

MGT 260–Building Your Career Foundation: Techniques & Strategies

MGT 260 Building Your Career Foundation: Techniques and Strategies is a 1.5-credit required course for Olin sophomores that is designed to introduce students to topics integral to lifelong career management and development.

MGT 260 is designed to teach tools for lifelong career management and career success. It begins with testing your career savvy, interests, self-assessment and core values and continues with evaluating your career success profile; including job search strategies, career goals and tactics, such as resume writing, interview preparation, self-introduction and networking.

The course takes an integrated approach with each session building on the previous class material. Classroom experience will look at the career planning process through discussions and exercises on self-exploration, gap analysis, market research, business communication, networking, interviewing skills and techniques for getting internships and jobs.

Topics

- **Week 1: Introduction to Self-Assessment**
- **Week 2: Core Values and Writing Strong Resumes**
- **Week 3: Employment and Industry Outlook**
- **Week 4: Targeting Your Search: Mobilize Your Network**
- **Week 5: Interview Power Selling.**
- **Week 6: Views from the Marketplace**
- **Week 7: Finding the Right Internship**
- **Week 8: Internship Success Panel**

Assignments

- Resume Critique
- SWOT and Gap Analysis
- Career Interest Research – Vault and WetFeet Guides
- Information Interview Evaluation

Student Competencies for Lifelong Career Planning

1. **Written Communication** – student will be able to compose a highly competitive resume and compelling cover letter that meet Olin standards (i.e. resume assessment tool).
2. **Verbal Communication** – student will demonstrate the ability to verbally present themselves in an effective and engaging manner (i.e. 30-second self-introduction)
3. **Interviewing Skills** – student will demonstrate the ability to present themselves confidently and professionally in an interview, and be able to competently answer traditional, behavioral and case interview questions.
4. **Preparedness, Self-Exploration and Assessment** – student will be able to accurately self assess preparedness to enter an internship/job and fit for industry, company and function targeted.

QUESTIONS? Contact the Weston Career Center at 314-935-5950 or Sally Pinckard at pinckard@wustl.edu