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

Mobile: (732) 241-2138

E-mail: rades@business.rutgers.edu

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
• 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:

<table>
<thead>
<tr>
<th>Week #</th>
<th>Date</th>
<th>Classes &amp; Guest Lectures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6-Sep</td>
<td>1) Review of Career Management Class  2) Overview of Organizational Structures and Quant Job Opportunities</td>
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<tr>
<td>2</td>
<td>13-Sep</td>
<td>Experiential Learning – Blackrock and Provident Presentations</td>
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<tr>
<td>3</td>
<td>14-Sep</td>
<td>Special Time Slot- Guest Speaker (collaboration with MSMF)</td>
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<td>4</td>
<td>20-Sep</td>
<td>The Resume – Purpose and Key Ingredients</td>
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<tr>
<td>Week</td>
<td>Date</td>
<td>Activity</td>
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<tr>
<td>5</td>
<td>27-Sep</td>
<td>Part I - Cover Letters – Making Them Personal and Special, Part II – The Job Search</td>
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<tr>
<td>6</td>
<td>4-Oct</td>
<td>Guest Speaker, Part I, Part II- Prof. Jain Financial Crisis- Causes, Consequences and Remedies</td>
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<tr>
<td>7</td>
<td>11-Oct</td>
<td>Class Cancelled</td>
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<tr>
<td>8</td>
<td>18-Oct</td>
<td>Guest Presentation – Erica Green (Bank of America)</td>
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<tr>
<td>9</td>
<td>25-Oct</td>
<td>Interviewing I – Overview of the Process and Preparation, Interviewing II – The Various Types/Stages, Part II – Guest Speaker, Patrick Wood- Kensho Platform</td>
</tr>
<tr>
<td>10</td>
<td>1-Nov</td>
<td>Part I – The Sixty Second Speech, Part II - Overview of Organizational Structures and Quant Job Opportunities</td>
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<tr>
<td>11</td>
<td>8-Nov</td>
<td>Panel Discussion with Q&amp;A</td>
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<td>12</td>
<td>15-Nov</td>
<td>Guest Speaker –</td>
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<tr>
<td>13</td>
<td>22-Nov</td>
<td>Job Search, Networking and Follow-up</td>
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<tr>
<td>14</td>
<td>29-Nov</td>
<td>Open Session (Q&amp;A)</td>
</tr>
</tbody>
</table>

**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. 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
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
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:

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