GLBL 3301

**Global Careers**

Late Spring 2019

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| Instructor | Malliga Och | Office | North Gravely Hall 116 |
| Phone | 208-282-3717 | Office Hours | T 12.30 – 2 pm, M/W 1-2 pm |
| Email | ochmall@isu.edu |  | or by appointment |

**Welcome to class!**

What am I going to do after I graduate?? How do I find a job? Should I really major/minor in Global Studies? These are just some existential crises that all undergraduate students of Global Studies go through. This class is help you find answers to these questions and prepare you for the job market. You will identify your true passions and talents, learn how to build your professional resume, and how to get the most out of your studies so you can land your dream career once you graduate.

**What are the learning objectives for this class?**

Upon completion of this course you acquired the following skills and knowledge:

1. Career planning: identify your skills, talents, and interests
2. Resume building: plan out your studies and extra-curricular activities
3. Professional skills: cover letter and resume writing, Interview techniques, LinkedIn

**What do I need to complete this course?**

The required textbooks for this class are below. All other readings are available on Moodle or online.

1. Peter Ubertaccio. 2019. *The CQ Guide Press Career Guide for Global Politics Students*.

You can [rent](https://www.vitalsource.com/products/the-cq-press-career-guide-for-global-politics-peter-ubertaccio-v9781544356815?duration=90&gclid=CjwKCAiAkrTjBRAoEiwAXpf9CUAM-wmV_O9skiTNfSymFXa1xZ3C-1t9ackkBQuThXq4eDdWTrLYcRoCz-EQAvD_BwE) the textbook for 90s days at $10. You can also [buy the e-book](https://www.vitalsource.com/products/the-cq-press-career-guide-for-global-politics-peter-ubertaccio-v9781544356815?duration=90&gclid=CjwKCAiAkrTjBRAoEiwAXpf9CUAM-wmV_O9skiTNfSymFXa1xZ3C-1t9ackkBQuThXq4eDdWTrLYcRoCz-EQAvD_BwE) for $20 or [buy a physical copy](https://www.barnesandnoble.com/p/the-cq-press-career-guide-for-global-politics-students-peter-n-ubertaccio/1129201830/2660906596175?st=PLA&sid=BNB_New+Marketplace+Shopping+Books&sourceId=PLAGoNA&dpid=tdtve346c&2sid=Google_c&gclid=CjwKCAiAkrTjBRAoEiwAXpf9CUrjVAUBpLdDMxwV25nqq0dJhJNaiJCmpsWoLzqc3LPu6yxggmrd_hoC7pcQAvD_BwE) here for 16.25 plus shipping.

1. Columbia University Center for Career Education. *Design your Next Steps*. The booklet is available [online](https://www.careereducation.columbia.edu/sites/default/files/DYNS%20Single%20Page%20PDF%20Form.pdf) for free.

**How do I earn my grade?**

Rather than a traditional course that grades each student on a scale from 0 to 100%, you will actively be involved in your learning. There will be a variety of assignments and each student can choose how much to do in order to get the grade she or he wishes. This will allow students to direct their learning in this course in the manner that best suits their learning objectives. Essentially, the grade you earn is completely up to you!

For each graded assignment in this course, you must satisfactorily complete the assignment to receive credit. The threshold for satisfactory completion depends on the type of assignment. Each graded assignment includes a detailed description of the minimum specifications (or tasks) for satisfactory completion.

Satisfactory completion of assignments helps you earn your preferred final grade in the course. Below are the exact requirements you need to meet for each letter grade.

***Note****: You must fulfill the minimum requirements in each cell of a column in order to earn that final grade.* If you do not meet the minimum requirements for a D in this course, you will receive an F.

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|  | **Minimum Grade Requirements** | | | |
| **Assignments** | D | C | B | A |
| *All assignments need to be submitted on time* | Pass 6 assignments  You need to pass at least **one** assignment in Module 1, 2, and 3  Plus 3 additional assignments of your choice | Pass 7 assignments  You need to pass at least **one** assignment in Module 1, 2, and 3  Plus 4 additional assignments of your choice | Pass 8 assignments  You need to pass at least **one** assignment **in each module**  Plus 4 additional assignments of your choice | Pass 9 assignments  You need to pass at least **one** assignment **in each module**  Plus 5 additional assignments of your choice |
| **Attendance** | Attend 8 out of 14 | Attend 10 out of 14 | Attend 11 out of 14 | Attend 12 out of 14 |

Module 1: Career planning

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| March 17 | Submit completed exercises on identity, interests, personality, skills |
| March 17 | Submit your dream job and a link to someone on LinkedIn that has your dream job |
| March 17 | Set up a job alert on one job/internship site |

Module 2: Professional Skills

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| March 31 | Submit your skill-based resume |
| March 31 | Submit your chronological resume |
| March 31 | Create your LinkedIn profile |

Module 3: Resume building

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| April 7 | Submit your professional development plan I: Class plan & extra-curricular activities |
| April 14 | Submit your professional development plan II: Work experience |

Module 4: Real World Application

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| April 21 | Submit cover letter and resume for an actual job opening |
| April 21 | Submit interview prep sheet for an actual job opening |
| April 28 | Submit an actual application for an internship, job etc. |

**How do I know how well I did on an assignment?**

For each assignment in this course, you will have explicit specifications, or tasks, related to that assignment. In order to receive credit for completing the assignment, you must satisfy all the specifications for that assignment. *Grades are awarded as pass or fail – there is no partial credit.*

If you ever find yourself doing an activity in this class and you’re not sure what it is supposed to accomplish, don’t’ hesitate to let me know. I read each word of your work and appreciate a good effort and independent thinking. You can reach out to me (email, phone, in person) to make sure you understand what I’m asking for in each assignment. Asking for clarification or help is a good solid effort and documentation of your learning. Don’t be afraid to ask!

What if I my work did not meet the requirements for a pass?

If your assignment has been submitted on time but does not meet the requirements for a pass, you have a chance to revise and resubmit the assignment. Each assignment except those in Module 4 allow for a revise and resubmit option. There is no penalty for a revise and resubmit. The revise and resubmit is due the following week on Sunday at noon. No exceptions to this rule.

What if I do not submit my assignment in time?

You will have a chance to submit assignments up to one week late from the original due date. However, submitting assignments late in any of the Modules will reduce your grade from the full letter grade to a ‘minus’ – this means that if you fulfill all requirements for a B but you hand in *at least one* assignment late, you will receive a B-. No revise and resubmit possible on late assignments.

*Please note that for Module 4, late submissions are not accepted.*

If you submit all your assignments on time, you will receive a bonus of half a letter grade, i.e. if you met all requirements for a B *and* you submitted everything on time, you will receive a B+ as your final grade.

**What are the guidelines for this course?**

In order to make sure our course runs smoothly, we need to have some policies and ground rules in place for how we will interact with each other.

*How do I communicate with the instructor? How will he communicate with me?*

You can email me at any time (ochmall@isu.edu) or visit during my office hours. I am happy to help you with any of the assignments or just discuss your thoughts on your career plans! If you cannot make it to office hours, please email me to set up an appointment.

*I will respond to any email inquiries within 24 hours during regular business hours.*

Moodle is of central importance in this class. It is on Moodle where you submit your assignments, where I post readings and where I announce important information. Email me a funny meme for a surprise credit. Please make sure to receive Moodle notifications for the course and check into Moodle at least twice a week.

*What if Moodle is acting up?*

If Moodle is acting up (and it sure will), please contact the IT help desk at 282-HELP. Make sure to always save a copy of your assignment in case Moodle ‘eats it’ – it has happened before. If this is the case, **first call Moodle for troubleshooting**. If they cannot fix the problem, please email me your assignment by the deadline. If you notice a problem after the deadline has passed, email me immediately to alert me to the problem. I strongly suggest taking a screenshot of Moodle when you submit your assignment to prove that you did submit it on time.

*What if I need an accommodation?*

All students with a disability and requiring special accommodations to participate in and to complete this course must contact the Disability Resource Center (Rendezvous Building) for verification of eligibility and for determination of specific accommodations. More information here: http://www2.isu.edu/disabilityservices/

*What if I need help with assignments and writing?*

If you would like assistance with your writing, from brainstorming to a second set of eyes to check spelling and grammar, please use the Writing Center. Trained writing consultants can help you with all stages of your writing process. More information here: http://www2.isu.edu/success/writing/

*What are the expectations for academic integrity?*

For purposes of this course, plagiarism is understood to refer to:  A) Direct quotes without adequate source citation.  B) Paraphrase or précis without adequate source citation. All material: fact, theory, or hypothesis, derived from the works of others must be properly cited. Source citations must include: author, title of the work being cited, pages being referred to, and date of publication.  For journal articles, proper citation includes the above **plus**: journal title, volume number, and pages in the journal occupied by the article. Models for proper citation format may be found in: Turabian, Kate L., *A Manual for Writers of Term Papers, Theses and Dissertations*, University of Chicago Press, 1973.Plagiarism is considered a serious academic offense which may lead to loss of credit, suspension or expulsion from the University, or even the revocation of a degree.

**What is the course schedule?**

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| March 4 | Welcome to Class | |
| March 6 | What is a Global Career?   * **Read:** Ubertaccio, Chapter 1 * **Watch**: 2019 Global Career Panel at Frank Church Symposium available [here](https://www.facebook.com/Internationalafffairscouncil1/?__tn__=kC-R&eid=ARB21k0001s7lPrbD-zQeOPC6EhP_xKZio_IvW7vPo9pOtvW5rEVjkEP8c4VvZ1KggeIbH15j5zJr-Wc&hc_ref=ARS-TqPrH_OMF4J6cgKxXF_PAkhFGKWdFRLhLY0RBrlzdhyGZwu6-o6BrLLjrP_6QXc&__xts__%5b0%5d=68.ARDZoEYYYBzjgH598HoD6eDABDbqXfCbwwwYGjUDt3JM8YLyQcAOYxiieLkDd265rr71JgE9ho0n30EIgS8v01T9R3LhPyWI6jnTAmUV-1RPQ0zmFCRi_SqsZNHQW9V4aTYI5W3QbuPA4PqPlGMh-bnUmA9nNglSx1anZozpWgq-fN0bDPhUmHLqDcsyUTWC2IiZX9RN6j99IXcWhtV79xR6PckoZMcWUPsOy4bbV_qxoJOi02kKBP9eiR999U7V3W-p39EDNHpD0QGrvqC2araMWdwe2GJLsSLSJ3XT597iG28a2LXavU182yePQy8nJfRXFLfd1IVQ6WhRG7-jV9ukP6dtCknR6iJCWw) (starts at 1:07) | |
| March 11 | What do you want to be when you grow up?   * **Read:** Columbia University CCE, p. 5-12 | |
| March 13 | What is your dream career? |
| March 25 | How to write a resume.   * **Guest speaker**: Career Center * **Read:** Columbia University CCE, p. 13-28   *Optional Readings (all on Moodle)*   * How to write a functional or skill-based resume * Is a skill-based resume right for you? * Skill-based resume guide * Undergraduate Resume Writing Guide | |
| March 27 | How to create a professional online presence.   * **Guest speaker**: Career Center * **Read:** Columbia University CCE, p. 42/43, 60-70   *Optional Readings (all on Moodle)*   * LinkedIn Profile Checklist * How to write an effective LinkedIn Profile | |
| April 1 | How to Build your Resume – Curricular Activities   * **Read:** Ubertaccio, Chapter 2, 4 | |
| April 3 | How to Build your Resume – Extra Curricular Activities I   * **Guest speaker**: Opportunities and Development Office * **Read:** Ubertaccio, Chapter 3 * **Guest speaker:** ISU Students (Madison Shumway and Adair Tello) | |
| April 8 | How to Build your Resume – Work Experience   * **Guest speaker**: ISU Service Corps * **Read:** Columbia University CCE, p. 71, 73-74 * **Guest speaker:** ISU alumna (Molly Draben, AmeriCorps ), ISU Student (Christa White) | |
| April 10 | Should you go to Graduate School?   * **Read:** Ubertaccio, Chapter 5 * **Read:** To the graduate who wants to work in international affairs * **Guest speaker:** ISU Alumna (Jillian Christiansen, 1L, University of Idaho)   *Optional Readings (all on Moodle)*   * So you want to get a PhD in Political Science I and II * Foreign Policy Association – 5 things you need to know | |
| April 15 | How to Write a Cover Letter   * **Guest speaker**: Career Center * **Read:** Columbia University CCE, p. 35-39 | |
| April 17 | How to prepare for an Interview   * **Guest speaker**: Career Center * **Read:** Columbia University CCE, p. 43-55 | |
| April 22 | Peer-feedback: Resume and Cover Letter | |
| April 25 | Peer-feedback: Interview Preparation | |