



Professional Development Project Group

Instructor Info

Instructor: Taylor Edington
Email: edington.24@osu.edu
Tuesdays from 4:10pm – 5:10pm

Course Overview

Welcome to Professional Development! In this project group you will learn how to develop yourself professionally, how to prepare yourself for nailing your dream job/internship, how to present yourself to potential employers, and how to create your personal brand.

Course Expectations

- Absences: Please notify Taylor 24 hours in advance if you will not be able to make project group
- Points: this course is a way for you to maintain membership in MMC by receiving points for attendance and participation
- Come prepared & be attentive: I will let you know when you need laptops or if you will need to bring anything for the next class
- Respect everyone: stay off cell phones, listen when other people are talking, participate in discussions

Course Schedule

Week	Subject	Homework
1	Syllabus & Introductions Personal descriptions – strengths and weaknesses, adjectives to describe yourself, past experiences Elevator pitch	1. Create a list of adjectives you would use to describe yourself and identify your top 3 strengths and weaknesses 2. Finish elevator pitch & bring to next class

Create an elevator pitch, when to use one, general pitches vs. company specific pitches

2

Resumes and Cover letters

Share and critique elevator pitches

Discuss what should be on a resume and cover letter, start creating a resume (buzzwords, formatting, sources for templates, resume paper)

Career Fair

Preparation, research companies, know what to bring, map out paths, download app (different schools/colleges have their own fairs)

Informational Interview

What questions to ask, how to write the paper, how to contact potential interviewees, professionalism during interview

1. Finish creating your resume and bring 2 copies with you for next class

3

Interviewing

Peer editing of resume

Preparation, follow up, commonly asked interview questions, professionalism, professional thank you notes, importance of interview body language, group interviews

Professional Communication

Professional emailing, email signatures, networking, reaching out via LinkedIn

1. Record your voice answering 3 commonly asked interview questions (on cellphone)

4

Business Attire

What to wear to an interview/job fair/networking event, overall appearance for interview/job fair/networking events (accessories, hair, nail polish, etc.)

Resources on Campus

LinkedIn, OnPace, FutureLink, Fisher Office of Career Management, other on-campus resources for non-business majors (Buckeye

1. Create an outfit and description of what you would wear to an interview
2. Fill out the LinkedIn basics and send me the link to your LinkedIn page
3. Come ready next week with 1 campus resource you will use and how you'll use it

5	<p>Internships</p> <p>Where to look for internships, how to prepare for the spring career fair, how to apply for internships, Importance of networking (Buckeye Careers, Future Link, Internship.com, Idealist.org)</p> <p>Presentation skills</p> <p>How to give a professional presentation, Public Speaking skills, body language, visual aids</p>	<ol style="list-style-type: none">1. Finish LinkedIn profile2. Think about your goals for an internship this upcoming summer – do you want an internship, how can you get one?
6	<p>Leadership Development</p> <p>Why leadership is important to employers, how to gain leadership positions, leadership traits, making your experiences into leadership examples</p> <p>Social Media Presence</p> <p>Do's and don'ts of social media, how to create a positive social media presence, social media as a career</p>	<ol style="list-style-type: none">1. Email me one leadership position you want to obtain and come up with the next steps to achieve this goal2. Email me an example of a bad social media post
7	Final projects!	

Final Project

For your final project, you will do a mock interview with me.

You will sign up on the sign-up sheet for a 5 minute mock interview to be completed during our scheduled project group time. You will be mock interviewing for a MMC Executive Board position.

Mock Interview:

- Must show up 5 minutes early to your interview

- Must bring 1 copy of your resume
- This will not be a rigorous interview, do NOT freak out
- I will ask you to tell me about yourself, ask you 2 commonly asked interview questions, and why you think you would be a good candidate for this position
- After the interview, you will email or write me a professional thank you note

Extra Credit Opportunity: If you missed a class, you have the opportunity to make up 2 out of the 3 possible points for that class by dressing up professionally for the interview