

BUSI 5998V-MBA Skills Workshop

Course Description from the 2023/2024 University Calendar:

Provides preparation for the MBA program, as well as professional and career development. The course is graded SAT/UNSAT based on attendance and engagement.

Includes: Experiential Learning Activities

Learning Modality:

- 1) Asynchronous Virtual Pre-Recorded Content (completed on student's own time)
- 2) Synchronous In person content and some Virtual Content (Completed via Zoom during scheduled times)

Learning Outcomes:

- 1) Competent in career exploration and job search strategies
- 2) Knowledgeable in networking and informational interviewing methods
- 3) Skilled in how to secure a job at the graduate business level
- 4) Confident in catalyzing a career in business and cultivating an optimal work environment

Course Requirements:

BUSI 5998A is a SAT/UNSAT course based on engagement. Students must complete the two mandatory modules, as well as 5 of the 7 choice modules.

Professional Development Module (Mandatory)

- Watch the welcome video
- Reach the SMART Goals Article
- Complete and submit the Via Character Strengths Assessment (**Deliverable**)
- Complete and submit the Work Values Assessment (**Deliverable**)
- Submit a reflection about the results of your assessments and your SMART goals (**Deliverable**)

Job Search Strategies and Resources (Choice module, 5 of 7)

- Watch the "How to Access the Hidden Job Market" Video
- Read link about the Job Seeking Hiring Pyramid
- Review the Job Board Sites document
- Complete the Job Search Quiz based on the other resources (**Deliverable**)

Resume (Choice module, 5 of 7)

- Watch the "How to write an effective bullet point" video
- Review the Business Resumes Tipsheet
- Review the resume template
- Submit your resume updated based on the resources provided (**Deliverable**)

Cover Letter (Choice module, 5 of 7)

- Watch the "Cover Letter Tips" video
- Watch the "Storytelling in Cover Letters" video
- Review the Business Cover Letters tipsheet
- Read the article: The Key to Landing your Next Job – Storytelling
- Submit a draft story about a key skill that you have, as you would write it in the key skills section of your cover letter (**Deliverable**)

Interview Techniques (Choice Module, 5 of 7)

- Watch the “Approaching Interviews with STAR Technique” video
- Review the Interview Prep Tipsheet
- Review the Case Interview tipsheet if relevant to you
- Submit a reflection about a time that you used a skill using the STAR technique (150+ words) **(Deliverable)**

Networking and Informational Interviews (Choice module, 5 of 7)

- Listen to the podcast “Networking for people who hate networking”
- Review the Networking tipsheet
- Review the Informational Interview tipsheet
- Submit the Networking and Informational Interviews Quiz **(Deliverable)**

LinkedIn Online Branding (Choice module, 5 of 7)

- Watch the “Create a Professional LinkedIn Profile” video
- Review the LinkedIn Profile Checklist and Strategy document
- Submit a link to your LinkedIn profile after updating it based on the resources provided **(Deliverable)**

Leadership (Choice module, 5 of 7)

- Choose and listen to one of these podcasts:
 - Why Leaders Shouldn't Think They're "Made" in Business
 - The Way to be More Self-Aware
- Complete and submit one of these leadership assessments (Deliverable)
 - The Leadership Circle Self-Assessment Tool
 - Daring Leadership Assessment

Equity, Diversity, and Inclusion in the Workplace (Mandatory)

- Read two of the articles provided in Brightspace
- Write a 250+ word reflection about what you learned about how to support EDI in the workplace and how you will apply it to your career moving forward **(Deliverable)**

sample