

ProDev Fall 2022 Syllabus

MBA Career Management extends your professional development learning opportunities this Fall with a series of ProDev Labs designed to help you boost your skills, build your networks, and get ready for Recruiting. Check out the Home Page for a description of these events. At the bottom of this page is a schedule with the required events and assignments. Assignment deadlines include:

- September 8 - Workview and Worldview
- September 8 - Three Odyssey Plans
- September 23 & 24 - Brand Essence Forms for Section A & B
- November 30 - Mock Interview with a Coach

If you have questions about the Fall program, email Assistant Dean Naomi Sanchez at naomiks@uw.edu.

ProDev Summer 2022 Syllabus

The ProDev Summer 2022 is a self-directed and self-paced online course designed to help you understand important topics around career and professional development. ProDev stands for Professional Development and encompasses topics related to your career and professional life.

Why now?

Finding a job that is aligned with personal and professional goals requires candidates to prepare for meetings, interviews, social events, and company treks. This rigor applies broadly across companies and industries whether for profit or non-profit. Companies and organizations who hire MBAs are launching their recruiting efforts earlier every year. Additionally, we know that students often experience competing interests during their first quarter of the MBA Program. Although, this course is voluntary, we encourage you to complete it this summer to ensure you are ready to navigate the internship search and recruiting programs during your first year.

Learning objectives

Following are the overall learning objectives for this course. You'll find additional detailed objectives for each Module.

1. Introduce you to what MBA professional development and recruiting is
2. Understand the various resources available to you from the MBA Career Management team and how to make the most of them
3. Learn how to develop an effective resume, LinkedIn profile and cover letter
4. Begin to build your networking skills and your network

5. Use LinkedIn and find online tools that can be useful in identifying open positions and applying for them
6. Begin to build your skills in behavioral and case interviewing
7. Listen and learn from coaches and Foster alumni about interview skills and etiquette for job searching
8. Understand the rigor of interviewing for MBA level positions.

Your summer checklist

We have included readings in each module and a number of exercises to help you explore your career path, build the mental frameworks, and develop the skills you will need to reach your career goals. Although there is no grading in this course, we encourage you to read the content in all of the modules and to complete all exercises. Developing and practicing informational interviews (Module 2) and preparing your resume (Module 5) are particularly important and are **strongly recommended**. Use the list below as your summer checklist.

Module 0 - Make the Most of Career Management

Module 1 - Exploring Your Career Path

- Exercise 1.1 - Self Assessment
- Exercise 1.2 - Career Exploration
- Exercise 1.3 - Gap Analysis

Module 2 - Informational Interviews

- Exercise 2.1 - Watch Video: Alumni on Informational Interviews
- Exercise 2.2 - Read & Review Informational Interview Guides
- Exercise 2.3 - Conduct and Track 3-5 Informational Interviews ****STRONGLY recommended**

Module 3 - Networking

- Exercise 3.1 - Tell Me About Yourself (TMAY)
- Exercise 3.2 - Practice Conversation Starter with a Classmate
- Exercise 3.3 - Investigate Groups, MeetUps and Events

Module 4 - LinkedIn

- Exercise 4.1 - Create a Strong LinkedIn Profile
- Exercise 4.2 - Find, Follow, and Join Company & Group Pages
- Exercise 4.3 - Use LinkedIn Search

- Exercise 4.4 - Write a Message to 'Connect' on LinkedIn

Module 5 - Your Resume - **STRONGLY recommended

- Exercise 5.1 - Resume Introduction
- Exercise 5.2 - Experience Content
- Exercise 5.3 - Resume Review with Coach
- Exercise 5.4 - Upload Resume to FosterJobs

Module 6 - Cover Letters

- Exercise 6.1 - Practice Writing a Cover Letter

Module 7 - Behavioral Interviewing

- Exercise 7.1 - What is Your Most Significant Professional Accomplishment?

Module 8 - Case Interviewing

- Exercises 8.1 - Five Exercises to Get Ready for Fall Recruiting

Module 9 - MBA and Pre-MBA Conferences & Career Fairs

Module 10 - Building Your Career in a Virtual Environment

- Exercise 10.1 - Prepare Your Technology & Space
- Exercise 10.2 - Look Your Professional Best in a Virtual Environment
- Exercise 10.3 - Communicating Clearly and Concisely

If you have questions about the Summer program, email Senior Associate Director Leslie Meagley at lmeagley@uw.edu.