IEOR Career Management Team
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IEOR Career Team – career@ieor.columbia.edu

Course Objectives
Students will engage, learn and share their experiences in order to make meaning of professional development. The instructional team hopes that the students will obtain the following:

- Gain familiarity and insight to the US job market and US career culture; recognize the skills necessary to compete effectively.
- Increase student professional intelligence, develop own professional self and identify developmental needs.
- Obtain information on employment trends, resources and networking opportunities.
- Refine resume writing, interviewing, and job search skills.
- Establish a collaborative relationship with the instructional team and provide constructive feedback where appropriate to enhance the student’s professional development.

Grading and Preparation
The course is graded pass/fail and the grade is given at the end of the spring semester. You will pass the class at the end of the spring semester, provided you:

1. **Attend and engage in all modules of the course.** Career development is an engaging process. In order to develop and refine your career goals and approach, attendance and engagement are critical. The Instructional Team expects each student to attend, engage and prepare for each class. Lack of career preparation and development will lead to serious issues in fulfilling professional goals. Non-enrollment and absence from the class are signs to the Department that the student is not interested in recruiting and career development. The student will be asked to withdraw from the class. Students are expected to engage in all seven modules in order to be deemed employer ready.

2. **Complete the required assignments in a timely manner.**

3. **Fulfill your commitments to attend various events**, including employer presentations, interviews, employer site visits, seminars, departmental events, etc. Part of demonstrating your commitment to professionalism, attendance and engagement in these activities are crucial. For more information on the Department’s policy on Professional Commitment and Engagement, see: [http://ieor.columbia.edu/policy-professional-commitment-and-engagement](http://ieor.columbia.edu/policy-professional-commitment-and-engagement).

Office Hours

Tiffany will hold walk-in office hours during the two weeks of orientation; no appointments will be necessary to drop in during these hours:

- August 30, 3pm – 5pm
- August 31, 4pm – 6pm
- September 1, 3pm – 4:30pm
- September 2, 1:30pm – 3pm

Starting September 6, Tiffany will hold regular semester office hours on Tuesdays and Thursdays from 3pm – 4:30pm.

Jenny will hold regular walk-in office hours during the Fall semester beginning the week of September 19. The days and times will be announced via email. No appointments will be necessary to drop in during walk-in office hours.
Class Modules
The IEOR Career Team considers the following seven modules as essential skills. Students are not recruitment ready unless these modules are complete. The seven critical modules are:

Module 1: Course overview and introduction to Center for Career Education
Module 2: Resumes and your secret sauce
Module 3: Business writing
Module 4: Social media for your job search
Module 5: Interviews
Module 6: Networking and business etiquette
Module 7: Academic and professional ethics and your integrity

Course Meeting Times
The IEOR Career Team developed this class focusing on the career development needs of IEOR graduate students. Hence, the schedule of the class varies from week to week mimicking the dynamic nature of the recruiting cycle. The course will begin on Monday August 22, 2016 and meet intensively during the first two weeks. Additional sessions covering industry/position/group specific interview considerations will be scheduled in the Fall 2016 term. The IEOR Career Team has invited industry specific experts to speak with you regarding their field and interview strategies.

MODULE 1: COURSE OVERVIEW AND THE CENTER FOR CAREER EDUCATION
Monday, August 22, 2:30 – 4:30PM
Room 417 IAB

MODULE 2: RESUMES AND YOUR SECRET SAUCE
Tuesday, August 23, 10:00AM – 12:00PM
Room 501 NWC

MODULE 3: BUSINESS WRITING
Wednesday, August 24, 12:00 – 2:00PM
Room 501 NWC

MODULE 4: SOCIAL MEDIA AND YOUR JOB SEARCH
Friday, August 26, 10:00 – 12:00PM
Room 501 NWC

MODULE 5: INTERVIEW SKILLS
Monday, August 29, 10:00 – 12:00PM
Room 501 NWC

MODULE 6: NETWORKING AND BUSINESS ETIQUETTE: HOW TO ENHANCE YOUR PROFESSIONAL CIRCLE
Tuesday, August 30, 10:00 – 12:00PM
Room 501 NWC

MSOR Networking Evening with Second Year MSOR Students & Alumni
Tuesday, August 30, 7:00 – 9:00PM
Bernheim & Schwartz Restaurant

MODULE 7: ACADEMIC/PROFESSIONAL ETHICS AND YOUR INTEGRITY
Thursday, September 1, 10:00 – 12:00PM
Room 501 NWC

Additional sessions are scheduled during the Fall 2016 term to highlight industry/position specific interview requirements. Dates will be posted on Canvas and distributed via email.