

VADE MECUM 2019-2020
Professionalization seminar

STAG-O-600: Internship and career development (15 credits – Specialized Master in Interdisciplinary EU Studies – MS EURC)

Context and objectives:

Besides the difficulties related to the current challenges of the professional world, students are often faced with two obstacles. The first is their lack of knowledge of the labor market and the second is an unclear professional project.

The objective of this course is to accompany students on these two axes by giving them the necessary tools to develop their knowledge of the labor market as well as to clarify and carry out their professional project (s).

At the end of the seminar, students should achieve the following objectives:

- ✓ Clarify professional project(s)/goal(s) and necessary skills
- ✓ Have a good knowledge of job opportunities based on their interests (mapping)
- ✓ Develop their network
- ✓ Have a good knowledge of tools and methods allowing them to find a job/traineeship and develop a career.

Method:

The seminar is both practical and theoretical. Students are invited to work in groups and to participate in different exercises and simulations.

Small group guidance sessions are set-up to ensure that students can work in a more personal and tailor made way over time.

Students can benefit from a formal mentoring program in addition to the seminar and to the guidance organized by the two course holders.

Content of the seminar:

LABOUR MARKET

The aim of this part is to analyze and discover the labor market in Europe, but also, outside of it, according to the interests of the students. The main topic will be related to analyzing job opportunities in various sectors and types of organizations (NGOs, Lobbies, Think Tank, European Institutions, agencies, private sector, etc ...). Concretely, students will need to do a mapping of the labor market in different countries and find a match between their skills, the realities/difficulties of the labor market and their field(s) of interest.

INTERNSHIP AND EMPLOYMENT

In this part, students will need to define their professional project(s) and develop a suitable and relevant toolbox in order to realize their projects.

In concrete terms, the following themes will be addressed:

- CV (How to write your resume in a relevant and convincing way in relation to the job you are interested in? How to catch the recruiter's attention with your CV?)
- Motivation letter (How to promote yourself by highlighting and emphasizing your qualities in only few lines?)
- Job interview (How to get an interview? How to promote yourself in an interview? How are interviews held in large and small organizations? How to get prepared?)
- Assessment Center (discover this selection method and prepare for it)
- Phone interview (learn how to present yourself during a phone call and get a face to face interview)
- Develop your network (techniques and tools)
- Skills and state of mind to look for a job
- Find a mentor
- Keep informed (contacts, visits and job fairs ...)
- Find an internship
- ...

Calendar of the professionalization seminar

The professionalization seminar is a compulsory course. Any unjustified absence will be therefore penalized.

When? Saturday, November 16th, 2019 (One-day seminar)

An entire day will be devoted to the seminar (from 9:30 am to 5 pm). The seminar will be very practical and composed of different workshops on how to write CVs and motivation letters, how to promote yourself, how to develop your network, how to prepare for EU competitions and what is an Assessment Center.

PROGRAMME

SESSION		TIMING
INTRODUCTION		9.30- 10.00
CV/Motivation letters		10.00- 11.15
Break		11.15-11.30
EU competitions	Job Interviews	11.30 – 12.30
LUNCH BREAK		12.30-13.30
Job Interviews	EU competitions	13.30-14.30
Assessment Centre	Networking	14.30-15.30
Break		15.30-15.45
Networking + wrap-up	Assessment Centre + wrap-up	15.45 – 17.00

Guidance sessions

In the context of the seminar, students will have the opportunity to participate in guidance sessions. This will be an opportunity to focus more, in small groups, on their interests and difficulties.

The guidance groups will be composed based on questionnaires on professional interests students will have to fill-in. Practical details will be communicated in due time.

Mentoring sessions

In the context of the seminar, students will have the opportunity to participate in several events and meet mentors from the IEE alumni network. This will be an opportunity to develop their own network and ask all questions they might have to professionals.

Practical details will be communicated in due time.

Assignments and TFE professionalization:

The following assignments and reports will be carried out as part of the TFE professionalization (Internship Report):

- **Labor Market Mapping**

The job market mapping exercise aims to clarify career opportunities by country, sector of activity and type of organization. It will take the format of a short video. This assignment will contribute to enrich your professional project(s) (see next point).

Instructions:

- ✓ The working groups and the list of countries will be communicated in due time.

The video will have to:

- ✓ present job opportunities by country according to your training and your professional interests in the following types of organizations: NGO, Lobby, Private Sector, Public Sector, Think Tank or others.
- ✓ Be creative, pedagogical and useful for everyone. Indeed, all students should have access to all videos, as these might be useful for their professional project(s).
- ✓ be done in English
- ✓ be uploaded on 'Université Virtuelle' by 1st of March 2020
- ✓ The time dedicated to the presentation of each country in the video will not exceed 1 min (e.g. if you have 5 countries to cover by your group, your video will not exceed 5 minutes in total)
- ✓ The videos will be presented at one of the mentoring events (the exact time slot will be communicated in due time)

- **Professional project**

During the internship and throughout the academic year, students will have the opportunity to define and clarify their professional project(s).

Instructions:

According to the model on which the professionalization seminar is based (see

diagram below), to the seminar and guidance sessions in small groups and mentoring sessions, draft maximum 4 pages (1 page per section) on your professional project(s). You will use the below questions to provide sufficient information on your project(s). Appendices such as CV or motivation letter will not be counted in the 4 pages but they must be attached to your work.



1. YOUR PROJECT:

Define clearly and accurately your professional project over a period of 1 to 3 years:

- ✓ What are your goals (professional and / or educational) for next year (after this master)?
- ✓ What is the position for which you would like to apply (add in the appendices the job description or the job offer which details the content of the job if available¹. If not, briefly explain in terms of tasks and responsibilities the job)?
- ✓ How do you see yourself in 3 years at the professional level? What position would you like to occupy? What skills would you like to use?
- ✓ Do you have an idea / vision about your career in the longer run (e.g. in 5 or 10 years)? If so, ideally, what should it look like? What skills and tools would you need to achieve it?
- ✓ **To what extent and how did the seminar, guidance and mentoring sessions help you to clarify your career plan/professional project?**

2. YOUR TOOLBOX:

Your toolbox should contain a maximum of practical tools, tips & tricks that will allow you to realize your professional project(s). Put your resume(s), motivation letter(s), test results, trainings that you followed/would like to follow...in your toolbox. Make sure your CV(s) and motivation letters are adapted to the job for which you want to apply and according to advice received during the seminar/guidance sessions.

¹ This document is of great importance because it will allow us to evaluate the adequacy of the tools put in place (especially CV(s) and cover letter(s))

3. MAPPING (cartography) of the LABOR MARKET:

Carry out the mapping of the labor market according to your professional objectives, sectors and countries that interest you. In order to do so, use the results of the seminar mapping exercise (videos). Share your results with others in order to discover the situation in other countries. If you are interested in a non-EU country, do the necessary research to meet your needs. Where are the opportunities allowing you to realize your professional project? To whom / where should you send your applications? What areas, organizations, countries are you interested in? List them! Justify your answers in relation to your interests and professional goals.

4. YOUR NETWORK:

Define people and/or organizations, structures ... which would help you in achieving your professional objectives. Have you already identified / met, if not, what will you put in place to do so? To what extent would they be crucial in your project? What can they bring you?

Format:

Students will need to create their own professionalization file ('stapled' copy) and bring a paper version of it to the faculty secretariat AND upload it on 'Université Virtuelle'.

This file will be composed of students':

- ✓ name, family name, master
- ✓ picture
- ✓ Professional project (including CV + motivation letter)
- ✓ Internship report (see below for more details)

Deadline: 02/06/2020 (1st session) or 16/08/2020 (2nd session)

Evaluation :

The following elements will be taken into account in the evaluation of this project:

- ✓ respecting instructions
- ✓ quality of answers to questions asked
- ✓ efforts in clarifying the project(s)
- ✓ links with the seminar, guidance and mentoring sessions and to what extent the students were able to integrate advice and information received
- ✓ relevance of the toolbox, mapping (cartography) and network in relation to the specificities of the professional project(s)

- ✓ quality of the CV and motivation letter based on advice received during the seminar, guidance and mentoring sessions and to what extent the students were able to integrate them

Personal professional choices will not be evaluated.

▪ Internship report

The internship report will consist of two parts. For each part, you will find the nature of the information to cover using the sub-questions.

1. Descriptive part

- ✓ Place of the internship and description of the organization: (1 page max)
- ✓ Your duties and responsibilities during the internship: (1 page max)

2. Analytical part

A. Competencies

- ✓ Observe and identify competencies/skills needed to complete the internship and describe those observed in colleagues
- ✓ Make a critical analysis (self-assessment) of your own skills in relation to those identified as necessary (and / or in the job description). What skills did you develop during the internship and what skills are still to be developed, and how?

B. Organizational culture

- ✓ How are decisions made within the organization/department?
- ✓ What is their way of communicating?
- ✓ What are the opportunities for career development?
- ✓ What are the latest successes and failures of the organization?
- ✓ What is your own opinion on these?

C. Critical analysis of the student's experience within the organization

- ✓ In your opinion, what were the elements in favor of your application for this specific position? In other words, according to you, what are the reasons you were hired? Did you prepare? If yes, how? Could your network help you to get this job?
- ✓ Looking back, what would you do differently to apply for this position and why? What are the lessons learned?
- ✓ What advice would you give to another student or candidate applying for the same organization/job in order to maximize their chances of being hired?
- ✓ What links can you establish with your professional project (s)? To what extent does this internship correspond to your the professional objective (s)? In what way did this internship contribute to the realization of your professional project (s)?
- ✓ Were cultures and organizational values in line with your own?

Format and Instructions :

- ✓ The internship must be written in English.
- ✓ It must contain 15 to 20 pages maximum.
- ✓ You must make use of relevant literature in order to help you elaborate on concepts such as communication, competencies/skills, organizational culture ...
- ✓ Your internship report will be added to your professionalization file containing, as described above, the students' :
 - Name, family name, master
 - Picture
 - Professional project (including CV + motivation letter)
 - Internship report (see below for more details)

Evaluation :

A detailed evaluation grid will be applied in a standardized manner with criteria such as respect of instructions, conciseness, clarity, critical thinking, analysis, synthesis and integration skills, use of relevant literature and additional sources of information, and the capacity to make links between them (including the students' project, the seminar and guidance and mentoring sessions).

The final score for the TFE professionalization will be out of 20.

25% of the score will be attributed to the seminar and 75% to the internship report and the professional project.

More administrative details regarding the seminar and the internship report can be found on the IEE's Website in the student corner <https://www.iee-ulb.eu/en/life-ieee-ulb/digital-campus/>.

Students are invited to :

- consult the IEE' Style for academic writing (available both in English and in French),
- use the cover page at their disposal in the students' corner for all their assignments, including the Internship Report
- be aware of the sanctions in case of plagiarism (see Rules on Plagiarism <https://www.iee-ulb.eu/en/life-ieee-ulb/digital-campus/>)
- use the form of consent for the interviews conducted in the framework of their research.

For more information regarding the seminar, please contact the seminar's assistant Stefano Falcone (stefano.falcone@ulb.ac.be)