**MGT 5341**

Career Strategies for Information Technology

Workshop Schedule

3/21-4/8/2022

Instructor: Satbir Negi

NOTE: Times may change. Group practices may go longer/shorter than stated or be moved depending on the needs of the group.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Time** | **Topic** | **Duration** | | **Presenter** | |
| **WEEK 1- 3/21/22 MONDAY** | | | | | |
| **Verrill Hall room 44** | | | | | |
| 10:00 | Welcome | | 30 min | | Raya |
| 10:30 | Document Signing | | 30 min | | Alexandra |
| 11:00 | Break | | 15 min | |  |
| 11:15 | Finding your Ideal Job | | 15 min | | Jim |
| 11:30 | **LAB:** Write 5 points | | 15 min | | Coaches |
|  | **Q&A / Announcements** | |  | |  |
| 11:45 | **TM** | |  | |  |
| **LUNCH** | | | | | |
| **MGT 5341 MS Teams** | | | | | |
| 1:30 | USP | | 10 min | | Alexandra |
| 1:40 | **LAB:** Write 5 USP’s | | 10 min | | Coaches |
| 1:50 | SPS | | 15 min | | Alexandra |
| 2:05 | **LAB:** Write your SPS | | 20 min | | Coaches |
| **Coaches Team** | | | | | |
| 2:30 | **GROUP PRACTICE:**  Introductions and SPS  **Q&A / Announcements** | | 60+ min | | Group Leader |
| **HOMEWORK**   * Sign Copyrighted Materials Notice in Sakai due 3/22 by 9 am * SPS (Sakai assignment) due 3/23 by 9 am * Read Finding the Right Job Description (in class Resources in Sakai) * Upload your job description in Sakai assignments- due 3/23 by 9 am * Read Planning for Leaving Campus/Relocation Information (In class Resources in Sakai) | | | | | |
| **WEEK 1- 3/22/22 TUESDAY** | | | | | |
| **Verrill Hall room 44** | | | | | |
| 10:00 | Two Paths, One Goal-Staffing | 30 min | | Jim | |
| 10:30 | Compensation-Staffing | 20 min | | Sara | |
| 10:50 | Break | 10 min | |  | |
| 11:00 | Visa | 20 min | | Satbir | |
| 11:20 | Visa practice | 25 min | | Coaches | |
|  | **Q&A / Announcements** |  | |  | |
| 11:45 | **TM** | | | | |
| **LUNCH** | | | | | |
| **Verrill Hall room 44** | | | | | |
| 1:30 | Recruiter Contracts | 30 min | | Jim | |
| 2:00 | Recruiter Screen Video | 15 min | | Satbir | |
| 2:15 | Visa pt 2 | 10 min | | Satbir | |
| 2:25 | **In class practice:** More visa questions | 20 min | | Coaches | |
| 2:45 | **GROUP PRACTICE #2:** Recruiter Screen | 45 min | | Group Leader | |
|  | **Q&A / Announcements** |  | |  | |
| 3:30 | **TM** |  | |  | |
| **HOMEWORK**   * SPS due in Sakai 3/23 by 9 am * Job description in Sakai due 3/23 by 9 am * Watch Marketable Skills and complete all by tomorrow at 10 am | | | | | |
| **WEEK 1- 3/23/22 WEDNESDAY** | | | | | |
| **Verrill Hall room 44** | | | | | |
| 10:00 | Two Paths One Goal- Direct Hire | 30 min | | Jim | |
| 10:30 | **LAB:** Write down your career goal and what made you interested in the job you picked | 10 min | | Coaches | |
| 10:40 | Compensation- Direct Hire | 15 min | | Sara | |
| 10:55 | Break | 10 min | |  | |
| 11:05 | STARs | 30 min | | Satbir | |
| 11:25 | **LAB:** Write 1 STAR | 20 min | | Coaches | |
|  | **Q&A / Announcements** |  | |  | |
| 11:45 | **TM** |  | |  | |
| **LUNCH** | | | | | |
| **MGT 5341 MS Teams** | | | | | |
| 1:30 | **GROUP PRACTICE #3:** STARS | 60+ min | | Sara | |
|  | **Q&A / Announcements** |  | |  | |
| **HOMEWORK**   * 3 STARs ready for Friday practice/ all 5 STARS (3 if less than 2 years’ experience) due in Sakai 3/28 at 9 am * Bring CHARGED laptop in the morning | | | | | |
| **WEEK 1- 3/24/22 THURSDAY** | | | | | |
| **Verrill Hall room 44** | | | | | |
| 10:00 | Connecting Your Skills to the Job Description | 30 min | | Raphael | |
| 10:30 | Asking Questions | 15 min | | Alexandra | |
| 10:45 | Company Research | 15 min | | Alexandra | |
| 11:00 | **LAB:**  Complete Company Research / work on STARs once finished | 45 min | |  | |
|  | **Q&A / Announcements** |  | |  | |
| 11:45 | **TM** |  | |  | |
| **LUNCH** | | | | | |
| **Coaches Team** | | | | | |
| 1:30 | **GROUP PRACTICE #4:** Company Research using the job from Sakai | 60+ min | | Group Leader | |
|  | **Q&A / Announcements** |  | |  | |
| **HOMEWORK**   * Read OPT information (Sakai resource) * 3 STARs ready for Friday practice * All 5 STARS (3 if less than 2 years’ experience) due in Sakai 3/28 at 9 am * Bring CHARGED laptop in the morning | | | | | |
| **WEEK 1- 3/25/22 FRIDAY** | | | | | |
| **Verrill Hall room 44** | | | | | |
| 10:00 | Interview Wrap Up | 20 min | | Raya | |
| 10:20 | **LAB:** Practice Interview Wrap Up | 20 min | | Sara | |
| 10:40 | Thank You and Follow Up | 20 min | | Alexandra | |
| 11:00 | QUIZ | | | | |
| **LUNCH** | | | | | |
| **Coaches Team** | | | | | |
| 1:30 | **GROUP PRACTICE #5** Direct Hire #1 practice | 75 min | | Group Leader | |
| **MGT 5341 MS Teams** | | | | | |
| 3:30 | OPT Q&A | 45 min | | Heather | |
| **HOMEWORK**   * 5 STARS (3 if less than 2 years’ experience) due in Sakai 3/28 by 9 am * Bring CHARGED laptop Monday morning | | | | | |
| **WEEK 2- 3/28/22 MONDAY** | | | | | |
| **Verrill Hall room 44** | | | | | |
| 10:00 | Quiz review | 15 min | | Satbir | |
| 10:15 | Making a Good Impression | 20 min | | Jim | |
| 10:35 | Direct Hire #2 | 35 min | | Alexandra | |
| 11:10 | LinkedIn | 20 min | | Satbir | |
| 11:30 | **LAB:** Work on LinkedIn profile | 15 min | | Coaches | |
|  | **Q&A / Announcements** |  | |  | |
| 11:45 | **TM** |  | |  | |
| **LUNCH** | | | | | |
| **Coaches Team** | | | | | |
| 1:30 | **GROUP PRACTICE #6**: Direct Hire #2 | 60+ min | | Group Leader | |
|  | **Q&A / Announcements** | | | | |
| **HOMEWORK:**   * Complete LinkedIn profile by 5 pm * Add phone number to student portal by 5 pm * Watch Networking PPT * Watch Preparing for a Video Interview (20 min) * Bring CHARGED laptop | | | | | |
| **WEEK 2- 3/29/22 TUESDAY** | | | | | |
| **Verrill Hall room 44** | | | | | |
| 10:00 | Phone Skills and VM setup | 15 min | | Alexandra | |
| 10:15 | Time Zones-VO | 10 min | | Alexandra | |
| 10:25 | Email Signature | 10 min | | Alexandra | |
| 10:35 | References | 15 min | | Satbir | |
| 10:45 | Submitting resume and job description for final interview | 10 min | | Satbir | |
| 10:55 | **LAB:** Complete References Assignment, Email Signature & Resume and new job description in Sakai for final interview | 50 min | |  | |
|  | **Q&A / Announcements** |  | |  | |
| 11:45 | **TM** |  | |  | |
| **LUNCH** | | | | | |
| **MGT 5341 MS Teams** | | | | | |
| 2:00 | Introduction and Tips on Development Environment Setup | 90 min | | Somesh | |
|  | **Q&A / Announcements** |  | |  | |
| **HOMEWORK**   * Complete References Assignment in Sakai by 5 pm * Watch Health Insurance (30 min) * Bring CHARGED laptop in the morning | | | | | |
| **WEEK 2- 3/30/22 WEDNESDAY** | | | | | |
| **Verrill Hall room 44** | | | | | |
| 10:00 | CS Masters | 15 min | | Satbir | |
| 10:15 | **LAB:** Complete CS Masters profile | 25 min | | Coaches | |
| 10:40 | Job Search Activity | 10 min | | Sara | |
| 10:55 | Application Exercise | 15 min | | Alexandra | |
| 11:10 | **LAB:** Complete application exercise/ job description and resume in Sakai for mock interview | 35 min | | Coaches | |
|  | **Q & A/Announcements** |  | |  | |
| 11:45 | **TM** |  | |  | |
| **LUNCH** | | | | | |
| **MGT 5341 on MS TEAMS** | | | | | |
| 2:00 | Mini Project Management and Development for Developers and Leads - Part 1 | 90 min | | Somesh | |
|  | **Q&A / Announcements** |  | |  | |
| **HOMEWORK**   * Complete CS Masters profile by 5 pm * Complete email signature in professional and MIU accounts (and phone if needed) * Application Exercise email to your coach by 5 pm * Job description and Resume for Mock Interview in Sakai by 4/1 at 9 am * Read Legal Info in workbook (pages 47-49) | | | | | |
| **WEEK 2- 3/31/22 THURSDAY** | | | | | |
| **Verrill Hall room 44** | | | | | |
| 10:00 | Legal Issues (F-1 students) | 90+ min | | Gail | |
|  | **Q&A / Announcements** |  | |  | |
|  | **TM** |  | |  | |
| **LUNCH** | | | | | |
| **MGT 5341 on MS TEAMS** | | | | | |
| 2:00 | Mini Project Management and Development for Developers and Leads - Part 2 | 90 min | | Somesh | |
|  | **Q&A / Announcements** |  | |  | |
| **HOMEWORK**   * Job description and Resume for Mock Interview in Sakai by 4/1 at 9 am * Bring CHARGED laptop in the morning | | | | | |
| **WEEK 2- 4/1/22 FRIDAY** | | | | | |
| **Verrill Hall room 44** | | | | | |
| 10:00 | Job search reports put lab below 5 min | 10 min | | Satbir | |
| 10:10 | **LAB:** Submit job search report in Infosys | 10 min | |  | |
| 10:20 | Tech Q & A | 80+ min | | Raphael | |
|  | **Q&A / Announcements** |  | |  | |
| 11:45 | **TM** |  | |  | |
| **LUNCH** | | | | | |
| **Coaches Team** | | | | | |
| 1:30 | Watch Panel Interview DEMO | 15 min | |  | |
| 1:45 | **GROUP PRACTICE #7** Panel Interview | 60+ min | | Group Leader | |
|  | **Q&A / Announcements** |  | |  | |
| **HOMEWORK**   * Bring CHARGED laptop on Monday | | | | | |
| **WEEK 3- 4/4/22 MONDAY** | | | | | |
| **Verrill Hall room 44** | | | | | |
| 10:00 | Individual Technical Assessment (please see TEAMS for more information as it gets closer) | 120 min | | Raphael | |
| **LUNCH** | | | | | |
| **MGT 5341 on MS TEAMS** | | | | | |
| 1:30 | **Making a Budget** | 15 min | | Satbir | |
| **Coaches Team** | | | | | |
| 1:50 | **Group Practice #8** Mock Interview Prep (use rubric in Sakai resources) | 60+ min | | Group Leader | |
|  | **Q&A / Announcements** |  | |  | |
| **HOMEWORK:**   * Complete budget assignment in Sakai by tomorrow 9 am * Watch CPT Reports VO PPT | | | | | |
| **WEEK 3- 4/5/22 TUESDAY** | | | | | |
| **Verrill Hall room 44** | | | | | |
| 10:00 | Managing Job Search | 45 min | | Satbir | |
| 10:10 | Break | 10 min | |  | |
| 10:40 | Evaluating your Offer | 30 min | | Raya | |
| 11:10 | Processing your Offer | 15 min | | Raya | |
| 11:25 | **LAB:** Complete EOC survey (link in Sakai) & course survey (in MIU email) |  | |  | |
| 11:50 | Wrap Up |  | |  | |
| **LUNCH** | | | | | |
| **Mock Interviews, Tech Prep & check offs- by appointment** | | | | | |
| **WEEK 3- 4/6/22 WEDNESDAY** | | | | | |
| **Mock Interviews, Tech Prep & check offs- by appointment** | | | | | |
| **WEEK3- 4/7/22 THURSDAY** | | | | | |
| **Mock Interviews, Tech Prep & check offs- by appointment** | | | | | |
| **WEEK 3- 4/8/22 FRIDAY** | | | | | |
| **Mock Interviews, Tech Prep & check offs- by appointment** | | | | | |

**Assignment List**

|  |  |  |
| --- | --- | --- |
| Title | Location | Complete |
| Sign Copyrighted Materials Notice | Sakai- Assignments |  |
| SPS | Sakai- Assignments |  |
| Job Description | Sakai- Assignments |  |
| Budget Exercise | Sakai- Assignments |  |
| Visa memorized | Coach will check |  |
| STAR Framework | Sakai- Assignments |  |
| CS Masters Profile | Coach will check |  |
| LinkedIn Profile | Coach will check |  |
| Application Exercise | Emailed to Coach |  |
| References | Sakai- Assignments |  |
| Voicemail Set Up | Coach will check |  |
| Phone number in Student Portal | Student Portal |  |
| Download Job Search Tracking Spreadsheet | Sakai- Resources |  |
| Job Search Report | Infosys- Coach will check |  |
| Direct Hire Job Description and Resume | Sakai- Assignments |  |
| Formal Interview and Tech Prep | Invitation from Interviewer on email |  |
| End of Campus Evaluation | Link in Sakai- Assignments |  |