

INTA 2001, Careers in International Affairs

Georgia Institute of Technology

Spring 2024

Wednesdays, 12:30-1:20 PM

Molecular Science and Engineering Building,

Room 1222

Instructors:

Prof. Chris McDermott

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Office hours: By appointment, please email

Graduate Teaching Assistant:

Joe Gaffigan

Office hours: By appointment, please email

Course Description

Students who want to find meaningful jobs relating to International Affairs (public, private, NGO) in a highly competitive global environment need to prepare early by creating a personal plan to acquire the necessary toolkit of skills, experiences and network of contacts.

This course provides students interested in International Affairs and considering global careers the opportunity to hear from and engage with successful experts in various fields. Organized by faculty members in the Sam Nunn School of International Affairs, the class involves guest speakers from business and industry, government, the not-for-profit sector, and academia, as well as the Georgia Tech Career Center.

This is an excellent opportunity to build your professional network, identify career paths of interest to you, and develop the skills needed for a successful job search. Each student will undertake self-assessments and identify current and future academic and career paths, so as to obtain the knowledge, experiences, and skill sets required to successfully pursue these opportunities.

Required for International Affairs majors, the Course is open to all Georgia Tech students interested in International Affairs.

This course is an in-person course, and students are expected to attend class in-person unless circumstances regarding an absence are approved by the faculty. This course will be offered in a synchronous hybrid mode to those with excused absences.

Students will be required to engage during the designated class period. Please rest assured that we are committed to offering a safe, interesting, and substantively rich experience this semester. We will be as flexible as we can to accommodate your concerns and constraints; we ask the same from you.

Course Objectives

- Professional development: Students will be able to think strategically about their career choices and to identify appropriate avenues for preparing themselves to pursue them;
- Acquire information about major, minor, certificate, and overseas and internship/ co-op programs offered through The Sam Nunn School of International Affairs;
- Determine their individual skills and abilities and their career interests and goals;
- Understand the variety of occupations in the field of international affairs through classroom presentations, readings, and guest speakers;
- Develop strategies to plan an effective job search, including use of campus resources and the Internet;
- Position themselves for future employment in the international arena and in jobs that value a background in international affairs

Academic Integrity

Georgia Tech aims to cultivate a community based on trust, academic integrity, and honor. Students are expected to act according to the highest ethical standards. For information on

Georgia Tech's Academic Honor Code, please visit <http://www.catalog.gatech.edu/policies/honor-code/>

or <http://www.catalog.gatech.edu/rules/18/>.

Any student suspected of cheating or plagiarizing on an assignment will be reported to the Office of Student Integrity, who will investigate the incident and identify the appropriate penalty for violations.

Accommodations for Students with Disabilities

If you are a student with learning needs that require special accommodation, contact the Office of Disability Services at (404)894-2563 or <http://disabilityservices.gatech.edu/>, as soon as possible, to make an appointment to discuss your special needs and to obtain an accommodations letter. Please also e-mail the course instructor as soon as possible in order to set up a time to discuss your learning needs.

Graded Assignments

Attendance and class participation will count for fifty percent (50%) of the final grade. Students will also be required to complete a three-part Career Tracks Strategic Plan, along with a resume and cover letter.

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| Attendance + Participation | 50% |
| Career Tracks Strategic Plan Assignments | 30% |
| Draft Resume + Cover Letter | 10% |
| Final Resume + Cover Letter | 10% |

Students must complete the requirements of the course and attend regularly in order to receive a grade of "S," with a class average of 70% or better. No late assignments will be accepted.

Attendance & participation (50%)

Attendance and class participation is **mandatory** and will be monitored via a spreadsheet. As a courtesy to our guest speakers, students are required to arrive promptly, remain for the entire class period, and come prepared with questions and comments.

****We understand screens are required for synchronous learning, but it is expected you give appropriate attention to the speaker and turn off unnecessary devices (phones, tablets, etc.).**

Career Tracks Strategic Plan (30%)

The Career Tracks Strategic Plan will consist of three assignments and is designed to help you identify career paths of interest and craft a plan to reach these goals. Students will brainstorm job or internship postings of interest, identify two to five relevant career tracks, and create a strategic plan for one of these career paths. Additional guidance on these assignments will be distributed via Canvas.

- Part I – Brainstorming and Analysis. Students will select job or internship postings aligning with your interests or goals, identify appealing aspects of the postings, and prepare a one-page memo discussing common themes. As the preliminary assignment, this will *not* count towards your final grade; however, completion of Part I is *required* to complete and receive credit for Part II.
- Part II – Synthesis will count for 10% of your final grade. Students will use the data gathered from Part I to create two to five potential job tracks using the template posted on Canvas.
- Part III – Strategic Plan is the final assignment in your Career Tracks exercises. It will be 20% of your final grade. Students will choose one of the tracks from Part II and create an action plan that clarifies the potential career path and identifies steps to meet this path. Students will also tailor a resume and cover letter to match this career path (see next section).

Resume & Cover Letter (20%)

A first draft of a resume and cover letter, worth 10% of the final grade. The final resume and cover letter are worth an additional 10% of the final grade; the final versions should be tailored to your Career Tracks Strategic Plan.

Course Schedule

NOTE: The following is a tentative outline for the course.

Because the class involves guest speakers, the order of topics may have to be changed if there is a scheduling conflict. Student interests will also be considered for selecting speakers. Changes to topics will be announced on Canvas. Students are responsible for monitoring the course schedule and preparing for class accordingly.

January 8: Introduction

January 15: How Your Degree Can Prepare You

Dr. Mikulas Fabry, Director of Undergraduate Studies, & Sofia Torres

Student and faculty perspective on degree's career preparations

January 22: Job and Internship Search Strategies

Kyle Poe, IAC Career Educator, Georgia Tech Career Center

** Spring 2025 All-Majors Career Fair, January 27-28 (10AM-4PM EST)** (In-person)
<https://careerfair.gatech.edu/spring-2025-all-majors-career-fair/>

January 29: Networking

Camille Liverpool, IAC Career Educator, Georgia Tech Career Center

DUE: Career Tracks Part I – Brainstorming & Analysis

February 5: Graduate School/Fellowships

Mr. Vince Pedicino, Associate Director of Graduate Programs

DUE: Recorded Elevator Pitches

February 12: Data/Visual Analytics and International Affairs

February 19: Data Analytics Resources

February 26: Think Tanks and Defense Sector

DUE: Career Tracks Part II – Synthesis

March 5: Global Development

March 12: Foreign Service and Working at US Embassies

DUE: Resume & Cover Letter, First Draft

March 19: SPRING BREAK/OFFICIAL SCHOOL HOLIDAY – NO CLASS

March 26: Product Management Roles

April 2: Non-Profit Work

April 9: Public and Global Health

April 16: Volunteer Work, LAST DAY OF CLASS

DUE: Career Tracks Part III – Strategic Plan; Final Resume & Cover Letter

*****Syllabus is subject to change, students will be notified of any changes.*****