

MQF Program - Fundamentals of Career Planning, Implementation and Management

Instructor: Ronnee Ades

Class Day/Time and Location:

This is a full year course with Fall and Spring semester requirements.

Wednesday class meets at 1:00 – 3:50 PM., 1 WP, Room 118.

Fall Semester: First class September 6, 2016; last class December 14, 2016

Office Address: 1 Washington Park, Room 1160

Office: (973) 353-1145

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Office Hours: By appointment, schedule included here and on Career Connection

Course Summary:

You will be guided through a series of lectures, workshops, individual and group activities, and assignments designed to educate, develop, and assist you to successfully navigate the challenging MQF profession. The course begins with “understanding your value” as a potential employee and how best to communicate it to targeted employers. From here it moves on to the job search process and then to the many phases of interviewing and ultimately to negotiating compensation. You will have various opportunities during both semesters to connect with industry participants and network.

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

Course Purpose:

- Discover your career path and the many possibilities for a quant major
- Develop a strategy and associated tactics to begin your career

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- Understand methods for managing/advancing your career

Course Agenda:

The course classes include the following career workshops and guest topical lectures:

1. Overview of Popular Organizational Structures and Associated Jobs/Positions
2. Career Search Protocol and Techniques
3. The Resume – Purpose and Key Ingredients
4. Skills – Personal, Technical, Experiential (from soft to hard)
5. Cover Letters – Making Them Personal and Special
6. The Sixty Second Pitch
7. Interviewing I – Overview of the Process and Preparation
8. Interviewing II – The Various Types/Stages
9. Presentations Including Contemporary Topics in Quantitative Finance
10. Guest Speakers- industry experts (exact dates and topics to be confirmed)
11. Q & A Workshops with Second-Year Student Panelists

Grading:

To receive a grade of **Satisfactory** you must complete requirements for both semesters:

FALL SEMESTER SCHEDULE

The course schedule is currently as follows **but is subject to change** depending on urgent and important events:

FALL SEMESTER (2017) SCHEDULE

The Career Management course schedule is currently as follows **but is subject to change** depending on urgent and important events:

Week #	Date	Classes & Guest Lectures
1	6-Sep	1) Review of Career Management Class 2) Overview of Organizational Structures and Quant Job Opportunities
2	13-Sep	Experiential Learning – Blackrock and Provident Presentations
3	14-Sep	Special Time Slot- Guest Speaker (collaboration with MSMF)
4	20-Sep	The Resume – Purpose and Key Ingredients

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5	27-Sep	Part I - Cover Letters – Making Them Personal and Special, Part II – The Job Search)
6	4-Oct	Guest Speaker, Part I, Part II- Prof. Jain Financial Crisis- Causes, Consequences and Remedies
7	11-Oct	Class Cancelled
8	18-Oct	Guest Presentation – Erica Green (Bank of America)
9	25-Oct	Interviewing I – Overview of the Process and Preparation, Interviewing II – The Various Types/Stages, Part II – Guest Speaker, Patrick Wood- Kensho Platform
10	1-Nov	Part I – The Sixty Second Speech, Part II - Overview of Organizational Structures and Quant Job Opportunities
11	8-Nov	Panel Discussion with Q&A
12	15-Nov	Guest Speaker –
13	22-Nov	Job Search, Networking and Follow-up
14	29-Nov	Open Session (Q&A)

Semester Requirements:

1. Attend class (you may miss only **one**), sign the attendance sheet during class (one signature per student)
2. Attend at least one personal office meeting with me
- 3.
4. Complete the following:
 - a. A basic resume (approved to be included in Career Connect database)
 - b. Cover letter
 - c. Profile for MQF Career Connection and website
 - d. Linked-In account and profile
 - e. Sixty Second Elevator Speech

Spring Semester Schedule - TBD

Spring Semester Requirements:

1. Attend class (you may miss **five**), sign the attendance sheet during class (one signature per student)
2. Complete a formal resume approved by RA
3. Polished Cover Letter approved by either RA

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4. Sixty Second Elevator Speech (performed)

Office Hours (available for scheduling an appointment using Career Connect or walk-in if no appointments are previously requested):

Monday 10:00am – 12:30pm

Tuesday 10:00am – 2:00pm

Thursday 12:00am – 3:30pm

Additional office hours may be added during the semester (check for availability on Career Connect).

Office hours may change for Spring Semester in which case proper communication will be sent to students in advance.

Additional Activities:

Career Fairs; Industry Conferences; Competitions; Rutgers Sponsored Events

Career Management Office Appointment Policy for First Year MQF Students:

FALL SEMESTER

1. Types of Appointments

1. Personal- general “get to know you”; career path, job search questions related to networking, appropriate follow-up, and review of company communications
2. Resume and Cover Letter Review
3. Interview Prep

2. Frequency

- Students are only required one (1) appointment per semester.
- First-Year Students, **Maximum of four (4)** appointments during a full school year (Fall and Spring Semesters combined), not including walk-ins (10 minutes or less).
 - Maximum of two (2) Resume Review appointments (that means 2 of your 4 total appointments may be for resume review)
- Duration is thirty (30) minutes UNLESS additional time is APPROVED BY DIRECTOR in advance of scheduling in Career Connection
- Second-Year Students, **Maximum of three (3)** appointments during a full school year (Fall and Spring semesters combined), not including walk-ins (10 minutes or less).
 - Only **one (1) of the three (3)** may be resume review

3. Conditions

- **NO Resume** appointments can be made with Ronnee Ades unless both are met:
 - Attending a Resume Workshop class
 - Completing first draft resume review with Thomas Hill before the appointment

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4. Extra Appointment Credits

- Students may earn extra office visit credits by volunteering for
 - MQF department and RBS related activities and events
 - Participating on Career Management Workshops per Ronnee Ades
- Students may earn up to a maximum of 2 extra appointment credits

SPRING SEMESTER

All of the Fall semester policy points and conditions carry over into the Spring Semester except you are only required to attend five (5) classes. Extra attendance will earn you extra office hour appointment opportunities.

SPRING SEMESTER (2018) MQF CAREER MANAGEMENT SCHEDULE

The Career Management course schedule is currently as follows **but is subject to change** depending on urgent and important events:

Week #	Date	Classes & Guest Lectures
1	16-Jan	Welcome Back, Behavior-Based Interviewing (STAR)
2	23-Jan	Popular Finance Topics – R Ades
3	30-Jan	Resume/Cover Letter/Interviewing Questions – R. Ades
4	6-Feb	Guest Speaker – Guest Speaker – Michael Schmelzer, Goldman Sachs, Hedge Fund Strategies
5	13-Feb	Guest Speaker – John Iborg, QSIinvestors (MQF alum)
6	20-Feb	Guest Speaker – Jack Tatar, CryptoAssets
7	27-Feb	Guest Speaker – Eric Balchunas, Bloomberg
8	67-Mar	Guest Speaker – Mark Anquillare, Verisk Analytics
9	13-Mar	Spring Break
10	20-Mar	Q&A Panel (with 2 nd Year Students)
11	27-Mar	Specialty topic– R. Ades
12	3-Apr	Guest Speaker –
13	10-Apr	Specialty Topic– TBD
14	17-Apr	Guest Speaker –

