

MBA Core Professional Development (Pro Dev)
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MBA Career Management
Course Instructor

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Course Description

Professional development (Pro Dev) encompasses a broad range of concepts and skills. Pro Dev integrates theoretical knowledge with practice and brings in Foster MBA Career Management consultants/staff and business leaders to teach students about career development topics, skills, and competencies necessary to be successful. This course will enable students to acquire new skills necessary to be successful. The focus of this class is on transition from school to work and navigating personal and professional career goals to achieve career success.

The concentration of professional development is required for graduation. Class attendance, participation, and satisfactory completion of assignments, are all required to meet the requirements for completing this course. Students must complete six full days of Pro Dev during early fall sessions plus requirements for completing assignments. Following the early fall workshops, there are two fall quarter workshops during the core hours that must be attended to receive a certificate of completion. This certificate can be noted on their resume and most importantly satisfies the requirement for graduation.

Pro Dev and the online career management summer course prepares MBA students for the rigorous MBA job search and recruiting both on-campus and off-campus. This course is about helping students know their work and world views, MBA recruiting, finding a job, and getting an offer. It is about both design, strategy and execution.

MBA recruiting and talent acquisition requires candidates to perform well in networking and interviewing. This rigor applies broadly across industries and job functions. Pro Dev creates an opportunity to focus on much needed job search skills for winter and spring internship recruiting. The Leadership and Career Plan should be used and updated throughout the two year academic experience.

This course is composed of a series of workshops focused on the nuts and bolts of professional development and job search competencies for MBA students. Sessions cover topics that promote success such as developing a professional brand, design thinking careers, networking, writing, making powerful presentations, and interviewing.

Learning objectives for Pro Dev are:

- Take ownership of your career development
- Discover strengths, personal brand, and traits which differentiate a Foster MBA candidate in the market
- Understand how to use MBA Career Management, other school resources, and networks of supporters
- Reflect on career choices, personal desires, and goals
- Learn how to network, cold call, and use appropriate etiquette at business functions
- Understand the expectations of employers for networking and business etiquette
- Achieve competency in behavioral and case interviewing
- Know the best use of online job search tools such as LinkedIn, GradLeaders, Vault and Foster Jobs
- Interact with industry leaders

Learning will be through the following methods:

- MBA Career Management staff and guest speakers and experts in the field of recruiting, talent acquisition, and interviewing will provide frameworks, theories, and real-life examples.
- Speakers will represent local and national businesses and represent well-known trainers in their fields.
- Learning will happen through:
 - Presentations
 - Interactive exercises in-class and reflection
 - In-class sharing of ideas and stories among students

Recommended Readings:

Dale Evans and Bill Burnett, Designing Your Life, 2016
Sheryl Sandberg, Option B, 2017
Ben Casnocha and Reid Hoffman, The Start-up of You, 2012
David Orhval, Crack the Case, Orhval Media, 2011
Marc Cosentino, Case in Point, August 2011, Burgee Press

Lewis Lin, Decode and Conquer; Above the Noise, 2014

Upcoming Schedule

Pro Dev Early Fall Sessions, August 30, September 15-21, 2017

The curriculum for these sessions focus on individualized, career thought leadership through a design thinking, speakers, panels, and guided individual and group exercises.

The learning objectives of the Pro Dev Week sessions are the following:

- Understand MBA level business careers and jobs.
- Engage in self-discovery of individual strengths, interests, challenges and aspirations. Create your career plan.
- Acquire knowledge and skills for effective and thoughtful career reflection, networking, interviewing and resilience.
- Understand and set expectations in partnering with the MBA Career Management team for career success. Meet and partner with MBACM career strategists and coaches.
- Visit a company and learn about student treks and problem-solving in groups.
- Network with students, alumni, and employers

Schedule for Pro Dev Sessions:

Pro Dev Pre Fall Program

September 15 Career Path Panels

September 18 Design Thinking and Your Career

September 19 Case and Behavioral Interview Skills

September 20 Business Writing and Career Success Workshops

September 21 Company Visits and Student Presentations

Pro Dev Fall Sessions, 8:30-9:20AM, Rooms 391 on Wednesdays and 392 on Thursdays

September 27 & 28, Interview Bootcamp (optional)

October 11&12, Interview Bootcamp (optional)

October 27, David Orhvall Training (required - room TBD)*

November 8 & 9 Powerful Presentations (required)*

November 15 & 16, Resume workshop (optional)

*Required for graduation and Pro Dev completion:

1) Uploading a coach-approved resume to Foster Jobs and GradLeaders is required by August 28.

2) Attendance at all Pro Dev early fall and 2 fall sessions is required and * marked fall sessions are required.

3) One mock Interview with your Career Coach is required for completion of Pro Dev by the end of fall quarter.