COLUMBIA ENGINEERING, COLUMBIA UNIVERSITY
DEPARTMENT OF INDUSTRIAL ENGINEERING & OPERATIONS RESEARCH

IEOR E4728 Professional Development for IEOR Graduate Students
Course Syllabus

Instructional 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.

Attendance
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 the 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.

Course Sessions
Session 1
Course Overview, Expectations, Pre-work

Session 2
Resumes and Your Secret Sauce, Part 1

Session 3
Resumes and Your Secret Sauce, Part 2

Session 4
Networking and Etiquette (Professional Intelligence and Social Capital)

Session 5
CCE Overview, Career Development, Self-Assessment and Job Search Toolkits (LionSHARE, Graduate Student Timeline, CCE Planning Guide Highlights

Session 6
Written Communication (Cover Letters, Emails, etc.), Part 1

Session 7
Written Communication (Cover Letters, Emails, etc.), Part 2
Session 8
Bringing it all together

Assignments due at the beginning of the Sessions

1. Due by Session 1 – All Career Pre-Work completed
2. Due by Session 2 – Printed copy of updated resume (bring copy to class)
3. Due by Session 3 – Printed copy of updated resume from Session 2 (bring copy to class)
4. Revised resume, submit via Courseworks
5. Mock Recruitment Resume Drop #1 Deadline (AQR, Ernst & Young and Perry Capital)
6. Mock Recruitment Resume Drop #2 Deadline (Goldman Sachs and S&P Capital IQ)
7. Mock Recruitment Resume Drop #3 Deadline (AXA, Barclays Capital, Bloomberg and Morgan Stanley)
8. Submit list of five to seven alumni, rationale for each selection, and one sample introduction email
9. Mock Recruitment Resume Drop #4 Deadline (Credit Suisse)
10. Revised LinkedIn and Facebook profiles
11. Self-reflection Career Development Essay

Financial Services Mock Recruitment Program

The IEOR department has arranged for a *select* number of mock interviews to take place with IEOR Alumni (and potential employers.

To apply for a mock interview slot, you will be required to submit a resume and cover letter to a specific job description which will be sent to you via your Columbia email address. There will be an optional opportunity to submit a personal pitch to strengthen your application.

In order to participate in this program MS students must:
1. Completed the Career Pre-Work by the mandatory deadline
2. Attended all professional development classes and fulfill all class assignments as noted
3. Applied to (**3)** mock jobs by submitting resumes and cover letters by deadlines specified above

The Department thanks the following participating firms in this recruiting program:

AQR
AXA Equitable
Barclays Capital
Bloomberg
Credit Suiss
Ernst & Young
Goldman Sachs
Morgan Stanley
Perry Capital
S&P Capital IQ