

Going Global - Professional Development for European and International Studies

EUS 4905
Mondays, 4:05-4:55 pm
Ustler Hall 0108
Spring 2020

Instructor: Corinne Tomasi, MPA; corie@ufl.edu

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, 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 – 10 points

In-class Activities and Participation – 10 points

Resume and Cover Letter Review – 10 points

Speaker Questions – 10 points

E-portfolio – 30 points

Industry Presentation – 30 points

Total: 100 points

Attendance – 10 points

This class is based on in-class activities and presentation from career and academic professionals. As such, attendance is critical to the course objectives. Students are allowed 2 unexcused absences; after the second unexcused absence 2 points will be deducted from the attendance grade for each unexcused absence.

In-Class Activities and Participation – 10 points

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 Review – 10 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 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.

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 must be submitted at the beginning of class.

E-portfolio – 30 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. In addition to intro and resume pages, students will use the e-portfolio to submit various class assignments.

Home Page – 5 points

About Me/Resume Page – 5 points

Skills Page – 5 points

Research/Coursework Highlights – 5 points

Demonstration Page (language skills, projects from internship or job, hobbies, etc.) – 10 points

Industry Presentation – 30 points

Working in groups of 2-3, students will select an industry and outline careers in the industry, select and present a profile on a company, organization, federal agency, etc. operating in that industry, and interview one professional each in the industry discussing topics such as academic background, job highlights, skills, challenges, etc. The group will present as a whole and submit a 4-5 page paper on their individual interviews.

Project outline and meeting with instructor – 5 points

Group Presentation – 15 points

Interview Paper – 10 points

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 & Intro to E-portfolios

Week 2 – Resume and cover letter

Week 3 – Skills and Interviewing

Week 4 – Internships: Where to look and what to look for

Week 5 – Graduate School: What are the options?

Week 6 – Talk with Carmen Iezzi Mezzera, Executive Director, Association for Professional Schools of International Affairs

Week 7 – Graduate Schools in Europe & Erasmus+ program

Week 8 – Careers in Government: Looking Beyond Foreign Service

Week 9 – Spring Break

Week 10 – Health & Development in International Affairs

Week 11 – Consultancy Life

Week 12 – Think Tanks & Non-Profits

Week 13 – International Organizations

Week 14 – Academia

Week 15 – Presentations

Week 16 – Presentations & Wrap-up