

VADE-MECUM

Professionalization Seminar

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

2022– 2023



## 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:

### Workshops and various activities

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, December 3rd, 2022 (One-day seminar)**

An entire day will be devoted to the seminar (from 9:30 am to 4:30 pm). The seminar will be very practical and composed of different workshops and activities.

### **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, guidance sessions and mentoring events, draft maximum 4 pages (1 page per section) on your professional project(s).

You should use the below questions to provide your answers to allow you to be comprehensive in your approach, and 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 (you should attach them in the annexes).



## 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 available<sup>1</sup>. 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 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.

## 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!

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<sup>1</sup> 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.

**IMPORTANT : Be as specific as possible for each section. Your toolbox, mapping and network must be detailed, defined as clearly as possible and adapted to YOUR OWN PROFESSIONAL PROJECT(s) as described in section 1 (Professional Project(s)).**

**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, guidance sessions and mentoring events.**

- **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?
- ✓ To what extent were the seminar and its tools useful in getting and/or preparing for this internship?

- ✓ 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 10 to 15 pages maximum;
- ✓ It must contain a literature review to allow you to elaborate more on concepts such as communication, competencies/skills, organizational culture etc.

**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 (i.e. literature, various publications/reports etc.) 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 (including participation + professional project) and 75% to the internship report.

▪ **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 student<sup>2</sup> ;
- Professional project (including CV + motivation letter and any other useful document/information);
- Internship report.

**Deadline for the professional project and the Internship report :**

The personal professionalization folder must be uploaded on the '*Université Virtuelle*' at the latest on **the 20<sup>th</sup> May 2023** (for the first examination session) or **the 18th August 2023** (for the second examination session). **You should not send any digital or paper copy to the secretariat.**

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<sup>2</sup> This will allow us to easier identify and connect with the students

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 via their assistant Consonni Niccolo ([Niccolo.Marco.Eugenio.Consonni@ulb.be](mailto:Niccolo.Marco.Eugenio.Consonni@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.