

Career Discovery & Design

Welcome!! Summer 2023

(July 10 – August 18)

Course Information

- **Live Online Classes: Mondays from 2:30 - 3:30pm EDT**

Meeting Room: <https://iu.zoom.us/j/86959520076>

Instructor Information

Darbe Allison, PCC
Associate Director
Graduate Career Services
Kelley School of Business – Bloomington Campus
Office hours by appointment: <http://www.calendly.com/darballi>

Contact information
1310 East 10th Street
Bloomington, IN 47405-1703
Email: darballi@iu.edu
LinkedIn: (Connect with me!)
<https://www.linkedin.com/in/darbeallison/>
Office phone: 812-855-5862

Course Materials

- Provided as articles, workbook, case studies and podcasts

Graduate Career Services

Graduate Career Services (GCS) offers individualized career coaching for graduate students enrolled in the Kelley School of Business. You must pass this course to participate in on-campus recruiting at the Kelley School of Business. Your GCS coach will work closely with you to ensure you pass if you put in the required effort. If you have signed a fulltime offer of employment, contact your coach to discuss the process for reporting the offer and petitioning to opt out of this course.

Course Description & Learning Outcomes

Career Discovery and Design is a professional skills course that is designed to help you develop the interpersonal skills and marketing tools required to be successful in today's job market.¹ In **week 1**, you will engage in self- and career-exploration and learn how you can distinguish yourself in positive and genuine ways. In **weeks 2-3**, you will create a graduate-level resume and LinkedIn profile that reflect your brand. In **week 4**, you will build your network. In **week 5**, you will polish your behavioral interviewing skills. In **week 6**, you will set a career objective and identify potential employers. At the end of the course you will submit a final project that outlines the recruiting plan you intend to follow during your graduate program to achieve your employment goals.

Each week follows a similar cadence: 1) overview of learning objectives and resources, 2) live lecture, 3) assignment. All course materials are published in Canvas. Students are responsible for communicating with the instructor in advance of due dates if an accommodation is needed.

Grading

The following components will be included in the calculation your grade for this course.

Points	Due Date	Graded Assignment
170	Sunday, July 9 by 11:59 PM EST	GCS Code of Conduct, Discovery Questionnaire, Practicum Site
100	Sunday, July 16 by 11:59 PM EST	Personal Brand Statement
100	Sunday, July 23 by 11:59 PM EST	Graduate Student Resume
100	Sunday, July 30 by 11:59 PM EST	LinkedIn Profile
100	Sunday, August 6 by 11:59 PM EST	Networking Conversation 1
200	Sunday, August 13 by 11:59 PM EST	Virtual Mock Interview, Networking Conversation 2
400	Friday, August 18 by 11:59 PM EST	Employer MAP, Recruiting Plan, Conversation 3, Recruiting Profiles
30	Sunday before class by 11:59 PM EST	Pre-Work Videos
1200		NO LATE ASSIGNMENTS PLEASE

Grading: All grading for this course will be done using the 1-100 grading scale.

Late assignments need advance approval from the instructor to be accepted. If an assignment is submitted late without authorized faculty approval, you will forfeit 10 points per day it is late.

Class Participation: *Participation in this class is expected.* You will better grasp the material and its application as well as perform better on assignments if you are fully engaged in the course, including pre-work, live classes and discussion forums.

Prework and Assignments:

The following activities and assignments must be completed for this course:

Module 1: Personal Branding

Prework:

- Complete Discovery Questionnaire
- Complete Module 1 | Overview

Assignments:

- Personal Brand Statement

Module 2: Graduate Student Resume

Prework:

- Complete Module | 2 Overview

Assignments:

- Graduate Student Resume

Module 3: LinkedIn

Prework:

- Complete Module 3 | Overview

Assignments:

- Updated LinkedIn Profile

Module 4: Networking

Prework:

- Complete Module | 4 Overview

Assignments:

- Informational Interview

Module 5: Behavioral Interviewing

Prework:

- Complete Module | 5 Overview

Assignments:

- Virtual Mock Interview Response

Module 6: Job Market Research & Recruiting Plan

Prework:

- Complete Module | 6 Overview

Assignments:

- Employer MAP
 - Complete KelleyLink and Handshake Profiles
 - Final Project: Job Search Objective + Recruiting Plan
 - Informational Interview #2
 - Informational Interview #3
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