

CET Syllabus of Record



Program: Pre-College at CET Beijing: International Career Pathways

Course Title: Introduction to International Careers

Course Code: GLBS 125

Total Hours: 45

Recommended Credits: 3

Primary Discipline/Suggested Cross Listings: Global Studies/International Studies, International Business

Language of Instruction: English

Prerequisites/Requirements: None

Description

This course introduces high school students to a wide range of international career opportunities, prompting them to explore their own interests, goals, and values as they pertain to future career paths, and to understand how to develop the skills and experience required to enter these fields. The professional fields covered in the course are tailored to the interests of the student group, and might include diplomacy, business, non-governmental organizations, media, health, law, technology, and education. Skills such as researching careers, informational interviewing, and cross-cultural communication are emphasized, with opportunities to develop and practice both in the classroom and in the Chinese context. Visits to workplaces and onsite sessions at locations throughout the city are an important component of the course.

Objectives

In this course, students:

- Gain knowledge about a variety of international careers
- Identify careers that match their interests and values
- Develop an understanding of the requirements and pathways for a variety of professions
- Practice skills that are critical to planning successful career pathways
- Outline an action plan for pursuing career interests in college and beyond

Course Requirements

Students must complete reading assignments before each class and come prepared to participate actively in class discussions. Readings average 15 to 20 pages per class session. Several off-site lectures and visits are central to the course and attendance is required.

Assignments include:

- Career assessment inventory and 2-3 page paper with summary and analysis of results
- Four 1-2 page reaction papers to site visits

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- Informational interview and report: 2-3 pages
- Work culture analysis: 3-5 page paper on chosen location
- Job sector research report selecting location/sector and review opportunities for international careers: 3-5 pages
- Final project: personal college/career action plan and in-class presentation

Methods of Evaluation

Students are assessed in a variety of ways. The final grade is determined as follows:

- Career inventory/analysis 10%
- Reflection papers (4) 10%
- Informational interview/paper 15%
- Work culture analysis 15%
- Job research report 10%
- Final project 20%
- Class participation 20%

Primary Texts

Berdan, Stacie Nevadomski. *Go Global!: Launching an International Career Here or Abroad*. SNB Media, LLC., 2011.

Knight, Rebecca. "[How to Get the Most Out of an Informational Interview](#)." *Harvard Business Review*, 18 July 2016.

[Hidden Competences - CIMO](#). Center for International Mobility,

[International and Transnational Learning in Higher Education: A Study of Students' Career Development in China](#). Centre for Global Higher Education, June 2017.

Supplementary Texts

Baruch, Yehuda, and Cristina Reis. "How Global Are Boundaryless Careers and How Boundaryless Are Global Careers? Challenges and a Theoretical Perspective." *Thunderbird International Business Review*, vol. 58, no. 1, Nov. 2015, pp. 13–27.

Cressey, Laura E., et al. *Careers in International Affairs*. Georgetown University Press, 2014

Dickmann, Michael, and Yehuda Baruch. *Global Careers*. Routledge, 2011.

The Future of Jobs, reports.weforum.org/future-of-jobs-2016/.

Gedde Maia. *Working in International Development and Humanitarian Assistance: A Career Guide*. Routledge, 2015.

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Haworth, Penny, and Cheryl J. Craig. *The Career Trajectories of English Language Teachers*. Symposium Books, 2016.

Hurney, Christine. *Occupational Outlook Handbook 2016-2017*. JIST, 2017.

Kopp, Harry, and John K. Naland. *Career Diplomacy: Life and Work in the US Foreign Service*. Georgetown University Press, 2017.

Ladegaard, Hans J., and Christopher J. Jenks. *Language and Intercultural Communication in the Workplace: Critical Approaches to Theory and Practice*. Routledge, 2017.

Meyer, Erin. *The Culture Map: Decoding How People Think, Lead, and Get Things Done across Cultures*. PublicAffairs, 2015.

Meyer, Erin. *The Culture Map: Breaking through the Invisible Boundaries of Global Business*. Public Affairs, 2014.

Mueller, Sherry Lee, and Mark Overmann. *Working World: Careers in International Education, Exchange, and Development*. Georgetown University Press, 2014.

Rist, D. Wes. *Careers in International Law: A Guide to Career Paths in International Law*. American Society of International Law, 2014.

Sim, Fiona, and Jenny Wright. *Working in Public Health*. Routledge, 2015.

Smith, David J. *Peace Jobs: A Students Guide to Starting a Career Working for Peace*. Information Age Publishing, Inc, 2016.

Tillman, Marty. "Global Career Compass." *Global Career Compass*, globalcareercompass.blog/.

Welch, Denice, and Catherine Welch. "How Global Careers Unfold in Practice: Evidence from International Project Work." *International Business Review*, vol. 24, no. 6, 2015, pp. 1072–1081.

Outline of Course Content

Each topic consists of one or two class sessions.

1. Course Overview & Introductions
 - a. Career Interest Assessment and Skills Inventory
 - b. Holland Code Activities
 - c. Personal Learning Goals
2. The Mindful American Abroad: Being Adaptable to Difference
3. Intercultural Awareness through the Power of Story: Elevator Speeches
4. Workplace Culture and Cross-Cultural Communications

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5. Cross-Cultural Communication: Lessons Learned & Cross-Cultural Checklist
6. Researching International Careers/Online Resources
 - a. Expat Interviews
 - b. International Careers Toolkit
7. Informational Interviewing
 - a. Informational Interviewing Video & Role Play
 - b. LinkedIn as a Connector and a Tool
8. Resumes and Personal Branding
 - a. Personal Brand exercise
 - b. Resume Writing
 - c. Transferrable Skills
9. Getting Hired
 - a. Job Research Report
 - b. Cover Letters-the basics
 - c. Mock Interviews
10. Volunteering, Internships, and Gap Year
11. Service as an International Career
 - a. Peace Corps
 - b. Education and non-profits
12. Intercultural Misunderstandings
 - a. Hofstede's Dimensions
 - b. Fact, Attitudes and Behaviors activity
13. North American Identity in the Workplace
 - a. Communication types
 - b. International IQ
14. The China Perspective
 - a. Prepare for excursion
 - b. Chinese student career development
15. Developing a Career Action Plan
16. Informational Interviewing
17. Preparing for College
 - a. Incorporating study abroad into your college application
 - b. How to find a program that supports your overseas career aspirations
 - c. How to make the most out of your college experience