

MBA 887-001: Career Lab

Overall Objective: The objective of Career Lab (MBA 887-001) is to teach students job search skills that will enable them to succeed in their internship search, their post-MBA job search and in navigating job changes throughout their careers. Career Lab is taught by the Career Management Center Associate Directors in cooperation with Career Club leaders. The lessons will be delivered in the context of a particular functional area or industry.

Career Lab Instructors:

Career Area	Instructor	Room Location
Healthcare	Leah Adeniji	2650
Finance	Derek Saccoccio	2250
Technology	Michael Wong	2500
Real Estate	Meghan Gosk	2000
Consulting	Katie Dunn	Koury Auditorium
Marketing	Tim Flood / Jeff McNish	2575

Career Lab #1: Wednesday, August 17, 2016

Content: Personal Pitch, In-person networking, Business Attire

Objectives:

1. Students will practice and refine their prepared resume walk and personal pitch
2. Students will understand the importance of networking and be able to do this effectively
3. Students will understand CMC guidance on business attire

Career Lab #1 Overview:

- Introduction
 - Sign in on attendance sheet
 - Review schedule and CMC / Career Club cooperation
 - Introduce Club leadership
 - Review CMC expectations
- Content
 - AD will review key points of developing a resume walk and personal pitch. Students will practice delivering their resume walk and personal pitch in an exercise that will allow them to receive feedback. AD will present networking concepts and give students an opportunity to practice networking skills. AD will review CMC guidance on business attire with students using handouts as a guide.

Homework assigned for next Career Lab:

- Practice resume walk and personal pitch
- Practice networking concepts
- Add 30 organizations and 60 contacts to your CAP

Career Lab #2: Monday, August 22, 2016

Content: Introduce Leadership Course Syllabus, LinkedIn Advanced features

Objectives:

1. Students will gain an understanding of the requirements of the Leadership Course
2. Students will be able to use LinkedIn advanced features to further their job search and identify contacts

Career Lab #2 Overview:

- Introduction
 - Sign in on attendance sheet
- Content
 - A representative of the Leadership course will speak in each Career Lab section to introduce students to the course. AD will teach LinkedIn advanced features.
 - 12:45 – 1:05: Leadership Overview in rooms 2650, 2250, 2500
 - 1:25 – 1:45: Leadership Overview in rooms 2000, Koury, 2575

Homework assigned for next Career Lab:

- Practice resume walk and personal pitch
- Practice networking concepts
- Add 30 organizations and 60 contacts to your CAP

Career Lab #3: Wednesday, August 24, 2016

Content: Internship Insights

Objectives:

1. Students will meet Career Mentors
2. Students will be able to identify with more clarity the type of summer internship they wish to pursue after learning about the experience of 2Y students

Career Lab #3 Overview:

- Introduction
 - Sign in on attendance sheet
- Content
 - Career Mentors will be introduced and will participate in a panel discussion on their summer internship experience.

Homework assigned for next Career Lab:

- Watch video for Career Lab #4
- Write an outreach email
- Write a LinkedIn invitation
- Write a thank you email

Career Lab #4: Monday, August 29, 2016

Content: Company presentations, office hours, written networking, introduction to the alumni database

Objectives:

1. Students will be able to locate company presentations and office hours schedules in CMC Connect, RSVP to these events and understand the expectations around attire and networking etiquette at these events
2. Students will apply their knowledge of written networking guidelines to effectively grow their networks
3. Students will use their knowledge of how to access the alumni database to develop relationships with alums

Career Lab #4 Overview:

- Introduction
 - Sign in on attendance sheet

- Content
 - AD will discuss on-campus recruiting events such as company presentations and office hours. AD will review the concepts of writing effective networking emails and outreach. Students will gain access to the alumni database and understand it's value in their job search.

Homework assigned for next Career Lab:

- Watch video for Career Lab #5
- Draft a cover letter for your first on-campus job application

Career Lab #5: Monday, October 24, 2016

Content: Cover letters

Objectives:

1. Students will be able to apply the principles of effective cover letter writing when they submit job applications

Career Lab #5 Overview:

- Introduction
 - Sign in on attendance sheet
- Content
 - AD will discuss effective cover letter writing principles and provide examples of strong cover letters.

Homework assigned for next Career Lab:

- Watch videos for Career Lab #6 and #7
- Prepare 10 STAR stories

Career Lab #6-7: Monday, October 31 and Monday, November 7, 2016

NOTE: Career Lab #6 on Monday 10/31 is for the Healthcare, Finance and Consulting sections. All other clubs will meet during this time for a Career Club meeting in their usual location. Dividing the class in this way allows us to have more CMC staff members in the interviewing career lab sections to assist with practice and providing feedback on interviewing.

Career Lab #7 on Monday, 11/7 is for the Marketing, Real Estate and Tech sections. All other clubs will meet during this time for a Career Club meeting in their usual location.

Content: Interviewing

Objectives:

1. Students will understand the guidelines of the STAR format of answering interview questions
2. Students be able to communicate their value proposition during interviews by effectively answering interview questions
4. Students will be comfortable in an interview setting and understand how to prepare for interviews effectively

Career Lab #6- #7 Overview:

- Introduction
 - Sign in on attendance sheet
- Content
 - AD will review effective interviewing techniques and students will have the opportunity to practice answering interviewing questions with peers and CMC staff and receive feedback on their performance.

Homework assigned:

- Continue to draft, rehearse and refine STAR stories
- Complete a mock interview with either your AD, the BCC or your Career Mentor

MBA 887-001 Career Lab / Career Club Schedule:

	Date	Subject	time	location
Career Lab #1	Wed 8/17	CMC: Personal Pitch / In-person networking/Attire Handout	12:45-1:45	Healthcare: McColI 2650 Finance: McColI 2250 Tech: McColI 2500 Real Estate: McColI 2000 Marketing: McColI 2575 Consulting: Koury
Career Lab #2	Mon 8/22	CMC: Leadership: Introduce coaches, spring credit system overview (20 min); LinkedIn Advanced features	12:45-1:45	Healthcare: McColI 2650 Finance: McColI 2250 Tech: McColI 2500 Real Estate: McColI 2000 Marketing: McColI 2575 Consulting: Koury
Career Lab #3	Wed 8/24	CMC: Internship Insights	12:45-1:45	Healthcare: McColI 2650 Finance: McColI 2250 Tech: McColI 2500 Real Estate: McColI 2000 Marketing: McColI 2575 Consulting: Koury
Career Lab #4	Mon 8/29	CMC: Company Presentations/Office Hours/Written Networking / Alumni database	12:45-1:45	Healthcare: McColI 2650 Finance: McColI 2250 Tech: McColI 2500 Real Estate: McColI 2000 Marketing: McColI 2575 Consulting: Koury
Club	Mon 9/12	Clubs		
Club	Mon 9/19	Clubs		
Club	Mon 9/26	Clubs		
Club	Mon 10/3	Clubs		
Career Lab #5	Mon 10/24	CMC: cover letters	12:45-1:45	Healthcare: McColI 2650 Finance: McColI 2250 Tech: McColI 2500 Real Estate: McColI 2000 Marketing: McColI 2575 Consulting: Koury
Club	Mon 10/31	Clubs		
Career Lab #6	Mon 11/7	CMC: Interviewing with Healthcare, Finance, Consulting Clubs:STAR Stories	12:45-1:45	Healthcare: McColI 2650 Finance: McColI 2250 Consulting: Koury
Club	Mon 11/7	Club-run for Marketing, RE, Tech Clubs		
Career Lab #7	Mon 11/14	CMC: Interviewing with Marketing, RE, Tech Clubs: STAR Stories	12:45-1:45	Tech: McColI 2500 Real Estate: McColI 2000 Marketing: McColI 2575
Club	Mon 11/14	Club-run for Healthcare, IB, Consulting Clubs		
Club	Mon 11/21	Clubs		
Club	Mon 11/28	Clubs		