IEOR E4728 Professional Development for Financial Engineering
Summer 2013 Course Syllabus

Course Meeting Times & Location
Tuesday & Thursdays, 10:10AM – 12:40PM (unless otherwise stated)
Course starts on Thursday July 11th and ends on Thursday August 22nd
Room 501 Schermerhorn

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 – Thursday July 11, 10:10AM – 12:40PM
Course Overview, Expectations, Pre-work

Session 2 – Tuesday July 16, 10:10AM – 12:40PM
Resumes and Your Secret Sauce, Part 1

Session 3 – Thursday July 18, 10:10AM – 12:40PM
Resumes and Your Secret Sauce, Part 2

Session 4 – Sunday July 21, from 12:00PM – 6:00PM
Networking and Etiquette (Professional Intelligence and Social Capital)

Session 5 – Tuesday July 23, 10:10AM – 12:40PM
CCE Overview, Career Development, Self-Assessment and Job Search Toolkits (LionSHARE, Graduate Student Timeline, CCE Planning Guide Highlights

Open Office Hours – Thursday July 25, 10:10AM – 12:40PM
Room 317 Mudd
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Room 317 Mudd

**Session 6 – Wednesday, July 24, 6:00 – 8:30PM**
Written Communication (Cover Letters, Emails, etc.), Part 1

Open Office Hours – Thursday July 25, 10:10AM – 12:40PM
Room 317 Mudd

**Session 7 – Monday, July 29, 6:00 – 8:30PM**
Written Communication (Cover Letters, Emails, etc.), Part 2

Session 8 – Tuesday, July 30, 10:10AM – 12:40PM
Interviews, Part 1

Open Office Hours – Thursday August 1, 10:10AM – 12:40PM
Room 317 Mudd

Session 8 – Tuesday August 6, 10:10AM – 12:40PM
Interviews, Part 2

Open Office Hours – Thursday August 8, 10:10AM – 12:40PM
Room 317 Mudd

**Session 9 – Thursday August 15, 10:10AM – 12:40PM**
Online Professional Presence – LinkedIn, Facebook, Personal Webpages

Session 10 – Tuesday August 20, 10:10AM – 12:40PM
International Student Session – Visa status, work authorization

Session 11 – Thursday, August 22, 10:10AM – 12:40PM
Bringing it all together

**Open Office Hours**
These are in place for you to come to have your career inquiries addressed. Students should utilize this time to have his/her resume, cover letter, interview strategies reviewed and discussed individually with the instructors.

**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/).
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. Due by July 26th – Revised resume, submit via Courseworks
5. Due by July 28th – Mock Recruitment Resume Drop #1 Deadline (AQR, Ernst & Young and Perry Capital)
6. Due by August 1st – Mock Recruitment Resume Drop #2 Deadline (Goldman Sachs and S&P Capital IQ)
7. Due by August 6th – Mock Recruitment Resume Drop #3 Deadline (AXA, Barclays Capital, Bloomberg and Morgan Stanley)
8. Due by August 7th – Submit list of five to seven alumni, rationale for each selection, and one sample introduction email
9. Due by August 11th – Mock Recruitment Resume Drop #4 Deadline (Credit Suisse)
10. Due by Session 12 – Revised LinkedIn and Facebook profiles
11. Due by September 6th – Self-reflection Career Development Essay

MSFE Mock Recruitment Program
The IEOR department has arranged for a select number of mock interviews to take place with IEOR Alumni (and potential employers) on Fridays August 2nd, 9th, 16th and 23rd from 9am-6pm.

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.

For interviews taking place on August 2nd, the submission deadline will be Sunday July 28th at 11:59pm
August 2nd Interviewing Firms: AQR, Ernst & Young and Perry Capital

For interviews taking place on August 9th, the submission deadline will be Thursday August 1st at 11:59pm
August 9th Interviewing Firms: Goldman Sachs and S&P Capital IQ

For interviews taking place on August 16th, the submission deadline will be Wednesday August 6th at 11:59pm
August 16th Interviewing Firms: AXA, Barclays Capital, Bloomberg and Morgan Stanley

For interviews taking place on August 23rd, the submission deadline will be Sunday August 11th at 11:59pm
August 23rd Interviewing Firms: Credit Suisse

In order to participate in this program MSFE 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 (8/2)
AXA Equitable (8/16)
Barclays Capital (8/16)
Bloomberg (8/16)
Credit Suisse (8/23)
Ernst & Young (8/2)
Goldman Sachs (8/9)
Morgan Stanley (8/16)
Perry Capital (8/2)
S&P Capital IQ (8/9)