Instructional Team
Dr. Jenny Mak – jenny@columbia.edu
Dr. Tamar Hofer – tamar@ieor.columbia.edu
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.

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: Interviews
Module 5: Social Media and Other Job Search Considerations

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/position/group 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, 10:30AM – 12:30PM
Room 501 NWC

Session 2 – Resumes and Your Secret Sauce
Tuesday, August 25, 10:30AM – 12:30PM
Room 501 NWC

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

Session 3 – Networking and Business Etiquette
Wednesday, August 26, 10:30 – 12:30PM
Room 501 NWC

MSFE Networking Evening with Second Years & Alumni
Wednesday, August 26
Location TBA

MODULE 3: BUSINESS WRITING

Session 4 – Business Writing
Thursday, August 27, 10:30AM – 12:30PM
Room 501 NWC

Session 5 – Cover Letter Intensive (tentative)
Friday, August 28, 10:30AM – 12:30PM
Room 501 NWC

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

MODULE 4: INTERVIEW SKILLS

Session 6 – Interviews, Part 1
Monday, August 31, 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.

MODULE 5: SOCIAL MEDIA AND OTHER JOB SEARCH CONSIDERATIONS

Session 7 – Recruiting and Social Media Presence
Tuesday, September 1, 10:30 – 12:30PM
Room 501 NWC

Session 8 – International Student Considerations
Wednesday, September 2, 10:30 – 12:30PM
Room 501 NWC