



Syllabus Quarter Course

Professional Development

Fall 2021

Certify with 30 hours



<https://www.imfahe.org/en/imfahe-courses>

COURSE DIRECTORS

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COURSE DESCRIPTION

The International Mentoring Foundation for the Advancement of Higher Education (IMFAHE) works together with its partnered universities to provide students with an online education of excellence.

Nowadays, students and young professionals face a rapidly developing and demanding global job market. To become a strong job applicant/candidate there are many professional development skills that must be mastered. This course uses masterclass together with practical exercises to help students succeed in the career goals that they want to pursue.

GRADING POLICY & REQUIREMENTS

This course is graded on a pass/fail basis. In order to receive a grade of "pass", students must fulfill the 3 following requirements.



LEARNING OBJECTIVES

1 BUILD YOUR PROFESSIONAL PROFILE

- Create an effective CV /Resume
- Write a strong Cover Letter & Personal Statement
- Stand out in LinkedIn
- Prepare your own brand

2 IMPROVE YOUR COMMUNICATION SKILLS

- Learn how to master the communication skills required to successfully compete for a job
- Get ready to deliver an effective Elevator Pitch

3 SUCCESSFUL INTERVIEWING

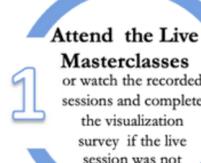
- Have a good understanding of the interview process
- Informational Interviews as a tool to stand out as a candidate

*The descriptions and timelines contained in this syllabus are subject to change at the discretion of the course directors

LIVE MASTERCLASSES via Zoom:

<https://us02web.zoom.us/j/538787747>

Will take place at the indicated times in the table

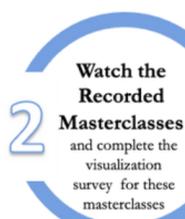


Time & Date

Masterclass

Speaker

Oct 21st (2:30pm Madrid Time)	LinkedIn for Students, Graduates and Educators. Video Link: (available after the session at https://www.imfahe.org/en/imfahe-courses) Visualization survey: (available after the session)	Miguel Angel Garcia Best seller co-author of "LinkedIn For Students, Graduates & Educators". People Leader at Sprinklr. London, UK.	Each student is expected to attend the live masterclass at the scheduled time and be ready to discuss each topic with the speaker. Students that cannot make it to a class must watch the recording and complete a visualization survey to verify their visualization. Students that attend live masterclasses do not need to complete the surveys.
Oct 28th (2:30pm Madrid Time)	Self Awareness and Professional Success. Video Link: (available after the session at https://www.imfahe.org/en/imfahe-courses) Visualization survey: (available after the session)	Scott Schwefel CEO Discover Yourself, Ted Talk speaker (+3.000.000 views). Minnesota, USA	
Nov 4th (2:30pm Madrid Time)	The Job Interview. How to nail it. Video Link: (available after the session at https://www.imfahe.org/en/imfahe-courses) Visualization survey: (available after the session)	Dr. María Soriano Vice President, IMFAHE Foundation. Boston, USA	



RECORDED MASTERCLASSES

Find the links to the recorded masterclasses in the table below.

Each student is expected to watch each session and answer the questions of the corresponding visualization survey

Masterclass

Speaker

Networking & Informational Interviews. Video Link: https://youtu.be/-2n8ok4o50 Visualization survey: https://forms.gle/RcNkjpXW6YcqAiZ	Lauren Celano , CEO, Co-Founder, Propel Careers, Boston, USA.
Resume. Video Link: https://youtu.be/RyLYtRUFQOQ Visualization survey: https://forms.gle/3AYUB62HVc6bFqhqZ	Dr. Jesús Páez , Senior Scientist Abbvie (Boston, USA)
Cover Letter. Video Link: https://youtu.be/NOXcG8RGVoA Visualization survey: https://forms.gle/WYqjTn8ZaNaEsDqZ	Dr. Jessalyn Ubellacker , Researcher UT Southwestern Medical Center (Texas, USA)
Personal Statement. Video Link: https://youtu.be/RjuE1DHSIS0 Visualization survey: https://forms.gle/hzgjZv3y2W5o96VK6	Ayana Henderson , Ph.D. Candidate at Harvard University (Boston, USA)
Prepare your own brand. Video Link: https://youtu.be/WhlMLbucT48 Visualization survey: https://forms.gle/U2vUqv9G3yqj7K9	Marta Travieso , Global Digital Manager Healthcare, Medela (Switzerland)
Communication skills. Video Link: https://youtu.be/XF7c77bZ0Uc Visualization survey: https://forms.gle/KGRgdFkncqpf2Tx18	Dr. Jesús Páez , Senior Scientist Abbvie (Boston, USA)
The Elevator Pitch. Video Link: https://youtu.be/oAx6FDxkPPM Visualization survey: https://forms.gle/knBmEj4c7qFkdRA7A	Anna Kaufman , Chief Badass (Boston, USA)

PRACTICAL EXERCISES

Each student is expected to complete the practical exercises following the guidelines, information and advice presented at the masterclasses. The objective of these exercises is that every student prepares a CV/Resume, cover letter, LinkedIn profile, elevator pitch, and interview to be ready to get a desired job.



1. Prepare your CV/resume and Cover letter.

Based on the guidelines presented in this course, create your own CV or resume and write a cover letter for a potential job you would be interested in applying to. Participants who are not currently looking for jobs should still choose a potential future job. We recommend sharing the cover letter and CV/resume with your mentors and/or peers so you can get feedback. In order to get a diploma, email your cover letter and CV or resume to IMFAHE (QC@imfahe.org).

2. Prepare an effective LinkedIn profile.

Register for LinkedIn (if you do not have an account yet) or log in (if you already have one), and use the tips offered during this course to create a successful LinkedIn profile. In order to get the diploma, share the link to your LinkedIn profile with IMFAHE (QC@imfahe.org).

3. Get ready to succeed in your next interview.

In order to get the diploma, email to IMFAHE (QC@imfahe.org) the answers to the following exercise:

- 3.1 Think about the job of your dreams. Write down the name of the position and the organization where you would love to work (example1: Immunologist at Pfizer. Example 2: Software Engineer at Google).
- 3.2. Study the organization. Write down what it matters for the organization. Think about 5 keywords you should use during the interview to sound aligned with the organization's mission.
- 3.3. Write down answers to 4 traditional, 4 behavioral and 4 technical interview questions and also write down 4 closing questions that you can ask to the hiring manager.

4. Deliver an effective elevator pitch.

Write down your elevator pitch as a professional and practice giving it to your peers. In order to get the diploma email your pitch to IMFAHE (QC@imfahe.org).

OBTAIN THE DIPLOMA

(Course Certified with 30h Upon Completion)

IMPORTANT NOTE:

Only students and professors from the universities that collaborate with IMFAHE in the academic year of 2021-22 are eligible to request a diploma.

See the logos of the universities below.

HOW TO REQUEST A DIPLOMA:

After completing requirements 1, 2 and 3, send all **PRACTICAL EXERCISES** in **ONLY 1 EMAIL** before **JANUARY 9, 2022** at **14:00 h** (Madrid Time)

to QC@imfahe.org with the subject line **[YOUR NAME-UNIVERSITY-Diploma Request]**.

