**IEOR E4728 Professional Development for IEOR**

**Fall 2012 Course Syllabus**

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**Instructional Team**
- Adina Brooks, Associate Director, IEOR
- Donald Goldstein, Assistant Director, CCE
- Richard Kurz, Director, CCE
- Mindi Levinson, Career Placement Officer, IEOR
- Jenny Mak, Executive Director, IEOR
- Darbi Roberts, Graduate Students Coordinator, IEOR
- Rani Roy, Associate Director, CCE
- Richard Kurz, Director, CCE
- Tamar Senderowicz, Career Placement Officer, IEOR

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**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.

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**Assignments and Preparation**

- Bring laptops, iPads, tablets, smart phones etc. to all sessions if feasible (*This is for instructional purposes only*).
- If not accessible electronically, bring paper copies of your professional documents (i.e. resume, cover letter, etc.) to *every class*.
- Assignments may vary slightly from those outlined below; it is your responsibility to check CourseWorks for updates: [https://newcourseworks.columbia.edu/welcome/](https://newcourseworks.columbia.edu/welcome/).

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**Assignments**

- Assignments relevant to each module will be announced in class and due in a timely manner.
Course Meeting Times & Locations

PART I: Career Development Overview & Resume

1. **Course Overview, CCE Overview, Expectations, Pre-work, Career Development, Self-Assessment and Job Search Toolkits (LionSHARE, Graduate Student Timeline, CCE Planning Guide Highlights**
   - Wednesday, August 29, 9:00 – 11:00AM
   - Room 309 Havemeyer
   - Delivered by the IEOR & CCE Teams

2. **Resumes and Your Secret Sauce (Part I)**
   - Friday, August 31, 10:00-12:00PM
   - Room 309 Havemeyer
   - Delivered by the IEOR Team

3. **Resumes and Your Secret Sauce (Part II)**
   - Friday, September 7, 12:00 – 2:00PM
   - Room 309 Havemeyer
   - Delivered by the IEOR Team

PART II: Professional Communication & Intelligence

4. **Written/Email Communication & Cover Letters**
   - Friday, September 28, 4:00-6:00PM
   - 417 IAB
   - Delivered by the IEOR Team

5. **Interview Skills**
   - Friday, October 5, 4:00-6:00PM
   - 417 IAB
   - Delivered by the CCE Team

6. **Networking and Etiquette: Professional Intelligence and Social Capital**
   - Friday, November 16, 9:30AM-11:30AM
   - 417 IAB
   - Delivered by the CCE Team