IEOR E4578: Professional Development for Management Science & Engineering  
Course Syllabus (Fall 2015)

Instructional Team

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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.

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. Students are expected to engage in all four critical modules in order to be deemed employer ready.

Class Meeting Times & Open Office Hours
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 class is divided into five core modules:

Module 1: Course Overview and Resumes  
Module 2: Networking and Business Etiquette  
Module 3: Business Writing  
Module 4: Social Media and Other Job Search Considerations  
Module 5: Interviews

The course will begin on August 24. The IEOR Career Team considers the five modules as essential skills. Students are not recruiting ready unless these are complete. Additional sessions covering industry specific interview considerations will be scheduled in the Fall 2015 term. The IEOR Career Team has invited industry specific experts to come and speak with you regarding the field and interview strategies.

The instructional team will host open office hours to address individual career needs of the students. Office hours will be announced via CourseWorks and in class.

Preparation
- Bring paper copies of your professional documents (i.e. resume, cover letter, etc.) to every class.
- Assignments may vary slightly from those outlined; it is your responsibility to check CourseWorks for updates: https://newcourseworks.columbia.edu/welcome/.
Course Modules & Meeting Times

**MODULE 1: COURSE OVERVIEW & RESUMES**

Session 1 – Course Overview & Expectations, Center for Career Education Overview  
Monday, August 24, 1:30PM – 3:30PM  
Room 501 NWC

Session 2 – Resumes and Your Secret Sauce  
Wednesday, August 26, 1:30PM – 3:30PM  
Room 501 NWC

**MODULE 2: NETWORKING & BUSINESS ETIQUETTE: HOW TO ENHANCE YOUR PROFESSIONAL CIRCLE**

Session 3 – Networking and Business Etiquette  
Thursday, August 27, 1:30PM – 3:30PM  
Room 501 NWC

MSE Networking Evening with Second Years & Alumni  
Thursday, August 27  
Location TBA

**MODULE 3: BUSINESS WRITING**

Session 4 – Business Writing  
Monday August 31, 2:00 – 4:00PM  
Room 501 NWC

Open Office Hours – Resume & Writing Sample Review  
Suite 315 Mudd (IEOR Main Office)  
Time & Location TBA

**MODULE 4: SOCIAL MEDIA AND OTHER JOB SEARCH CONSIDERATIONS**

Session 5 – Recruiting and Social Media Presence  
Tuesday, September 1, 10:30 – 12:30PM  
Room 501 NWC

Session 6 – International Student Considerations  
Wednesday, September 2, 10:30 – 12:30PM  
Room 501 NWC

**MODULE 5: INTERVIEW SKILLS**

Session 7 – Interviews, Part 1  
Thursday, September 3, 10:30 – 12:30PM  
Room 501 NWC

Additional sessions are scheduled during the Fall 2015 term to highlight industry/position specific interview requirements. Dates will be posted on CourseWorks.