Instructor: Larry Keating

Class Day/Time and Location: changes are indicated on syllabus, otherwise,

  Tuesdays’ class meets at 9:00 – 11:00 AM., 1 WP, Room 512.

  Wednesdays’ class meets at 1:30 – 3:30 PM., 1 WP, Room 412.

Office Address: 1 Washington Park, Room 1160

Telephone: (973) 353-1145

E-mail: keating@business.rutgers.edu

Office Hours: By appointment

Course Summary:

You will be guided through a series of lectures, discussions, individual and group activities, role-plays, and assignments designed to educate, develop, and assist you to successfully navigate the challenging MQF profession; from self-discovery to job search to career management.

This course provides tools necessary for you to take ownership of your career and give you the competitive advantage critical to achieve your career goals. As the course will be highly interactive cell phones, beepers, iPods, etc. must be turned OFF before entering any class. The use of the Internet, other than for class activities, is PROHIBITED during all classes.

Grading:

To receive a grade of Satisfactory you must attend a minimum of 12 classes; complete all homework assignments on time, even if you missed class; and attend at least 3 MQF sponsored events.
FUNDAMENTALS OF CAREER PLANNING
22:839:664

AUGUST 15 - 19: Orientation

- Take online self-assessment test, CareerLeader, and bring My CareerLeader Report to the first class

SEPTEMBER 6 & 7: Introduction to Career Planning

**CLASS WILL BE HELD IN 1 WP, ROOM 302**

- My CareerLeader Report (recommended reading: Getting Unstuck, Timothy Butler)
- MQF Career Connection
- CareerShift Demonstration

Homework assignment: 1) CareerShift registration. 2) Utilize your CareerLeader Report and CareerShift to research, identify, and select one career path, position, and company you want to pursue. Find the related internship position description and write (no more than) one page on why you want the internship and what makes you qualified. Copies of both the description and write-up are due in class next week.

SEPTEMBER 13 & 14: Self-discovery (career path & resume)

- Student career path, position, & company presentations (3 students, 15 minutes per student)
- Recommended reading: How I Became a Quant (Lindsey & Schachter)
- Creating your job search materials
- 2nd-year student internship presentations

Homework assignment: 1) Prepare (a minimum of) two questions, one each for Gary Couitt, President, Toastmasters International and Gary Chropuvka, Managing Director, Goldman Sachs Asset Management for the Lunch and Learn. 2) Prepare your resume, cover letter, and profile for website. Copies of all three are due in class on the 27th and 28th.

SEPTEMBER 20 & 21: Lunch and Learn (informational)

**TUESDAY & WEDNESDAY CLASSES WILL BE HELD IN 1WP,**

ROOM 220 (BOVE AUDITORIUM) ON WEDNESDAY, 9/21, AT 12:15 PM.**

ATTENDANCE IS MANDATORY
Tuesday and Wednesday classes will be combined and held on Wednesday, September 21 (12:15 – 2:30) in Room 220 with guest speakers. Debriefing after guest speakers are finished. Please bring your lunch and questions.

SEPTEMBER 27 & 28: Self-discovery (resume)

- Student resume, cover letter, and profile for website presentations (3 students, 15 minutes per student)
- Resume, cover letter, and profile for website review
- Portfolio
- LinkedIn review

**Homework assignment:**
1) e-mail final resume, cover letter, and profile for website to Larry Keating (keating@business.rutgers.edu) for approval, no later than October 7, 2011.
2) Register on LinkedIn and complete your (LinkedIn) profile before next week’s class.
3) Post (approved) resume to MQF Career Connection by October 14, 2011.

OCTOBER 4 & 5: Job Search (LinkedIn)

**TUESDAY & WEDNESDAY CLASSES WILL BE HELD IN 1 WP, ROOM 220 (BOVE AUDITORIUM) ON WEDNESDAY, 10/5, AT 11:00 AM.**

**ATTENDANCE IS MANDATORY**

Tuesday and Wednesday classes will be combined and held on Wednesday, October 5 (11:00 – 1:00) in Room 220 with guest speaker Paula Cohen, Career Charisma. Paula will conduct a LinkedIn workshop on how to network and job search. Please bring your lunch and laptops.

October 11 & 12: Job Search (research)

- Wen-Hua Ren and Ka-Neng Au, Dana Library Business Librarians, conduct a workshop on company, industry, and career research tools and how to effectively utilize them

**Homework assignment:** Review research tools and documents posted on MQF Career Connection, Resource Library, as presented in class.

October 18 & 19: Job Search (tools & associations)

**CLASS WILL BE HELD IN 1WP, ROOM 302**
• Student LinkedIn, research tools, and documents presentations (2 students, 15 minutes per student)

• Job search tools

• Associations

**Homework assignment:** Practice using the online tools presented in class.

October 25 & 26: Job Search (the journey)

• Student online tools presentations (3 students, 15 minutes per student)

• History of Quantitative Finance

• Build a search plan and strategy

**Homework assignment:** Establish a goal and develop a search plan and strategy to pursue an internship: position, company/industry, compensation, location, search strategy, tools, milestones, and timeline. Goals and search plan are due in class next week.

November 1 & 2: Job Search (plan and strategy)

• Student goal and search plan and strategy presentations (3 students, 15 minutes per student)

• Goal and search plan review

**Homework assignment:** Finalize and e-mail goal and search plan to Larry Keating (keating@business.rutgers.edu) by November 6, 2011.

November 8 & 9: Job Search (communications & network)

• Effective communications at events

• Expand your network

**Homework assignment:** Prepare a list of primary and new contacts for your targeted internship search. Schedule and participate in one informational interview. Write a summary of the interview; including contact name, e-mail address, telephone number, time, date, questions answered, questions asked, and the expected follow-up steps. Contacts list and summary are due in class next week.
November 15 & 16: Job Search (interview)

- Student contacts list and informational interview presentations (3 students, 15 minutes per student)
- Types of interviews
- Interview cycle
- Techniques for successful interviewing
- Interview questions
- Human Resource panel

*Homework assignment:* Prepare to participate in a mock interview conducted by Rutgers alumni in the next class. Proper interview attire is required. Bring resumes and anything else you deem appropriate.

November 22 & 23: NO CLASS

November 29 & 30: Job Search (mock interviews)

- Mock interviews to be conducted by Rutgers alumni

December 6 & 7 (Last Class): Career Management

- Managing your career internally and externally (recommended reading: Get a Life, Not a Job (Paula Caligiuri))