfilling your specific general education requirements
• College of Humanities and Fine Arts: https://www.umass.edu/hfa/courses-related-diversity-and-racial-justice
• Asian Studies 312 "Bridging Asia and Asian America" (DG)
• Sociology 110 "Introduction to Sociology" (DU)
• Civic Engagement and Public Service Course List: https://www.umass.edu/cesl/sites/default/files/certificate_master_list_by_content_area2.pdf
• Learning through Community Engagement, SRVCLRNG 293 with Dr. Steve Fernandez (DU SB)

Contact Us
• Fill out a form at the CEE DEI (Diversity, Equity and Inclusion) Committee webpage if you have any suggestions about the guide, e.g., outdated information, new items to add. https://cee.umass.edu/cee-diversity-equity-inclusion/feedback

Updates to This Document
• This is a live document and can be accessed from the DEI page on the CEE website https://cee.umass.edu/cee-diversity-equity-inclusion/resources