ICIR 343 The Creative Job Search

Course Description & Aims:
This course provides opportunities for students to explore career options relating to the field of international and global affairs. It aims to equip students with the skills necessary for new graduates to establish a career in the current global employment market, which include, resume and cover letter writing, making networking, interview techniques, and job search strategy.

How to find a job; create a CV; personal branding; prepare; perform effectively for interviews. Explains how to evaluate the application experience. Students will assess; arrange; appraise methods and means to find jobs in a competitive marketplace.

Lecturer: Ms. Duang-ramon Paaptanti
Office number and hours – email address

Assessment

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<td>Group Recruitment role plays</td>
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<td>Career reflection paper</td>
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<td>Individual profile presentation</td>
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Course Learning Outcomes
At the completion of the course the student will be able to:

1. Explore a wide range of possibilities in the employment market in the fields relating to international and global affairs
2. Develop skills that will enhance the ability to establish a career, grow a career, and plan for change
3. Apply knowledge and practicality learned in international and global affairs in different fields of career and work challenges
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Assessment Methods & Criteria

1. **Resume and cover writing test 20%**
   Students will be given a take-home assignment where they have to respond to the job openings. Their tasks are to write a resume and cover letter to apply for the given positions. Students will be graded on the organisation, clarity, and presentation of crucial information showcasing the suitability to the job descriptions.

2. **Group recruitment role-plays 10%**
   Students will be divided in groups and perform a role-play on the process of job recruitments. Students will perform the role of both the recruiter and the job seeker. They will demonstrate what considered appropriate attitudes at interviews and solve situations when conflicts and misunderstandings occur.

3. **Career reflection paper 30%**
   Students will analyse and apply skills they have earned from international and global affairs to a career of their interest in this written reflection paper. Students will demonstrate their understanding of the chosen career, skills that are needed for the job, and how to fulfill the requirements of the job.

4. **Individual profile presentation 40%**
   Students will present a well-organized presentation of the individual profiles they have built for job search. Each student will have 10-15 minutes to present.
Introduction: Scope and employment options

**Topic description:** Introduction to the course outline, course requirements, and their expected input. Employment options for IRGA graduates

**Expected learning outcomes:** For students to be able to understand the objectives of the course and requirements and start to explore a wide range of possibilities in the employment market in the fields relating to international and global affairs

**Readings and activities:**
- Lecture, multimedia materials, reading assignments, small group discussion

What is career? Finding the right career path


**Expected learning outcomes:** For students to be able to expand their knowledge on possible career options.

**Readings and activities:**
- Lecture, multimedia materials, small group discussion

Personal branding advice

**Topic description:** What is personal branding? The purpose of creating effective personal branding. Tools and resources to help with the personal branding process. Why personal branding matters? Creating online presence. Targeting opportunities.

**Expected learning outcomes:** For students to be able to describe important events that led to the fall of the European empires and evaluate the impact of decolonization on the major European countries.

**Readings and activities:**
- Lecture, multimedia materials, reading assignments, small group discussion

Resume and cover writing

**Topic description:** Key differences between the two and information on what each should focus on. Objectives of writing. Step-by-step guide. Types of cover letters: application letters, inquiry letters, referral cover letters, and prospecting letters.

**Expected learning outcomes:** For students to be able to develop and enhance the writing techniques necessary for job application.

**Readings and activities:**
- Lecture, multimedia materials, reading assignments, small group discussion
Interview preparation


**Expected learning outcomes:** For students to be able to apply communication skills and other techniques to the preparation of job interview.

**Readings and activities:**
- Lecture, multimedia materials, reading assignments, small group discussion
- Role-plays for *Dos* and *Don’ts* in job interviews

Internet tools for job seekers


**Expected learning outcomes:** For students to be able to explore and learn the effectiveness of internet tools for job search.

**Readings and activities:**
- Lecture, multimedia materials, reading assignments, small group discussion

Learn from the experienced

**Topic description:** Internship options as a way to gain work experience. Learn from the guest speakers about their hands-on experiences in different fields of work ranging from governmental organisations, NGOs, and international organisations.

**Expected learning outcomes:** For students to be able to expand their knowledge on available job opportunities and develop skills that are essential for their preferred careers.

**Readings and activities:**
- Lecture, multimedia materials
- Guest speakers (former interns and professionals in different careers)

Applying skills from IRGA to employment

**Topic description:** Using critical thinking in different nature of work. Communication skills. Interpersonal skills. Working as a team. Understanding the diversity. Applying analytical skills. Conflicts and resolutions.
**Expected learning outcomes:** For students to be able to apply skills earned from IRGA courses to different career types.

**Readings and activities:**
- Lecture, multimedia materials, small group discussions
- Take-home career reflection paper

**Applying skills from IRGA to employment**

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**Expected learning outcomes:** For students to be able to apply skills earned from IRGA courses to different career types.

**Readings and activities:**
- Lecture, multimedia materials, small group discussions
- Take-home career reflection paper

**Applying for jobs: group recruitment role-plays**

**Topic description:** Demonstration of job application process. What are Dos and Don’ts. Meet expectations of the recruiters.

**Expected learning outcomes:** For students to be able to develop and apply skills in the job application process from analysing the suitability of the job to the day of interviews

**Readings and activities:**
- Lecture, multimedia materials, reading assignments, group presentations/role-plays

**Presenting individual job profiles**

**Topic description:** Presentation of job profiles. Determining the preferred career paths.

**Expected learning outcomes:** For students to apply communication skills to the individual presentation in which they are expected to showcase their qualities for their chosen careers.

**Readings and activities:**
- Lecture, multimedia materials, reading assignments, individual job profile presentations
- Career reflection paper due