University of Wisconsin - Milwaukee
Spring 2015 INTL ST 260: Introduction to International Careers

Instructor: Christine Wolf, Academic Programs Coordinator, CIE
Phone: (414) 229-6925
E-mail: cawolf@uwm.edu
Office Location: Garland 111
Office Hours: By appointment
Class Dates: Tuesdays
Class Time: 1:00-2:40 pm
Class Location: MER G16

Course Description and Goals

This course introduces you to different international career options via presentations by various faculty and professionals within the community and abroad, most with extensive international experience. You will use tools such as informational interviewing, crafting your internationally focused resume, writing a job goal statement and reviewing career related materials to widen your perspective and develop a career action plan to understand your role in a global context.

In this course, it is my goal to assist you to:

- Gain self-awareness of your interests, skills, and values using self-assessment tools and relate them to your career options.
- Learn how to research international careers using methods such as informational interviewing and online resources.
- Understand the potential differences between searching for a position in the U.S. vs. abroad.
- Apply what you have learned about international career options to your future job search.

Attendance

Given the nature of this course, with numerous guest speakers generously volunteering their time, it is expected that you will arrive at the beginning of class, by 1:00 p.m. If, for any reason, you are tardy and arrive after 1:10 p.m., you will be considered absent. It will be your responsibility to sign the attendance sheet at the start of each class meeting. Points will be deducted for not attending a class.

Excused absences include college-sanctioned activities (must be approved by instructor in advance to receive an excused absence), illness with doctor’s note, or family emergencies with documentation. In the event of illness or emergency, it is advisable to contact the instructor as soon as possible via email. No “make up” assignments will be given. The main content of this course is the guest speaker presentations so there are no appropriate substitution options for the weekly, in class activities.

Participation

You are expected to attend class having done the readings, postings and any other assignments listed for the day prior to class. You are also expected to be prepared to ask each guest speaker at least one or two thoughtful questions as a part of your overall participation grade.
Please practice professionalism and courtesy towards others in the classroom. Be certain to turn off all media devices that emit any noise that may be disruptive to others. Please set your cell phones to silent mode and refrain from texting, tweeting, listening to your iPod, or utilizing other media devices during class time. This course does not require note taking, since you will have no final exam on the speaker presentations; therefore, *laptop computer use in the classroom is prohibited.*

**** A total of 10 points will be for participation and attendance.

**Assignments and Grades**

Your grade will be based on:

1. Completion of Career Self Assessment and Summary of Results (20% - 100 points)
2. Book Review (20% - 100 points)
3. Informational Interview Report (20% - 100 points)
4. Career Reflection/Personal Action Plan (20% - 100 points)
5. Online Postings on D2L (16% - 4 for 20 points each - 80 points total)
6. Resume & Job Fair (2% - 10 points)
7. Participation and attendance (2% - 10 points total)

**Grading Scale**

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**Online Postings on D2L (Postings 1-4):** There will be 4 required postings on the D2L site for the course, each worth a maximum of 20 points. Postings should be made by 1:00 pm on the day that they are listed due on the syllabus.

**Career Preference Profile (Posting 1)**

*Post on D2L site under posting 1 by 1:00 pm on February 3, 2015. This is for 10 points.*

**Research career options (Posting 2)**

*Post on D2L site under posting 2 by 1:00 pm on February 17, 2015. This is for 10 points.*

**Resume & Job Fair (Posting 3):** You will be required to complete an internationally focused resume and present this as a part of your class presentation of your Career Action Plan (May 5) as well as write about the process of updating/creating your resume for the posting due March 31. You should also have
attended a Campus Career Fair or Workshop by March 31st and write a one page reflection on both experiences (resume and career fair). The Diversity Career Fair is happening on February 5. Please see the CDC website for more information on this and other events. Please have an up to date version of your resume available for any career fair you attend and bring it with you. Again, your reflective post due on March 31st should reflect both your thoughts around updating your resume and the experience of attending the career fair.

It is highly recommended that students utilize walk-in advising at the Career Development Center (CDC) between now and **March 31, 2015** for assistance in preparation for this post.

**Post on D2L site under posting 3 by 1:00 pm on March 31, 2015. This is for 10 points.**

**Career List (Posting 4):** Please brainstorm 2 or 3 career themes (for example: Peacebuilding; Global Health; Diplomacy) and then research 3 to 5 actual positions in those categories that interest you. These should be actual job vacancies that you find using the library toolkit or another resource. Then for each job you are interested in, use your updated resume to list the skills you already have and identify the skills you must develop in order to land a job like the one you found. Finally, write a cover letter for one of the jobs you have researched.

**Post on D2L site under posting 4 by 1:00 pm on April 14, 2015. This is for 10 points**

**Completion of Career Assessment and Summary of Results (Assignment 1):** All students are required to take the three Research-Based Assessments at [www.KuderJourney.com](http://www.KuderJourney.com) – (1) Kuder Career Search with Person Match, (2) Kuder Skills Assessment and (3) Super's Work Values Inventory-revised. The cost of these assessments is normally $34.95; however, the Center for International Education is covering this cost for you. You will be given instructions with a code that you enter on the website. You are also required to write a 1-2 page summary of your results (single-spaced, 12 pt font) and **submit it to the D2L drop box by 1:00 pm February 24, 2015.**

Some of the questions answered in your summary could include:

- What clusters ranked highest for your interests and skills? Was there any significant overlap? (Note that the Composite Report that you can print compares how your skills are related to your interests.)
- What were your top three work values?
- Were you surprised by the results, or did they confirm what you already know about yourself?
- How might your results impact your career decision-making?
- What did you think of some of the “Person Match” profiles that you read?

If you wish to schedule an appointment with the instructor to discuss your results in more detail, please feel free to do so.

**Book Review (Assignment 2):** Review a book of your choosing; keeping in mind your career focus, that explores the issues and experiences surrounding international careers. Below I have provided some suggestions of appropriate books, but you are free to choose your own relevant selection.

- **Mountains Beyond Mountains: The Quest of Dr. Paul Farmer, A Man Who Would Cure the World** by Tracy Kidder
- **The Power of Place: Geography, Destiny, and Globalization’s Rough Landscape** by Harm De Blij
- **The Price of a Dream: The Story of the Grameen Bank** by David Bornstein.
• The Man Who Tried to Save the World: The Dangerous Life and Mysterious Disappearance of an American Hero by Scott Anderson
• Let Your Life Speak: Listening to the Voice of Vocation by Parker Palmer

Write a 1-2 page review (single-spaced, 12 pt font). Your book review must be posted to the D2L drop box by 1:00 pm April 7, 2015.

Informational Interview Report (Assignment 3): You will be required to complete an informational interview with a professional working in an international field which you find of interest (this person cannot be one of the guest speakers or a family member; interviews should be conducted over the phone or in-person). Your informational interview report should be 1-2 pages (single-spaced, 12 pt font) and should be posted to the D2L site by 1:00 pm April 21, 2015. An outline for this report is available on the D2L site.

Career Reflection/Personal Action Plan (Assignment 4): This plan should be 1-2 pages (single-spaced, 12 pt font) or presented in PowerPoint, Prezi, etc… and should be submitted to the D2L drop box by 1:00 pm May 5, 2015.

Course Outline

Assignments and posts due as follows:
• Feb 3rd - Posting 1: Career Preference Profile
• Feb 17th - Posting 2: Research Career Options
• Feb 24th - Assignment 1: Kuder Career Assessments
• Mar 31st - Posting 3: Resume Assignment
• April 7th - Assignment: Book Review
• Apr 14th - Posting 4: Career List & Cover Letter
• Apr 21st - Assignment 3: Informational Interview
• May 5 - Assignment 4: Present Action Plan & Resume

*Week 1: January 27 – Introduction
Speakers: Christine Wolf, Center for International Education (CIE)
Ice Breaker-Interviews
‘Introduction: Interests, Values and Skills’

*Week 2: February 3– Student Involvement and Campus Resources: AIESEC & International Internships and the Career Development Center (CDC)
Speakers: AIESEC- Nick Korom
           Kristin George, Recruiting Coordinator, UWM Career Development Center

*Week 3: February 10 – Government Careers & Elevator Speech
Speakers: Joel Braunold-US Director of Alliance for Middle East Peace (ALLMEP)
http://www.allmep.org/

Kristy Olson-Veteran’s Service Representative, Department of Veteran’s Affairs
• Elevator Speech Activity
*Week 4: February 17 – Cross Cultural Communication & International Education Panel*

Speakers: Kevin Beisser, Sr. Immigration Coordinator, CIE  
          Jennifer Singer, Sr Admin Prgm Specialist, CIE  
          Natalie Malacrida, Study Abroad Coordinator, CIE  
          Sarah Coban, Admission Coordinator, CIE  
          Kim Omachinski-Intercultural Communication

*Week 5: February 24 – International Focused NGO Careers & Service Opportunities*

Speakers: Sam Singleton-Freeman, New Sanctuary Movement Organizer, Voces de la Frontera

- **Special Campus Event** - The Center for Community-Based Learning, Leadership, and Research (CCBLLR) information session on service opportunities related to disaster relief, environmental stewardship, and community development. The goal of this event is to provide students with the opportunity to learn about different types of disaster relief service opportunities, including domestic and international opportunities, as well as short-term and long-term opportunities (2-3:30 pm. Green Room in Sandburg Hall).

The following organizations will be presenting on their programs and opportunities to serve:

- Team Rubicon: Focused on engaging military veterans, Team Rubicon trains and deploys emergency response teams throughout the U.S. and internationally.

- AmeriCorps NCCC: AmeriCorps NCCC members perform team-based service projects in five service areas – direct response and recovery to natural and other disasters, infrastructure improvement, environmental stewardship and conservation, and urban and rural development – in communities in all 50 states and U.S. territories.

- The Peace Corps: As the preeminent international service organization of the United States, the Peace Corps sends Americans abroad to work at the grassroots level toward sustainable change.

*Week 6: March 3 – Teaching English, Translation & Interpreting in a Global Market*

Speakers: Leah Leone, Assistant Professor, French, Italian & Comp Literature  
          Eric Duwe, Teacher of English as a Second Language  
          Tim Hathaway, Assistant Director for China Initiatives, CIE, UWM

*Week 7: March 10 – International Business*

Speakers: Jessie Schreier, 2009 Global Studies, Global Management track alumna, Immigration Attorney  
          **Skype:** Angelo Pressello, Managing Director, Direct Communication Sp., Warsaw, Poland

          Austin Krogh, 2013 Global Studies, Communications track alum, Global Public Affairs Specialist, Johnson Controls

          Amy Germershausen, Account Manager, Malteurop North America Inc

*Week 8: March 17 - SPRING BREAK- No Class*
Week 9: **March 24 – Global Health Careers**
Speakers: Anne Dressel, Director, Center for Global Health Equity, Administrative Director, Institute for Urban Health Partnerships

**Skype:** Jessica Ochalek, Global Studies Alumna, Research Fellow at the Centre for Health Economics, York University, York, United Kingdom

Week 10: **March 31 – Library Research & Introduction to the International Careers Toolkit**
Speaker: Kris A Bina Midthun - UWM Libraries. **This class meets in Library Instruction Room B in the North Commons of the Daniel M. Soref Learning Commons (first floor west wing of the Golda Meir Library building).** Here is an [online map](#) to help students locate the library instruction room.

Week 11: **April 7 – Peace Corp Panel**
Speakers: Alex Foundos-Ukraine 2004-2006
Allegra Troiano-Senegal & DPT Vanuatu
Kate O’Connor-Nicaragua 1999-2001
Brett Heimann, Peace Corps Recruiter, Chicago Office

Week 12: **April 14 – Conflict Negotiation and Peacebuilding Careers**
Speaker: Prof. Rob Ricigliano- Adjunct Professor, Communication, UWM
Bridget Brown- Coordinator, Masters in Sustainable Peacebuilding, UWM

Week 13: **April 21 -The Intentional Career: Finding Purpose, Mission, & Vision**
Speaker: Pam Schoessling-Academic Advisor, M.A. Ed., Life & Learning Coach

Week 14: **April 28 – US Foreign Service**
Speakers: **Skype:** Andrea Appell- Foreign Services Officer, United States Foreign Service

Ambassador Ian Kelly, Ambassador in Residence-Midwest, University of Illinois Chicago

Week 15: **May 5 – Career Action Plan Presentations & the Power of Happenstance**
Speaker: Christine Wolf
Special Notes

1. *Students with disabilities.* Notice to these students should appear prominently in the syllabus so that special accommodations are provided in a timely manner. http://www4.uwm.edu/sac/SACltr.pdf

2. *Religious observances.* Accommodations for absences due to religious observance should be noted. http://www4.uwm.edu/secu/acad%2Badmin_policies/S1.5.htm

3. *Students called to active military duty.* Accommodations for absences due to call-up of reserves to active military duty should be noted.
   Students: http://www4.uwm.edu/current_students/military_call_up.cfm
   Employees: http://www4.uwm.edu/secu/acad%2Badmin_policies/S40.htm
   (Editorially Revised, 3/25/09)

4. *Incompletes.* A notation of "incomplete" may be given in lieu of a final grade to a student who has carried a subject successfully until the end of a semester but who, because of illness or other unusual and substantiated cause beyond the student's control, has been unable to take or complete the final examination or to complete some limited amount of term work. http://www4.uwm.edu/secu/acad%2Badmin_policies/S31.pdf

5. *Discriminatory conduct (such as sexual harassment).* Discriminatory conduct will not be tolerated by the University. It poisons the work and learning environment of the University and threatens the careers, educational experience, and well-being of students, faculty, and staff. http://www4.uwm.edu/secu/acad%2Badmin_policies/S47.pdf

6. *Academic misconduct.* Cheating on exams or plagiarism are violations of the academic honor code and carry severe sanctions, including failing a course or even suspension or dismissal from the University. http://www4.uwm.edu/acad_aff/policy/academicmisconduct.cfm

7. *Complaint procedures.* Students may direct complaints to the head of the academic unit or department in which the complaint occurs. If the complaint allegedly violates a specific university policy, it may be directed to the head of the department or academic unit in which the complaint occurred or to the appropriate university office responsible for enforcing the policy. http://www4.uwm.edu/secu/acad%2Badmin_policies/S49.7.htm

8. *Grade appeal procedures.* A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the department, college, or school in which the course resides or in the case of graduate students, the Graduate School. These procedures are available in writing from the respective department chairperson or the Academic Dean of the College/School. http://www4.uwm.edu/secu/acad%2Badmin_policies/S28.htm

9. *Other* The final exam requirement, the final exam date requirement, etc. http://www4.uwm.edu/secu/acad%2Badmin_policies/S22.htm