

Going Global: Professional Development for European and International Studies

EUS 4905
Fall 2021
Wednesdays, 3:00 – 3:50 pm
Ustler Hall 105

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Office Hours: TBD

Course Description

There are many choices available to undergraduate students with an international studies background as they approach graduation. This 1-credit course will provide both practical and experiential learning opportunities for students to explore career opportunities. The course will cover professional development basics such as resume and cover letter writing, interviewing, and networking. In addition, the course will explore career opportunities and resources available to help in their search for jobs and graduate schools. Students will have opportunities to speak with career professionals in academia, government - 1t, non-profit, think tanks, and private industry. The course is designed to help students pursuing European studies and international studies more broadly, but is open to students in all majors and colleges.

Course Objective

Going Global will help prepare students to answer the question, “how can I pursue a job with an international focus?” As students of European Studies, and International Studies more broadly, numerous job opportunities are available in sectors from foreign service to health services. The coursework and discussions in the class are designed to help students make informed decisions on graduate schools and/or career paths. The activities are intended to provide resources and tools for students to use in job interviews, graduate school searches, and other career related discussions. After completing this course, students will be able to:

- Identify industries and jobs of interest to students wanting to pursue a career in international studies;
- Evaluate different types of graduate school programs and identify programs that best suit their career goals;
- Articulate the skills they have developed through their coursework, study abroad experiences, and extracurricular activities;
- Prepare professional documents, such as resumes and cover letters that highlight the unique skills and experiences gained through international studies.

Required Reading

There is no required textbook for the course. Readings for the course can be reviewed below and will be made available to students through Canvas.

Assignments

Attendance & Participation – 15 points

Resume and Cover Letter Review – 15 points

Speaker Questions – 10 points

Current News – 15 points

Informational Interview – 25 points

E-portfolio – 20 points

Total: 100 points

Attendance & Participation – 15 points

This class meets once a week and is based on in-class activities and presentations from career and academic professionals. As such, attendance is critical to the course objectives. *Students are allowed 1 unexcused absence; after the first unexcused absence 2 points will be deducted from the attendance grade for each unexcused absence.* All students are expected to participate in class activities and discussions. I have provided a rubric for grading participation at the end of the syllabus.

Resume and Cover Letter – 15 points

At the beginning of the semester, students will provide a copy of their resume and a sample cover letter. The student will select the topic of the cover letter (e.g. a job posting, graduate school admission board, etc.). Students will receive the resume and cover letter back with suggested edits. Using the comments, class activities, and discussions from class, students will submit a final resume and cover letter (same topic) at the end of the semester for final review and grading.

Resume and cover letters should be submitted as a file upload via Canvas.

Speaker Questions – 10 points

Students are expected to come to each guest speaker session with 3 prepared questions based on the bios provided in advance, weekly readings where applicable, and individual research on the company, industry, etc. **Questions are due by 2:00 pm day of the talk.**

There are 5 speakers throughout the semester; each question submission will be worth 2 points toward the total 10 points.

Current News – 15 points

Students will be asked to post an international current event article each week on Canvas with a 2-3 sentence article recap. In addition, students will be assigned a week to present a recap of the previous week's news that includes 4 news articles. Articles should be pulled from

reputable international news sources such as *New York Times*, *The Wall Street Journal*, *Washington Post*, *Financial Times*, *The Economist*, etc., and be international in scope.

12 points – Weekly Article Postings (1 point per week)

3 points – Class Presentation

Informational Interview – 25 points

Students will conduct an informational interview during the semester with a professional working in your desired career industry. From the interview and basic industry research, students will write a 5-page paper overviewing the industry, background of the interviewee, and insights gained from the interview. More information will be provided in class.

Due Monday, December 13 by 5:00 pm

E-portfolio – 20 points

Each student will create and maintain an e-portfolio for the course. A full guide to the e-portfolio will be provided the first week of class.

The link to your e-portfolio should be submitted via Canvas.

Grading Scale

Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E
Score	93.4- 100	90- 93.3	86.7- 89.9	83.4- 86.6	80- 83.3	76.7- 79.9	73.4- 76.6	70- 73.3	66.7- 69.9	63.4- 66.6	60- 63.3	0- 59.9

Course Schedule

Week 1 – Course Introduction

Week 2 – Resumes & Cover Letters

Week 3 – Skills and Interviewing

Week 4 – Writing samples & Policy Briefs

Week 5 – Internships & Fellowships: Where to look and what to look for

Week 7 – Graduate School: What are the options?/ Graduate Schools in Europe

Week 6 – Professional Schools of International Affairs

Week 8 – Careers in Government: Foreign Service

Week 9 – Careers in Government: Beyond the State Department

Week 10 – Career Industry Speakers

Week 11 – Career Industry Speakers

Week 12 – Career Industry Speakers

Week 13 – Career Industry Speakers

Week 14 – No class (Thanksgiving)

Week 15 – Career Industry Speakers

Week 16 – Conclusion & Wrap-up