



CUNY TECH PREP 2016-2017: FALL SEMESTER PROFESSIONAL SKILLS CURRICULUM

Subject to Change

Summary

After analyzing 2015-2016 feedback from employers and from the NYC TTP Advisory Board, CUNY Tech Prep determined that demonstrating professional or “soft skills” is a *critical* factor in measuring the employability of an entry-level developer. Even with epic coding talents, you will not land a job if you cannot speak clearly about the relevant aspects of your successful projects. It is imperative that you can communicate mastery of a skill for it to count in your favor. In response to this, CUNY Tech Prep hired Career Coaches, Jonathan Crepeau and Rachel Fogel, to build and implement a curriculum designed to empower you to not only meet, but exceed employers’ expectations.

Goal

This Professional Skills Curriculum will provide you with the non-technical knowledge and skills necessary to land a full-time, tech-relevant job or internship.

Objective

You will work one-on-one with your assigned Career Coach to determine the skills that *you* need to hone. Whether you want to learn how to customize a cover letter, leverage your network of connections, or master behavioral interviewing, we are here to guide you. CUNY Tech Prep has learned from direct employer feedback that the lack professional skills is often a key barrier to a candidate’s chance of employment. With the understanding that no two students’ needs are exactly alike, our curriculum is highly personalizable.

Student Expectations

In addition to participation in technical training offered by CUNY Tech Prep you are expected to:

- Schedule and attend ≥ 2 Face-to-Face (F2F) meetings per semester with your Career Coach
 - One-on-one time with your coach is extremely valuable; you are expected to be fully engaged during the meeting
 - Follow-up work is a critical extension of your coaching sessions; you are responsible for updating your coach on your progress and any roadblocks you may hit
- Attend ≥ 1 external career development opportunity per month
 - Acceptable examples include: hackathons, industry site tours, tech meetups, professional society gatherings, software conferences, etc.
- Respond to all requests and/or assigned follow-up from CTP staff in a professional manner and time period (ex. 48 hour response time for an email)

Reminder

Confidence is a key element of success and though we cannot gift it to you, you will find it grows as you progress through CUNY Tech Prep and gain familiarity with the tech industry. Each of you was

selected to participate in our program because you are an exceptional student studying computer science within the City University of New York's eleven senior colleges. We have full faith that CTP is the gateway to bright and successful careers for each of you!

PROFESSIONAL SKILLS CURRICULUM

Module 1: Searching for opportunities

- Online Search
- LinkedIn
- Industry Landscape Research/Job Titles or Roles
- In-Person/Through Professional Network

Module 2: Networking (in-person and electronic)

- Elevator Pitch
- Establishing network connections (in-person)
- Maintaining network connections (via email/LinkedIn, & in-person)
- Utilizing network connections later

Module 3: Communication Norms

- Applying for Jobs
- Emailing a New Network Connection Within 24 hour period
- Requesting info interview or other specific service from a network connection|

Module 4: Applying for opportunities

- Analyzing the Job Posting
- Resume
- Cover Letter/Personal Statements
- Public Platforms of Individual's Tech-Relevant Work

Module 5: Interviewing for opportunities

- Electronic versus In-Person Interview Strategies
- Mock Interviews (Individual/Group)
- Behavioral Interview Practice
- Post-interview Follow-up

PROGRAM SCHEDULE

Date/s To Complete Services:	Content Delivery	Module
September 19-23	Classroom Workshop 1	Module 1: Searching for opportunities Module 3*: Communication Norms <i>*Brief Introduction</i>
September 26 - October 28	Face-to-Face Meeting	Module 2: Networking
November 7-11	Classroom Workshop 2	Module 4: Applying for Opportunities
November 14 - December 16	Face-to-Face Meeting	Module 5: Interviewing for Opportunities