



Day to Day Schedule of Activities & Events

Friday 10.22.21

9:30 am. COFFEE & BREAKFAST

Students at this time will need to identify themselves as Novice, Intermediate or Experienced w/ regard to Interviews, Select the name tag color, associated w/ your cohort

10:00 am. PANEL 1, Location Giles Hall Harrison Auditorium:

TOPICS INCLUDE:

Who is the Design Leadership Foundation?

Journey to the top, how the DLF professional mentors found their success and how you can do the same.

Question and Answer Forum

11:30 am. LUNCH provided for registered student participants in Giles Hall Gallery, site of the DLF WHY NOW Exhibition

1:00 pm. BREAKOUT SESSION 1

The Search: What type of firm/ job should I be pursuing? Pros and Cons. What region should I pursue? How can I make it work?

The Cover Letter What makes a good cover letter? How should I design it?

The Resume What makes a good resume? Design. Content. What if I don't have any or much experience?

References Whom should I give as references? Should I have them write me a letter of reference?

The Portfolio What makes a good portfolio? Design. Content. How long should it be? What projects should I include? What format is best?

The Gatekeeper What's a gatekeeper? What are some tips and tricks to get past the gatekeeper?

The Interview In person or online? What should I wear? I am nervous...how can I get more comfortable? What should I say? How long should it last? Who will be there? Should I have a leave behind? What is the employer thinking? What is a personality assessment?

The Follow Up How should I follow up? What should I expect from the employer? What should I do if they say no?

The Backup Plan What should I do if I don't get the job right away? What things could help me next year?

NOVICE GROUP:

Location: Giles Hall Fazio Jury Room Seating for 45-55

INTERMEDIATE:

Locations: Giles Hall Grad. Lab, Seating for 25-30

EXPERIENCED:

Locations: Giles Hall Conference Room, Seating for 12
Giles Hall Seminar Room 124, Seating for 12
Giles Hall CSTC Conference Space, Seating for 12

2:15 pm. BREAKOUT SESSION II

The Search: What type of firm/ job should I be pursuing? Pros and Cons. What region should I pursue? How can I make it work?

The Cover Letter What makes a good cover letter? How should I design it?

The Resume What makes a good resume? Design. Content. What if I don't have any or much experience?

References Whom should I give as references? Should I have them write me a letter of reference?

The Portfolio What makes a good portfolio? Design. Content. How long should it be? What projects should I include? What format is best?

The Gatekeeper What's a gatekeeper? What are some tips and tricks to get past the gatekeeper?

The Interview In person or online? What should I wear? I am nervous...how can I get more comfortable? What should I say? How long should it last? Who will be there? Should I have a leave behind? What is the employer thinking? What is a personality assessment?

The Follow Up How should I follow up? What should I expect from the employer? What should I do if they say no?

The Backup Plan What should I do if I don't get the job right away? What things could help me next year?

NOVICE GROUP:

Locations: Giles Hall Fazio Jury Room Seating for 45-55
1st Year studio Seminar Room102a Seating for 12
1st Year studio Seminar Room102b Seating for 12

INTERMEDIATE:

Locations: Giles Hall Grad. Lab, Seating for 25-30
Giles Hall Gallery, Seating for 20
Giles Hall Student Lounge, Seating for 12

EXPERIENCED:

Locations: Giles Hall Conference Room, Seating for 12
Giles Hall Seminar Room 124, Seating for 12
Giles Hall CSTC Conference Space, Seating for 12

3:30 pm. PANEL 2, Location Giles Hall Harrison Auditorium:

TOPICS INCLUDE:

- Who is the Design Leadership Foundation?
- Obstacles & Opportunities
- Question + Answer Forum

5:00 pm. MEET & MINGLE BBQ DINNER and LIVE ENTERTAINMENT provided for all students **behind Giles Hall** in theater space. Students sign up for interview time slot at this event!

Saturday 10.23.21

8:00 am. COFFEE & BREAKFAST with Student Registrants

Location: Giles Hall Gallery, site of the DLF WHY NOW Exhibition

8:30 am. DLF Mentors to walk to MSU Career Services in Montgomery Hall

8:30 am. Kenneth Roberts of Interior Talent provides intro/overview session beginning at 8:30 ending at 9:00 w/ student cohort '1' moving to interview rooms (12 students arrive in the classroom and Ken discusses with them his experience as a design talent recruiter. He also outlines what students will be doing over the next hour.)

9:00 – 9:20 Interview Session 1a

9:30 ----- Ken R. intro/overview session begins at 9:30 ends at 10:00 w/student cohort '2' moving to interview rooms

9:20 – 9:40 Interview Session 1b

9:40 – 10:00 Interview Session 1c

10:00 – 10:20 Interview Session 2a

10:30 ----- Ken's intro/overview session begins at 10:30 ends at 11:00 w/student cohort '2' moving to interview rooms

10:20 – 10:40 Interview Session 2b

10:40 – 11:00 Interview Session 3b

11:00 – 11:20 Interview Session 3a

11:30 ----- Ken's intro/overview session begins at 11:30 ends at 12:00 \ w/student cohort '3' moving to interview rooms

11:20 – 11:40 Interview Session 3b

11:40 – 12:00 Interview Session 3c

12:00 – 1:00 LUNCH (DLF Mentors only) Box lunch at Montgomery Hall

1:00 – 1:20 Interview Session 4a

1:30 ----- Ken's intro/overview session begins at 12:30 ends at 1:00 w/student cohort '4' moving to interview rooms

1:20 – 1:40 Interview Session 4b

1:40 – 2:00 Interview Session 4c

2:00 – 2:20 Interview Session 5a

2:30 ----- Ken's intro/overview session begins at 2:30 ends at 3:00 w/student cohort '5' moving to interview rooms

2:20 – 2:40 Interview Session 5b

2:40 – 3:00 Interview Session 5c

3:00 – 3:20 Interview Session 6a

3:20 – 3:40 Interview Session 6b

3:40 – 4:00 Interview Session 6c

2:00 – 4:00 NOVICE STUDENTS BREAKOUT SESSION

REBECCA BIRDWELL of the Design Leadership Foundation
Session title: *My Experience as an Intern*

KENNETH ROBERTS of Interior Talent
Session title: *What Employers are looking for and how to prepare*

DLF Professional Horizons Workshop 2021