**Humboldt State University**

**INTL 480 Professional Development Workshop**

**Spring 2014 CRN #26888**

**Contact Information**

| **Instructors** |  **Office, Phone & Email** |
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**Catalog Description**

INTL 480 Professional Development Workshop (1). Six 2-hour Tuesday afternoon workshops plus alumni event. Career planning, networking, resume, working a room, internship and job search, working a room. Sophomores through seniors particularly encouraged to participate.

**Course Description**

As students of International Studies, we have pursued knowledge and experience of many cultures. Now it’s time to link your ‘global thinking’ to the practicalities of your own career.

As you have learned in your studies, dominant cultures and identities can prevail – yet many who do not ‘fit the mold’ have been successful as we adapt depending on the context. In this workshop we will explore the practices often associated with career building. You will be challenged to build a ‘professional identity’ that remains true to your values and overall ‘sense of self’ as local, national and international citizens.

The Harvard Business School noted in 2012 that “Given that 65% to 85% of jobs are found through networking; it should be the focus of about 80% of your allotted search time”. As International Studies students, your search may cover a country or region of the world or an issue you may have focused on. You also have language skills that are considered particularly valuable as only 18% of Americans report they can speak a language other than English (vs 53% of Europeans and higher in other parts of the world). It is not surprising then, that the Bureau of Labor Statistics expects the employment of those fluent in a foreign language to increase by 22% between 2008 and 2018. Another report in *The International Business Times* concluded that, “With…globalization…and populations growing increasingly cosmopolitan, the need for transactional knowledge of languages has become very important in both private and government sectors.”

**Course Readings / Resources**

See the Moodle Site

**Learning Outcomes**

**INTL 480 Course Learning Outcomes**

1. Understanding of networking and job search systems and practices for success
2. Familiarity with career center resources and services
3. Networking plan and system for organizing and tracking
4. Communication materials including resume/cv, correspondence templates and practiced scripts of about self.

**International Studies Program Learning Outcomes**

Students will demonstrate:

1. the ability to critically analyze regional and global issues from economic, political, and cultural perspectives;
2. competency in a second language;
3. cultural competency and the ability to function in diverse international environments;
4. the ability to gather information and use interdisciplinary research skills;
5. proficiency in formal written and oral communication;
6. the ability to present themselves professionally in preparation for an international career

This course will focus on outcomes 4, 5 and 6.

**University Learning Outcomes**

This class also promotes several of the outcomes identified by Humboldt State University.

Specifically the course:

1. Effective communication through written and oral modes.
2. Succeed in (your) chosen careers.
3. Take responsibility for identifying personal goals and practicing lifelong learning.

**Grade Considerations**

This class is “credit/no credit.” You must earn at least 75 of the 100 points for this class to receive a passing grade. Depending on where you are in your career building process, you might spend anywhere from 2 – 10 hours per week during the first part of the term. We encourage you to use this workshop as a mechanism to structure your professional development and career building. As a general rule, late work will not be accepted and there are no extra credit assignments. *However, it is always best to communicate about a life crisis or medical issue.*

**Participation (20 points)**

Be in class. Participate. Facilitate**.**  We all share responsibility for inclusive and interesting class discussions and activities. As we only have 7 workshop meetings, it will be important that you be there for each one. Missing a workshop would be equivalent to missing more than 2 weeks of a class in any given semester.

**Resume/Cover Letter (20 points)**

These are the most basic tools of your search. We will work on these throughout the course - and throughout your life!

**Mock Interview (25 points)**

During workshop sessions 4, 5 & 6 we will schedule mock interviews. Students have told us that these experiences have been really helpful in getting them to think carefully both about their goals and about how to “package” their skills and abilities for the interview process. You will not be graded on the quality of your interview beyond the fact you prepared (ie gave us the job you wanted to apply for in time for your session) and tried your best.

**Network Organizing System (15 points)**

You will develop some type of system for building a plan for making network contacts and tracking those contacts and related correspondence and information. To earn credit, you will submit your system that includes at least 15 contacts or leads.

**Job Search Plan/Proposal (20 points)**

This final assignment is designed to look forward and list the practical steps you plan to undertake the rest of this academic year, or over the next 6/9/12 months to move you towards your stated career goals.

**Course Schedule**

| **Week** | **Fridays** | **In-Class**  | **Assignments Due** |
| --- | --- | --- | --- |
| 1 | January 28 | Introductions & Student Goals; Workshop organization discussion & student-generated changes; Resume/CV break out and critique  | **Resume or CV** |
| 2 | February 4  | Skill sets and Wandering Map |  |
| 3 | February 11(Meet in Lab) | Develop Network Organizing system using multiple sources; Ways to make contact and follow up. | **Resume (Revised)** |
| 4 | February 18 | Cover letter break outs and critique; Preparing for the Interview. | **Cover letters**  |
| 5 | February 25 | Informational interviews; Thinking About Law School & Graduate School.**Mock interviews** | **Network System** |
| 6 | March 4 | Responding to advertised positions; How to work a room**Mock interviews** |  |
| 7 | March 11 | Employer Panel and Post Reception | **Job Search Plan** |

**University Policies**

**Students with Disabilities:** Persons who wish to request disability-related accommodations should contact the Student Disability Resource Center in House 71, 826-4678 (voice) or 826-5392 (TDD). Some accommodations may take up to several weeks to arrange. [Student Disability Resource Center Website](http://www.humboldt.edu/disability/)[[1]](#footnote-1).

**Add/Drop policy:** Students are responsible for knowing the University policy, procedures, and schedule for dropping or adding classes. [Add/Drop Policy](http://www.humboldt.edu/~reg/regulations/schedadjust.html)[[2]](#footnote-2)

**Emergency evacuation:** Please review the evacuation plan for the classroom (posted on the orange signs), and review [Emergency Operations Website](http://studentaffairs.humboldt.edu/emergencyops/campus_emergency_preparedness.php%20)[[3]](#footnote-3) for information on campus Emergency Procedures. During an emergency, information can be found campus conditions at**: 826-INFO** or at the [Humboldt State Emergency Website](http://www.humboldt.edu/humboldt/emergency)[[4]](#footnote-4).

**Academic integrity:** Students are responsible for knowing the policy regarding academic honesty. [Academic Honesty Policy](http://studentaffairs.humboldt.edu/judicial/academic_honesty.php)[[5]](#footnote-5).

**Attendance and disruptive behavior:** Students are responsible for knowing policy regarding attendance and disruptive behavior. [Attendance and Disruptive Behavior Policy](http://studentaffairs.humboldt.edu/judicial/attendance_behavior.php)[[6]](#footnote-6)

1. <http://www.humboldt.edu/disability/> [↑](#footnote-ref-1)
2. <http://www.humboldt.edu/~reg/regulations/schedadjust.html> [↑](#footnote-ref-2)
3. <http://studentaffairs.humboldt.edu/emergencyops/campus_emergency_preparedness.php> [↑](#footnote-ref-3)
4. <http://www.humboldt.edu/humboldt/emergency> [↑](#footnote-ref-4)
5. <http://studentaffairs.humboldt.edu/judicial/academic_honesty.php> or <http://www.humboldt.edu/~humboldt/catalogpdfs/catalog2007-08.pdf> [↑](#footnote-ref-5)
6. <http://studentaffairs.humboldt.edu/judicial/attendance_behavior.php> [↑](#footnote-ref-6)