



DESIGN LEADERSHIP  
FOUNDATION



Professional Horizons Workshop  
2023

Day to Day Schedule of Activities and Events

## Thursday 1.19.23

---

6:00 pm. Welcome Reception & Dinner with Administration and Faculty of Architecture, Interior Design, and Landscape Architecture.

Location: MSU Campus, Poultry Science Building at the corner of Stone Blvd. and Blackjack Rd. 325 Wise Ctr. Dr., Mississippi State, MS

## Friday 1.20.23

---

8:00 am. Coffee & Breakfast (General Chit Chat)

*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*

8:30 am. ROUNDTABLES BREAKOUT SESSION I

Students to sit down at the various tables in the Gallery with one DLF professional at each table to discuss:

- 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?

(7 students to a table with a DLF professional)

9:50 am. Sessions END (All DLF speakers to move to the auditorium)

10:00 am. PANEL 1, ALL DLF GUESTS on Stage, Giles Hall Auditorium w/ overflow seating in the Giles Hall Jury Room with live streamed audio/video:

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*

11:00 am. Return to the Gallery for a discussion about the DLF Awards program and how the student should apply. We will also outline the summer study away program in NYC as a lead in to the second panel discussion.

12:00 pm. LUNCH provided for registered student participants in Giles Hall Gallery and common spaces. Students to mix and mingle with DLF professionals and 2022 DLF award winners.

2:00 am. PANEL 2, Previous DLF Student Award Winners outline the various Awards and the Professional Horizons Away Course, Outcomes, Value. Perhaps a DLF leader and MSU faculty member serves as moderators?

Location: Giles Hall Auditorium w/ overflow seating in the Giles Hall Jury Room with live streamed audio/video:

TOPICS INCLUDE:

*What are the Design Leadership Foundation Awards, who can apply and when?*

*Where did you work (quick slide show with pics)*

*Panel discussion:*

- *3 Best Things you DID while in NYC*
- *3 Most Important things you learned during your internship/NYC experience*
- *Who should do this and why?*

*Question & Answer Forum*

3:15 pm. COFFEE BREAK, Giles Hall Gallery and Common Areas nearby.

3:30 pm. BREAKOUT SESSION II (For 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> year students)

Students to sit down at the various tables in the Gallery with one DLF professional at each table to discuss:

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?

3:30 pm. **PANEL 3 CONCURRENT SESSION FOR YOUNGER STUDENTS ONLY**  
1<sup>st</sup> and/or 2<sup>nd</sup> year students without resume and portfolio

*What Employers are looking for and how to prepare* presented by  
KENNETH ROBERTS of Interior Talent and perhaps a second person  
from the DLF person to be identified by the DLF.

5:00 pm. **END of DAY**

**Saturday 1.21.23**

---

8:00 am. Coffee & Breakfast with some early session Student Registrants  
Location: Montgomery Hall <https://goo.gl/maps/aofBjSwng9AoUwJR7>

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**