



Information Session Guidelines

We welcome the opportunity to connect our talented students to industry and technology partners, recruiters and alumni at our College of Engineering Info Sessions. Below is our FAQ to help plan your visit

When are Info Sessions Offered?

We schedule information sessions in coordination with the presenters. Often students prefer late afternoon or early evening meetings to avoid conflicts with class schedules, or sessions can be held mid-day, usually around noon, according to the day's class schedule. For both time periods, we recommend providing refreshments and the Engineering Career Services office can provide a list of nearby resources including pizza franchises. Generally, the presentation consists of a brief talk, followed by a question/answer period or open discussion. Students are encouraged to introduce themselves individually following the program, and take the opportunity to talk personally with the guest speaker. These sessions are designed to be informal, and to present students with the chance to make professional contacts in a more relaxed environment. As a rule, sessions are scheduled to coincide with one student class period which is approximately 60-90 minutes.

Who is Invited?

Engineering students interested in the industry represented by the speaker are encouraged to participate, and invitations can be extended to other relevant student groups at the discretion of the presenter. Faculty or alumni can also be invited, if appropriate, again at the discretion of the presenter. Presenters are responsible for providing flyers and other marketing material, which will be distributed by the College of Engineering.

Where are Info Sessions Held?

Sessions are held at the Engineering Complex on the University of Miami Coral Gables campus, usually in the Engineering Auditorium (McArthur Annex Room 202) which seats 75. Additionally, for a smaller group of 40 or less, MEA 220, a class room/conference room in the Engineering complex may be used. Both venues contain audiovisual equipment to support laptop presentations as well as computer-based slide projection systems. Technical support is available from Engineering support staff.

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How are Info Sessions Advertised?

Presenters are responsible for providing flyers and other marketing material, which will be distributed by the College of Engineering Office of Career Services. Student organizations are also excellent resources and many recruiters opt to reach out directly to relevant professional or affinity clubs to promote their info session. Contact information for these groups is provided by the Engineering Career Services office.

Is There A Cost for Info Sessions?

The University of Miami does not charge for the use of the room, technical support, advertising and marketing, set-up and cleaning of the facility. The only cost to the presenter is for refreshments. Generally pizza or boxed lunches are appropriate choices which are cost-effective and well received by the student guests.

Who Is the Contact Person for Engineering Info Sessions?

Inquiries and reservation requests should be addressed to:

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