

Career Development & Interpersonal Relations

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Notes:

- Please review the module *before* each class.
- See course calendar for discussion and activity due dates
- Assignments may be adjusted as necessary

Sessions: 3/10-4/4 & 6/30-7/25			
Week	Class 1	Class 2	Mini-Capstone
Week 1 3/10-3/14	Professional Foundations & Self-Exploration: Full Modules	Personal Branding: Developing a Personal Brand and Identity	Mini-Capstone: Career Exploration and Skills Analysis Due 3/20/2025
Week 2 3/17-3/21	Personal Branding: Resume Writing	Personal Branding: Resume Workshop	
Week 3 3/24-3/28	Personal Branding: Resume Peer Reviews	Personal Branding: LinkedIn Profiles	Resumes due end of week
Week 4 3/31-4/4	Personal Branding: LinkedIn Workshop	Personal Branding: LinkedIn Peer Reviews	LinkedIn Profiles due end of week
Week 5 6/30-7/4	Networking: Elevator Pitches	Networking: Building Your Professional Network & Informational Interviewing	
Week 6 7/7-7/11	Interview Skills: Preparing for Interviews & Mastering Common Interview Questions	Interview Skills: Leveraging the STAR Method	
Week 7 7/14-7/18	Interview Skills: Peer Mock Interviews	Professional Skill Development: Proactive Learning & Assessing and Adapting Skills	
Week 8 7/21/725	Preparing for the Workplace: Workplace Norms and Expectations & Confidence and Workplace Communications	Preparing for the Workplace: Managing Challenges in the Workplace & Navigating Difficult Conversations	
All Work Due July 25, 2025			