



Brandeis University International Business School
Fall 2012, BUS 224f(1), *Launching Your Global Career*
Thursday 3:30-6:20, (5:00 to 5:10 break) Lee Hall

Instructor: Marcia Katz
Director, Career Development
Office: Lemberg, Career Center #155
Teaching Assistant: Naiya Khushalani

Email: mgkatz@brandeis.edu
Office Hours by appointment
Phone: 781-736-2734
Email: naiyakk@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: Course is required for first year MA students. Students may opt out of the course if they have three years of work experience and/or can demonstrate that they are ready to begin a focused and successful job search, i.e.; knowing, definitively, the positions they are pursuing and having targeted, well prepared and reviewed resume and cover letter documents.

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
- 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 take place during the first module of the semester. Each class will be 3 hours in length with a ten minute break and will be a combination of career skills workshops and alumni panels, presentations and speakers. In addition to the 3 hours of class each week, students are strongly recommended to attend at least one career related IBS speaker, activity or presentation of their choice, and not limited to on campus events, during the week. A three page paper will be due at the beginning of class on September 27 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 experiences in class and in school in general during these first few weeks 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 Naiya Khushalani in hard copy at the beginning of class.** Other requirements include doing a **mock interview**, with a professor, Executive in Residence or an alumnus whom you have contacted in advance to set up the mock interview. On October 11, Geri Brehm will begin the interview bootcamp to prepare you for upcoming interviews. I will match you with a mock interviewer and it will be your responsibility to contact that person to set up a mock interview. Your interviewer will have a list of questions and will provide you with feedback on your interview skills. You will then submit your feedback form to Naiya at the beginning of the last class (October 18) and we will discuss your experience and questions regarding interviewing.

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 and have a good reason for missing class.** 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 me 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.