



## Internship in Brussels – Summer 2017

CAS EC 497 Internship in Business/Economics

CAS PO 403 Internship in Comparative Law

CAS PO 405/IR 455/GRS PO/IR 645 Internship in International Organizations

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### Course Objective:

This course addresses one of the Internship Program's key learning outcomes:

- Develop an understanding of the work, mission, and challenges of the placement organization, its mission, challenges and constraints.

In coordination with your other module while in Brussels, this course's aim is to further your understanding of your place within a sector of the larger world of governance, economic affairs and diplomacy. The underlying theme of this course is about self-awareness and improvement and how to make a bigger impact on the world by making a bigger impact in the workplace.

### Course Description:

So... you want a job. You want a stable income and someone to recognise you for who you are and what you are passionate about. You want rewarding work and most of all a good pay check. Well, that is what the research says anyway.

You've been accepted for an internship. Maybe it is your first one; maybe it isn't. Either way, you might have a few questions: How am I supposed to act? How can I get help if I need it? How does

this help me going forward? How many of these will I have to do before I get a ‘real’ job? Most importantly, how do I leverage myself towards what I want in the future, on paper and in practice?

There are a number of soft and hard skills that will help you accomplish your goals. This is what this course is about. We will go through the process of what it means to get the most out of your internship. From how to be a good team member and how to deal with adverse or uninspiring work conditions to reflecting on what skills you are good at, what you need to improve, and how to get it all on paper to show a future employer your best self.

Each class will go through the ‘modules’ required to develop and reflect on these skills to help you get the most out of your work experience in Brussels. This will be a highly interactive class with lots of participation, be ready to speak.

### Class Times and Office Hours:

There will be three sessions, of 3-4 hours each, always held on Mondays:

Session One:	Monday, May 22 <sup>nd</sup>	9am – 12pm	UM
Session Two:	Monday, June 5 <sup>th</sup>	9am – 1pm (13h)	UM
Session Three:	Monday, June 26 <sup>th</sup>	1pm (13h) – 4:30pm (16.30h)	UM

We will have time in July to schedule one-on-one meetings individually which you will sign up for in the last session, which will also take place on Monday July 3<sup>rd</sup> or July 10<sup>th</sup>. These are optional, but encouraged.

Office hours will be held organically as needs arise. You can always email me to arrange a time to meet, ask questions, and/or get feedback if you require it.

### Grading

Your grade shall consist of the following:

1. Class participation and attendance:	10%
2. Academic Work: Three written assignments	70%
3. Internship Supervisor’s Evaluation:	20%

Grading chart:

93-100 = A  
90-92.99 = A-  
87-89.99 = B+  
83-86.99 = B  
80-82.99 = B-  
77-79.99 = C+  
73-76.99 = C  
70-72.99 = C-  
60-69.99 = D  
0-59.99 = F

There will be no make-up assignments or extensions, barring extraordinary circumstances. This is not “I had too many La Chouffes in Flagey on a Tuesday afternoon before the due date”. We are talking *extra-ordinary*. Asteroid hitting the planet type stuff. All requests for a late assignment will be made in writing with appropriate documentation (a picture of the asteroid and the calculations of its trajectory) where necessary, and sent to me by email, with the scanned copy of your formal letter and documentation.

### Assignments and Due Dates:

Assignment 1 (20%): Due Wednesday May 31<sup>st</sup> by 5pm (17h) Electronically submitted by email (pdf format please)

Respond to a choice of one job advertisement (choices distributed in Session One) showcasing your skills and past accomplishments in cover letter form. The cover letter should be no more than 600 words with proper formatting. The formatting will be covered in Session One. The point of this assignment is to gauge for both you and myself, how well you understand your own skills in relation to an open position.

Assignment 2 (30%): Due Wednesday June 21<sup>st</sup> by 5pm (17h) Electronically submitted by email (pdf format please)

A paper of 1500 words (+/- 10%) reflecting on the industry of your job and the placing of your organisation within that greater industry. The full details of the assignment will be handed out at the end of Session Two. The aim of this assignment is for you to reflect critically on both the organisation and your role within it and how your organization functions to achieve its goals in the EU, and how you function in your organisation with that purpose in mind.

Assignment 3 (50%): Due Wednesday July 12<sup>th</sup> by 5pm (17h) Electronically submitted by email (pdf format please)

In the final session, a list of job descriptions will be handed out in different industries, encompassing different skill sets and knowledge bases. Your task will be to choose two of these job descriptions and prepare answers for hypothetical (and common) job interview questions for each of the positions. You should choose one position from the industry of your current internship and one from a sector (or skill set) you would like to pursue in the future. Using the skills you have gained in the course, you will write written responses (450 words) to three of these questions for each position (for a total of 2700 words) identifying both the needs of the prospective employer and how you have/will address these needs in the greater context of that company's role in Brussels and the global sector.

Extra Credit:

Produce a CV reflecting your overall skills, attributes, and work history. This should be one-page maximum (front and back). This extra credit will count towards the assignments section of your overall grade (max 10 points).

### Course Materials and Readings:

There are no required textbooks for this class. Any materials to be used will be distributed to you as needed either on the course website or by email. The readings will usually be around 10-15 pages for each session. Some included readings in the reading packet will include:

#### Articles:

"How to structure an internship that is great for the intern and the manager?" in 2014 *American Society for Engineering Education Annual Conference & Exposition*.

Rangan, S., & Natarajarathinam, M.

"Trading information for access: Informational lobbying strategies and interest group access to the European Union." *Journal of European Public Policy*, 20(1), 39-58.

Chalmers, A. W. (2013)

#### Chapter selections from:

*Organizational Behavior: Theory and Practice*

Steven Altman, Enzo Valenzi, Richard M. Hodgetts

ISBN: 9781483215945

*Lobbying in Europe: Public Affairs and the Lobbying Industry in 28 EU Countries*

Bitonti, Alberto, Harris, Phil (Eds.)

ISBN: 9781137552563

*It's Okay to Manage Your Boss: The Step-by-Step Program for Making the Best of Your Most Important Relationship at Work*

Bruce Tulgan

ISBN: 9780470605301

*The Sense of Style: The Thinking Person's Guide to Writing in the 21st Century*

Steven Pinker

ISBN 9780670025855

## Classroom Rules

Please treat the classroom as an extension of your working environment. We will have a lot of informality in our exercises and class time, but part of this class is to understand how to interact in an enlivening environment while also staying professional.

## Academic Conduct

It is every student's responsibility to read the Boston University statement on plagiarism, which is available in the Academic Conduct Code. Students are advised that the penalty against students on a Boston University program for cheating on examinations or for plagiarism may be "...expulsion from the program or the University or such other penalty as may be recommended by the Committee on Student Academic Conduct, subject to approval by the Dean." You can view the entire Academic Conduct Code here: <http://www.bu.edu/academics/policies/academic-conduct-code/>

## Disability Accommodation Statement

If you are a student with a disability or believe you might have a disability that requires accommodations, please contact the Office for Disability Services (ODS) at 617-353-3658 to coordinate any reasonable accommodation requests. For more information, please see <http://www.bu.edu/disability>.