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# Brandeis University International Business School

**Fall 2014, BUS 224f(1), *Launching Your Global Career***

**Thursday, (sec.1) 12:30–1:50/5:00-6:20; (sec.2) 2:00-3:20/5:00-6:20, Lee Hall /TBA**

**Instructor**: Marcia Katz Email: [mgkatz@brandeis.edu](mailto:mgkatz@brandeis.edu)

Director, Career Development Office Hours by appointment

Office: Lemberg, Career Center #155 Phone: 781-736-2734

**Teaching Assistants**: Tamsa Sabat, Jingjing Yu Email: [tanasa23@brandeis.edu](mailto:tanasa23@brandeis.edu), kulayu@brandeis.edu

**Course Objectives:** Organizational savvy, leadership and marketability are attributes needed for long-term success in the global workplace. Enhancing IBS students’ long term individual professional skill sets will contribute to this success. We will hear from IBS alumni/ae and other professionals in an effort to understand and identify appropriate positions, use personal and professional contacts for conducting an effective and efficient job search and we will build career planning and job search skills that will be useful throughout one’s career. Geri Brehm and Mignon Bissonnette from the Career Development staff present workshops in the class and will be present in many class sessions.

**Prerequisites:** This course is required for first year MA students. If a student has had three or more years of work experience and can demonstrate that they are ready to begin a focused and successful job search, i.e.; having targeted the positions they are pursuing, having targeted, well prepared and reviewed resume and cover letter documents, and knowing how to reach out strategically to alumni/ae and other professionals who may be able to connect and support them in their job search, they can opt out of the course by making an appointment with Marcia Katz to discuss this and to sign the opt-out form.

**Learning Goals:** This course covers skills and strategies necessary to achieve personal and professional career success. It does not deal with technical skills. Among the topics covered to achieve the learning goals are:

* Assessing your strengths, interests and priorities relative to your career
* Understanding job tracks and their relationship to courses taught at IBS
* Identifying career opportunities in your field/s of interest
* Creating Powerful marketing materials, i.e.; resumes, cover letters, linkedin profiles
* Understanding and using the power of networking
* Speaking persuasively in interviews and situations of self-promotion

**Course Requirements:**  This is a ½ credit class, i.e.; it will talk place during the first module of the semester. Each class will be 3 hours in length and will be a combination of career skills workshops and student group presentations, and alumni panels, presentations and speakers. In addition to the 3 hours of class each week, students are strongly recommended to engage in career related activities on and off campus that are posted on CareerFocus throughout the year. A three page paper will be due at the beginning of class on September 24 and will be based on the Careerleader self–assessment test which is a course requirement. This on-line assessment instrument is provided at no cost to you. For this paper, you should reflect upon your experience in classes and in school in general, and discuss your thoughts about your Careerleader Summary results in relation to your current career interests, concluding with an outline of your career plan at this point. **Submit papers to the TA in hard copy at the beginning of class.** You will alsobe required to conduct an informationalinterview and submit a (3 page minimum) paper stating whom you interviewed and why, how you contacted the interviewer and where you met (in person or on the phone), how you prepared for the interview including your goals for the interview and if you attained them, why or why not? **This paper will be due at the beginning of the last class on October 18 and should be submitted in hard copy to your TA.**

**Grading Policy:** This class is Credit/No Credit. Students who attend all classes, turn in required assignments and actively participate will receive credit for the course. **There are no unexcused absences. Those who must miss a class will need to communicate with the professor in advance.** Failure to turn in required materials or failure to participate in required activities are reasons for receiving no credit. **Students need to bring their tent cards and display them in and throughout every class.**

**Disabilities:** If you are a student with a documented disability on record at Brandeis University and wish to have a reasonable accommodation made for you in the class, please see the Instructor immediately.

**Academic Integrity:** You are expected to be familiar with and to follow the University’s policies on academic integrity (see <http://www.brandeis.edu/studentlife/sdje/ai/>). Instances of alleged dishonesty will be forwarded to the Office of Campus Life for possible referral to the Student Judicial System. Potential sanctions include failure in the course and suspension from the University.

**Academic honesty:** You are expected to be honest in all of your academic work. Please consult Brandeis University Rights and Responsibilities for all policies and procedures related to academic integrity. Students may be required to submit work to TurnItIn.com software to verify originality. Allegations of alleged academic dishonesty will be forwarded to the Director of Academic Integrity. Sanctions for academic dishonesty can include failing grades and/or suspension from the university. Citation and research assistance can be found at LTS - Library guides