

VADE-MECUM

Professionalization Seminar

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

2021– 2022



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 and develop a career.

Method:

The seminar is both practical and theoretical. Students are asked to actively participate in different workshops and activities organized in the context of the seminar and think thoroughly about their professional project(s).

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 27st, 2021 (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 and activities based on students' needs and interests to the extent possible.

Mentoring/guidance events

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.

Guidance sessions will also be organised for students who will express their interest and motivation to benefit from a more targeted guidance.

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):

- **Professional project**

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

Instructions:

According to the model on which the professionalization seminar is based (see diagram below), to the seminar and mentoring events, draft maximum 4 pages (1 page per section) on your professional project(s).

You may use the questions to provide your answers. You do not have to answer each question, they can be useful in order to guide you and help you structure your answers. Appendices such as CV or motivation letter will not be counted in the 4 pages but they must be part of your project.



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?
- ✓ **How did the seminar and guidance help you to clarify your career plan/professional project?**
- ✓ **What could be the impact of the Covid-19 on your project(s)?**

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. **Be as specific as possible!**

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. Where are the opportunities allowing you to realize your professional

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)). You need to attach it to your report. Without these documents, we will not be able to assess the extent to which you were capable to apply the theory and advice received during the seminar.

project? To whom / where should you send your applications? What areas, organizations, and countries are you interested in? List them! Be as specific as possible. This will allow you to better organize and plan your job/internship search. Justify your answers in relation to your interests and professional goals. The mapping video created in groups is a different assignment from this one that needs to be specific to your own project.

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? Be as specific as possible!

Evaluation :

Your personal professional choices will not be evaluated.

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

- respecting instructions;
- establishing links with the seminar and the guidance sessions;
- relevance of your toolbox, mapping (cartography) and network in relation to the specificities of your professional project(s) and the extent to which you could integrate the advice and information given during the seminar and guidance sessions.

▪ **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?

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?
- ✓ **What is (has been) the impact of the Covid -19 situation on your internship?**

Instructions :

- ✓ The internship must be written in English;
- ✓ It must contain 15 to 20 pages maximum;
- ✓ Use literature in order to help you elaborate on concepts such as communication, competencies/skills, organizational culture ... ;

Evaluation :

A detailed evaluation grid will be applied in a standardized manner with criteria such as respect of instructions, conciseness, clarity, analytical and synthesis skills, and **the relevance of references and tools used**. 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.

▪ **Format for both assignments:**

Every student must create her/his own digital personal folder on 'Université Virtuelle' with the following information/content:

- First and last name of the student;
- Master
- Picture of the student² ;
- Professional project (including CV + motivation letter);
- Internship report.

² This will allow us to easier identify the students and connect with them

Deadline for the professional project and the Internship report :

They must be submitted at the latest on **the 16th May 2022** (for the first examination session) or **the 18th August 2022** (for the second examination session).

You will upload your digital personal folder (see below section 'format for both assignments' for more information) on 'Université Virtuelle' and send a digital copy to the secretariat of your Master before the deadline. The paper format is not necessary.

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.

Teachers in charge of the seminar and internship remain at the disposal of students for any further information (you can contact Mariani Giovanni Paolo (Giovanni.Paolo.Mariani@ulb.be)).

IMPORTANT INFORMATION: due to COVID-19 situation, we might need to modify some aspects and requirements of the seminar/internships. If so, you will be informed in due time based on the evolution of the situation.