

IDM-5120 (A01/G01/G02)
MFIN/MSCM CAREER DEVELOPMENT SEMINARS
FALL 2023

INSTRUCTOR

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Office Location: 515 Drake Centre
Office Hours: Mon – Fri 9:30 a.m. to 4:00 p.m.
(by appointment)

COURSE DESCRIPTION

Career Development Seminar (3 sessions) – Sept 29, Nov 3, and Nov 24, 2023

The Career Development Seminars are designed to assist students in developing personal career planning and management skills. Fundamentals of career success are covered including career assessment, resume and cover letter writing, interview preparation, career management, social media platforms and online presence, projecting confidence and business etiquette.

Full attendance at all three seminars is mandatory to receive a passing grade.

SESSION 1 – Type Focus Career Assessment, Resumes and Cover Letters

Friday, September 29, 2023 (8:30 a.m. to 12:00 p.m. CDT). Class will be in person. (Room 541)

Course Synopsis: Type Focus Career Assessment, Resumes and Cover Letters

To maximize your Asper MFIN and MSCM experience, it is important to understand who you are and what differentiates you from others. The Type Focus Career Assessment will help you understand yourself better. You can use this knowledge to better present your unique skills, attitudes and competencies in a resume and cover letter, to articulate your skills in an interview and to clearly understand the motivators and interests unique to you, to build a more satisfying and rewarding career.

This course will teach you how to write a dynamic resume and cover letter that accurately reflects your transferable skills, accomplishments, and academic knowledge, which will position you for success in a competitive job market. The content covered in this session will set you up for success for long term career management.

COURSE OBJECTIVES

On course completion, you should be able to:

- Recognize key attributes that are important for your personal career success; identify your unique strengths, motivators, and interests.
- Demonstrate the strategic principles of resume and cover letter writing.
- Understand the employer's perspective in resume and cover letter critique.
- Identify transferable skills. Develop statements which illustrate skills, abilities, and accomplishments while recognizing the competitive advantages of cross-cultural experience.
- Create profile statements to use in your own resume.

COURSE MATERIALS

- **Jobscan**
Your career development documents (Resume/ Cover letters) will be scanned through an AI software which will help you better customize your application materials to a specific job posting, compliant with various Applicant Tracking Systems. Additional information will be provided in class by course instructor.
- **Type Focus**
Required reading/preparation – Students will be emailed information regarding the Type Focus Assessment which is to be completed before the seminar. **Please review your individualized assessment before the first class and have a copy available to review during class.** Handouts will be provided prior and after the session.

COURSE ASSESSMENT

Student progress will be assessed through:

- Mandatory attendance and active participation.
- Completion of the Type Focus Assessment. Exercises based on your report will be conducted in class – **it is important to bring a copy with you to the first class.**
- Resume and Cover Letter Assignment.
 - Due Date: **Friday, October 13, 2023.**

****Please note you will lose 5% of your mark for each day your assignment is late**.**

Final grades will be assigned as either "Pass or Fail". (65% or over will be considered as a Pass)

Grade Breakdown (all 3 components are required):

1. Type Focus Assessment (20%)
2. Resume Assignment (40%)
3. Cover Letter Assignment (40%)

NOTE: Class attendance is required and is mandatory. If you know in advance that you will be unavailable for even one of the three Career Development Seminars, ensure that you drop the course by the final drop date to receive a full fee refund (as missing one of the three sessions – 33% of the course – will result in an F grade in the course). In this case, you will take the course the next time it is offered. If you miss a session due to unexpected illness, it is your responsibility to inform your instructor with the reason (and medical documentation) within 3 days of the session. In such a case, you will receive a continuing grade in the course and will be registered again for the missed session the next time it is offered. Students more than 45 minutes late will be marked as absent, as we cover a lot of ground quickly.

SESSION 2 – Interviewing

Friday, November 3, 2023 (8:30 a.m. to 12:00 p.m. CDT). Class will be in person. (Room 541)

COURSE SYNOPSIS: Interviewing

Job interviews can be stressful, but most of us go through them several times throughout our careers. Learn about different interview formats, how to effectively prepare for a behaviour-based interview, practice common interview questions and learn strategies that will set you apart from other candidates.

COURSE OBJECTIVES - Interviewing

On course completion, you should be able to:

- Develop effective responses to standard interview questions;
- Confidently greet an interviewer and establish your professional presence in the interview;
- Understand how to research and strategically prepare responses to interview and networking questions;
- Concisely and effectively answer Behaviour Descriptive Interviewing (BDI) questions. Be able to identify key skills and knowledge requirements in a job posting and create BDI questions, enabling you to properly prepare for, and excel in, an interview.

COURSE MATERIALS

- Video resources and handouts will be provided before and after the session.

COURSE ASSESSMENT - Interviewing

Student assessment will be based on the following:

- Mandatory attendance at seminar with active participation (50%).
- Completion of a successful **One-on-One Mock Interview** with a Career Development Centre Advisor by **Friday, November 17, 2023 (50%)**.

NOTE: Class attendance is required and is mandatory. If you know in advance that you will be unavailable for even one of the three Career Development Seminars, ensure that you drop the course by the final drop date to receive a full fee refund (as missing one of the three sessions – 33% of the course – will result in an F grade in the course). In this case, you will take the course the next time it is offered. If you miss a session due to unexpected illness, it is your responsibility to inform your instructor with the reason (and medical documentation) within 3 days of the session. In such a case, you will receive a Continuing grade in the course and will be registered again for the missed session the next time it is offered. Students more than 45 minutes late will be marked as absent, as we cover a lot of ground quickly.

Session 3 – Career Management and Business Etiquette

Friday, November 24, 2023 (8:30 a.m. to 12:00 p.m. CDT). Class will be in person. (Room 541)

COURSE SYNOPSIS:

This final session in our Career Development Seminar series will provide you with the tools and knowledge you need to effectively manage your career and will enable you to confidently embark upon a productive job search now or in the future. You will better understand the importance of short and long-term goal setting to career management and explore a variety of approaches to conducting an effective job search by accessing both the visible and hidden job markets. The course will present diverse networking strategies and you will become familiar with the impact of creating meaningful connections to enhance career success.

Managing your online presence is essential in today's job market. Learn how to use social media platforms effectively and to your advantage. Gain insights into new ways to improve and enhance your personal brand on social media.

In the second part of the session, you will learn dining protocol and business etiquette to help you feel more confident during networking events.

COURSE OBJECTIVES – Career Management and Business Etiquette

On course completion, you should be able to:

- Recognize the key elements of goal setting, planning and preparation to conducting a job search.
- Effectively utilize several job search strategies within the visible and hidden job markets.
- Understand the role and importance of networking to visibility and reputation and be familiar with the principles of effective networking.
- Know how to make a powerful first impression, have a framework to develop a compelling personal introduction.
- Understand which social media platforms are the best fit for you, respect the impact social media has on your job search, networking, and professional image.

COURSE MATERIALS – Career Management and Business Etiquette

Handouts will be provided as reference prior and after the session.

COURSE ASSESSMENT – Career Management and Business Etiquette

Student assessment will be based on the following:

- **Mandatory attendance and participation at seminar** (50%)
- **Completion of a selected career management assignment** (50%)
 - **Due date: Friday, December 1, 2023**
 - **Final grades will be assigned as either Pass or Fail (passing grade is 65%).**

NOTE: Class attendance is required and is mandatory. If you know in advance that you will be unavailable for even one of the three Career Development Seminars, ensure that you drop the course by the final drop date to receive a full fee refund (as missing one of the three sessions – 33% of the course – will result in an F grade in the course). In this case, you will take the course the next time it is offered. If you miss a session due to unexpected illness, it is your responsibility to inform your instructor with the reason (and medical documentation) within 3 days of the session. In such a case, you will receive a Continuing grade in the course and will be registered again for the missed session the next time it is offered. Students more than 45 minutes late will be marked as absent, as we cover a lot of ground quickly.

ACADEMIC REGULATIONS AND STUDENT SERVICES

HUMAN ETHICS APPROVAL FOR DATA COLLECTION

As part of coursework, if you will be collecting data from people who are not students in this class, you must obtain Human Ethics approval from the UofM's Research Ethics Board (REB) prior to data collection. This applies to data collection such as surveys, interviews, focus groups, experiments, video recording, etc., where a respondent is solicited for participation.

If the entire class will be working on the same project, your instructor will apply for human ethics approval from the REB. If individuals or small groups of students will be working on different projects, it is the responsibility of the students to obtain approval (only one group member needs to apply). Your instructor will tell you whether s/he will be or you need to. When in doubt, please talk to your instructor.

Instructions and forms to apply for human ethics approval can be found at:

<http://umanitoba.ca/research/orec/ethics/guidelines.html>

In most cases, you will be using the "Protocol Submission Form" which is under the "REB Forms - Fort Garry Campus" heading.

It can take up to six weeks to process human ethics applications and obtain approval. Therefore, plan early. Note that approval must be obtained prior to data collection and cannot be obtained

during the data collection phase or retroactively. Violation can get you, your instructor, and the Asper School in serious trouble with the REB.

The following do not require REB approval:

- a) Projects where students are conducting the research on themselves during class time;
- b) Projects involving the use of records or information that is in the public domain, including the use of anonymous secondary data and surveys or questionnaires that have already been published;
- c) Projects involving the use of naturalistic observation where there is no reasonable expectation of privacy (i.e. public park).
- d) Practicum or job training projects where students are fully integrated into the organization's operational practices and are not conducting research;
- e) Projects where the intent is to use the information to provide advice, diagnosis, identification of appropriate interventions or general advice for a client;
- f) Projects where the intent is to develop skills which are standard practice within a profession (e.g. observation, assessment, intervention, evaluation, auditing); or
- g) Projects where the information gathering processes are part of the normal professional relationship between the student and the participants.

If you will be collecting data only from other students in the class, you do not need REB approval. If you have any questions, please contact humanethics@umanitoba.ca or your instructor.

UNCLAIMED ASSIGNMENT POLICY

Pursuant to the FIPPA Review Committee's approved recommendations of August 15, 2007, all unclaimed student assignments will become the property of the faculty and will be subject to destruction six months after the completion of any given academic term.

STUDENT SERVICES AND SUPPORTS

The University of Manitoba provides many different services that can enhance learning and provide support for a variety of academic and personal concerns. You are encouraged to visit the below websites to learn more about these services and supports. If you have any questions or concerns, please do not hesitate to contact your instructor or the Graduate Program Office.

For Information on...	...follow this link
Course Outlines, Year-at-a-Glance, Concentrations, Textbooks, VW Dates and Final Exams	Asper Graduate Student Resources
Exam Rescheduling Policy - <i>Please refer to Missing a Test/Exam on page 18 of the MBA Student Handbook</i>	MBA Student Handbook
Help with research needs such as books, journals, sources of data, how to cite, and writing	Library Resources

Tutors, workshops, and resources to help you improve your learning, writing, time management, and test-taking skills	Writing and Learning Support
Support and advocacy for students with disabilities to help them in their academic work and progress	Student Accessibility Services
Copyright-related questions and resources to help you avoid plagiarism or intellectual property violations	Copyright Office
Student discipline bylaws, policies and procedures on academic integrity and misconduct, appeal procedures	Academic Integrity
Policies & procedures with respect to student discipline or misconduct, including academic integrity violations	Student Discipline
Students' rights & responsibilities, policies & procedures, and support services for academic or discipline concerns	Student Advocacy
Your rights and responsibilities as a student, in both academic and non-academic contexts	Your rights and responsibilities
Full range of medical services for any physical or mental health issues	University Health Service
Information on health topics, including physical/mental health, alcohol/substance use harms, and sexual assault	Health and Wellness
Any aspect of mental health, including anxiety, stress, depression, help with relationships or other life concerns, crisis services, and counselling.	Student Counselling Centre
Support services available for help regarding any aspect of student and campus life, especially safety issues	Student Support Case Management
Resources available on campus, for environmental, mental, physical, socio-cultural, and spiritual well-being	Live Well @ UofM
Help with any concerns of harassment, discrimination, or sexual assault	Respectful Work and Learning Environment
Concerns involving violence or threats, protocols for reporting, and how the university addresses them	Violent or Threatening Behavior

ACADEMIC INTEGRITY

I.H. Asper School of Business, The University of Manitoba

It is critical to the reputation of the I. H. Asper School of Business and of our degrees that everyone associated with our faculty behaves with the highest academic integrity. As the faculty that helps create business and government leaders, we have a special obligation to ensure that our ethical standards are beyond reproach. Any misconduct in our academic transactions violates this trust. The University of Manitoba Graduate Calendar addresses the issue of academic misconduct under the heading "Plagiarism and Cheating." Specifically, acts of academic misconduct include, but are not limited to:

- using the exact words of a published or unpublished author without quotation marks and without referencing the source of these words
- duplicating a table, graph, or diagram, in whole or in part, without referencing the source
- paraphrasing the conceptual framework, research design, interpretation, or any other ideas of another person, whether written or verbal (e.g., personal communications, ideas from a verbal presentation) without referencing the source
- copying the answers of another student in any test, examination, or take-home assignment
- providing answers to another student in any test, examination, or take-home assignment
- taking any unauthorized materials into an examination or term test (crib notes)
- impersonating another student or allowing another person to impersonate oneself for the purpose of submitting academic work or writing any test or examination
- stealing or mutilating library materials
- accessing tests prior to the time and date of the sitting
- changing name or answer(s) on a test after that test has been graded and returned
- submitting the same paper or portions thereof for more than one assignment, without discussions with the instructors involved.

Many courses in the I. H. Asper School of Business require group projects. Students should be aware that group projects are subject to the same rules regarding academic dishonesty. Because of the unique nature of group projects, all group members must exercise extraordinary care to ensure that the group project does not violate the policy on Academic Integrity. Should a violation occur on a group project, all group members will be held jointly accountable, no matter what their individual level of involvement in the specific violation.

Some courses, while not requiring group projects, encourage students to work together in groups (or at least do not prohibit it) before submitting individual assignments. Students are encouraged to discuss this issue as it relates to academic integrity with their instructor to avoid violating this policy.

In the I. H. Asper School of Business, all suspected cases of academic dishonesty involving a graduate student (i.e. MBA, MFIN, MSCM, MSc or PhD student) will be reported directly by the instructor to the Dean of the Faculty of Graduate Studies.

FACULTY BIOGRAPHY

I.H. Asper School of Business, The University of Manitoba

Farwa Zaidi (she/her)

Graduate Programs Career Consultant, Career Development Centre, I.H. Asper School of Business

Farwa has a strong passion for helping ambitious individuals shape their careers and make lasting impacts in organizations around Canada. At the Asper School of Business, she assists MBA, MFin, and MSCM students to define their professional goals, develop their career management skills, and find a fulfilling career. She is a Certified Career and Education Coach (CECC) and an International Baccalaureate educator with a Master of Arts degree. She is an active member of Career Professionals of Canada National Association and with the Co-operative Education and Work Integrated Learning Canada (CEWIL).

Prior to joining the University of Manitoba, Farwa has collected over 7 years of career development and coaching experience, working specifically with newcomers arriving to Manitoba through the provincial nominee program, advising a wide variety of occupational specializations in business, accounting and finance, healthcare, engineering, and technology occupations. Outside of career development practice, Farwa is active in the community. Currently, she sits on the board of the Winnipeg English Language Assessment and Referral Centre (WELARC).