

Careers in International Affairs: POLS 2230
Spring 2026
Dr. Stephen Collins
Kennesaw State University

Day/Time: Tues/Thurs, 9:30am-10:45am **Location:** Clendenin Building- 1003
My Contact Info: D2L Mail & scolli30@kennesaw.edu
Office Hours (Soc Sci 5065): Tues 1:00pm-2:00pm & By Appointment

Course Description: POLS 2230 - Careers in International Affairs 3 Class Hours 0 Laboratory Hours 3 Credit Hours. Prerequisite: Declared international affairs major. This course focuses on career planning and development issues for international affairs majors. Using a combination of lecture, readings, and guest lectures, you will learn about the careers the IA major prepares students for. You will also learn strategies that will enhance your prospects of securing a job offer and achieving long-term success in your chosen career field. Course topics will include an overview of the undergraduate major in international affairs, career options in international affairs and related fields, preparation for employment with a bachelor's degree, preparing for and succeeding in graduate school, and applying for a job. A particular emphasis will be placed upon connecting you with various on-campus resources designed to aid you in course planning, internships, interviewing skills, and the cultivation and maintenance of job skills.

Learning Outcomes: This course is designed to meet four learning outcomes:

1) **Strategies for Academic Success** (Knowledge, Application, and Evaluation): Activities and readings in this dimension emphasize the pathways that are important for individuals who study international affairs and seek employment within that field. These include: describe the structure of the international affairs major and what is necessary to successfully complete the major, identify the academic subfields of international affairs, appraising which aspect of international affairs is of greatest interest to the student and which can lead to a desired international career. After completing this course, students will be able to demonstrate oral and written presentation skills, and the use of technology in pursuit of these objectives.

2) **Life Skills** (Knowledge, Synthesis, and Evaluation): Activities and readings in this area focus especially on improving the student's understanding of the impact of establishing professional goals, the ability to manage time and set priorities, and to develop professional skills which are necessary for employment within international careers. After completing this course, students will be able to assess their own strengths and weaknesses, presenting oneself within the job market, and developing interview skills.

3) **Campus and Community Connections** (Knowledge and Analysis): Coursework in this area seeks to expand the students' interaction with faculty and peers within the International Affairs major. Elements of this will include: identify faculty expectations of students within the International Affairs major, illustrate where and how find academic assistance, and establish connections with fellow International Affairs majors. After completing this course, students will be able to understand and explain campus policies, resources, and academic services specifically college/university rules regarding academic honesty, the grading system, academic probation policies, registration procedures, tutoring and advising services, and student success resources.

Finally, experiences in the class will promote involvement in on- and off-campus events that relate to International Affairs.

4) **Foundations for Global Learning** (Evaluation): After completing this course, students will be able to compare/contrast and evaluate issues of ethics, leadership, citizenship, inclusiveness, and global perspectives.

Required Textbooks:

- *Careers in International Affairs*, Ninth Edition, by Laura Cressey, Barrett Helmer, Jennifer Steffensen (eds.) (Washington, D.C.: Georgetown University Press, 2014)
- *Kickstarting Your Academic Career: Skills to Succeed in the Social Sciences*, by Robert L. Ostergard, Jr. and Stacy B. Fisher (University of Toronto Press, 2017)
 - [Click here for free access](#)

EXAMS & ASSIGNMENTS

Each student will be required to complete each of the following exams/assignments. They will be worth the following percentages of the total grade:

<input type="checkbox"/> Exam #1	10%
<input type="checkbox"/> Academic Success Plan	10%
<input type="checkbox"/> Exam #2	10%
<input type="checkbox"/> Internship Planning Paper	10%
<input type="checkbox"/> Interview Prep Paper	10%
<input type="checkbox"/> Career Plan	15%
<input type="checkbox"/> Presentation of Informational Interview	20%
<input type="checkbox"/> Final Exam	15%

Course Grading Scale: A = 90 – 100 B = 80 – 89 C = 70 – 79 D = 60 – 69 F = 0 - 59

Makeup Exams/Assignment Extensions

Makeup exams or assignment extensions will be permitted only for highly compelling reasons and will be granted at my discretion. Requests for makeup exams or assignment extensions must be sent to me via D2L email **within 24 hours** of the missed exam or assignment. If you are seeking to makeup a missed exam you may not be present in class during the post-exam review discussion. If you stay for the review discussion you will be prohibited from taking a makeup exam.

Attendance and Punctuality Policy

There is nothing more important for your academic development than consistent, punctual class attendance. Your learning, skill development, and preparation for the professions will be greatly inhibited if you fail to come to class consistently and on time. Additionally, as a central purpose of this class is to prepare you for career success, it is essential that you begin practicing the behaviors of successful professionals. Nothing will curtail your career success more than poor attendance and arriving late to work. Consequently, this course maintains an attendance and punctuality policy.

Students are permitted 4 absences and 4 late arrivals. This approximates the personal time allowances offered in professional workplaces. Absences and late arrivals in excess of the allotted 4 will result in the following final course grade penalties:

Penalty Deductions for Absences & Late Arrivals (Applied to the Final Course Average)

- 1 Extra Absence/Late: 2 pt course grade deduction
- 2 Extra Absences/Lates: 3 pt course grade deduction
- 3 Extra Absences/Lates: 5 pt course grade deduction
- 4-5 Extra Absences/Lates: 10 pt course grade deduction
- 6-7 Extra Absences/Lates: 15 pt course grade deduction
- 8-9 Extra Absences/Lates: 20 pt course grade deduction
- 10-11 Extra Absences/Lates: 25 pt course grade deduction
- 12-13 Extra Absences/Lates: 30 pt course grade deduction
- 14-15: Extra Absences/Lates: 35 pt course grade deduction
- 16-17: Extra Absences/Lates: 40 Pt course grade deduction
- 18-19: Extra Absences/Lates: 45 Pt course grade deduction
- 20+: Extra Absences/Lates: 50 Pt course grade deduction

Point Addition for Good Attendance

Students who demonstrate an admirable attendance and punctuality record - missing only a class or two and arriving late perhaps just once or twice - will receive extra credit bonus points.

Description of Each Assignment

Exams: Exams will consist of multiple-choice, short answer, and essay questions.

Interview Prep Paper: Your paper will provide details of the IA professional you have selected to interview for the informational interview assignment (your *interviewee*). The paper must be 500-600 words in length. It will offer a biographical sketch of your interviewee, focusing on their professional positions and experiences. It will also detail their career field, discussing the mission and the most important tasks and activities of someone in your interviewees' position (i.e., provide an extended job description for your interviewee's position).

Academic Success Plan: Utilizing content from class sessions and assigned readings, you will craft a single-page, bullet-point plan identifying the action steps you will take to succeed academically in the IA program and at KSU overall.

Internship Plan: Your assignment, due, is to explore and select an internship that you would like to complete within the next academic year (or next semester if you are graduating before then). You will then write a 500-600-word paper detailing your internship and the steps you will take to secure the position and register for the internship class in order to gain academic credit for the internship (3 to 12 credits based on hours). The paper must be submitted to the related

assignment folder in D2L.

Career Plan: List one or two specific career fields that you wish to pursue. Then, identify the action steps you will take that will make you a strong candidate for positions in the field.

Informational Interview with an IA Professional & Class Presentation

Each student will be required to conduct an informational interview with a professional working at an IA-related employer. An informational interview is a conversation with another individual who has a job you might like to have. It is not a job interview. It is your attempt to learn about a field within international affairs and find out what a person should do to become a strong and competitive candidate for positions in that career.

The definition of ‘IA-related professional’ is very broad and includes many professionals in government, business, institutions, and organizations.) The professional you interview must be off-campus, and a non-family member.

Here are the steps you should follow and timeline for completing each step. (There is nothing stopping you from completing the entire process early. Some students identify their career field, their interviewee, and complete their interview all before midsemester.)

Step 1: Pick a Career Field -- Due: Mid-February

- Determine which career field within International Affairs most interests you. Of course, you do not have to commit to a career now. Your choice is based on the careers that currently interest you the most.

Step 2: Identify a Specific Employer in Your Field - Due February 27

- Identify a specific employer in your desired career field where you may wish to work (i.e., a government agency, business, institution, nonprofit, etc.).

Step 3: Identify Your Interviewee(s) – Due March 5

- **By Thursday, March 5, you will identify one or more specific individuals at a specific employer that you would like to interview (your ‘prospective interviewees’) and begin contacting them to set up an interview.**
- Begin reaching out to prospective interviewees to secure an interview. Do this one at a time. If you do not hear back from your first prospective interviewee within a week, then move on to the next person on your list.
- To help you identify an employer, consider the talks delivered by me and our guest lecturers. You can also use the IA Careers and Internships List on D2L To identify your specific interviewee, use the employer’s website and/or call their HR department. LinkedIn is also a helpful resource for finding professionals in a specific field. (Facebook and other social media sites might also be helpful.) Remember, also to use your personal network (i.e., family, friends, neighbors, co-workers, and supervisors).
- Although your presentation on the interview will not occur until the last two weeks of the semester, you must start the process early, i.e., at least six weeks before as your prospective interviewee is likely very busy and you will likely need to make several calls and/or send several emails before you are able to get through to your contact. This process can sometimes take several weeks.

Step 4: Secure a ‘Yes’ From Your Interviewee & Set Day & Time – Due: March 19

- **By March 19**, you must secure your interviewees’ agreement to participate in the information interview and set a day and time for the interview.

Step 5: Submit your informational interview prep paper. Due: March 25.

- By March 25, you will upload your interview prep paper to D2L.
- In the paper you will identify and introduce your interviewee including an overview of their position, employer, and the career in which they work. See the guidelines for this assignment on our course website.

Step 6: INTERVIEW YOUR PROFESSIONAL. Due: April 8.

- **By April 8**, you will complete the interview with your IA-related professional. Your interview can be in-person or virtual. An in-person meeting is preferable, and it makes a stronger connection. Of course, I understand that an in-person meeting with an official in Washington, D. C., or outside Georgia is likely not feasible.

Interview Instructions and Tips

- **Be Prepared:** Ensure that you have done your background research on the career field, the employer, and on your interviewee so that you are able to ask relevant and intelligent questions. Your interviewee is likely an exceptionally busy person. If you appear unprepared, they may feel that you are wasting their time. They may subsequently ask you to immediately leave. As a part of your preparation, you should rehearse your informational interview with a friend, colleague, or a member of the careers center office. Practice makes perfect!
- **Questions to Ask:** At a minimum, the interviewee should be asked: (1) Describe the academic and professional path to your current career? (e.g. college majors and degrees, previous jobs, internships) (2) What can people expect from a career in this field? At the macro level, what is the overall mission and major responsibilities of the profession, and, at the microlevel, what is a typical day like? What are the upsides of the career and what are the most challenging aspects? (3) What steps should college students take now in order to enhance their chances of getting a job within this career field someday? (i.e., courses, internships, networking, etc.) (4) What steps should college students take post-graduation? (e.g., graduate degrees, networking, skills, steppingstone jobs, etc.)? (5) What should individuals do to successfully progress once in the career field.
- **Thank Your Interviewee** (Build that Connection): At the conclusion of the interview, thank your interviewee for taking the time to talk.
- **Send the Survey to Your Interviewee to Assess Your Professionalism:** Due Immediately following the interview. Tell your interviewee that you will be sending her or him a **follow up email with a link to an on-line survey** regarding your interview performance for the purposes of this course. SURVEY: [Click here for the on-line survey link](#). Your subject’s email must be an official business or agency email address. If your interview subject is unable to provide an official business/agency email, he or she will be asked to provide a phone number that can be used for verification purposes (if that need should arise).

Step 8: Thank You Email. You should follow up immediately with a thank you note. It's always possible that a positive impression may result in career success further down the road!

Step 9: Informational Interview Presentation: You will deliver a presentation on your informational interview during the final two weeks of class. The presentation schedule, indicating the date you will present, will be released by mid-November.

KSU Statement on Academic Integrity: Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section II of the Student Code of Conduct addresses the University's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, misrepresentation/falsification of University records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the University Judiciary Program, which includes either an "informal" resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct's minimum one semester suspension requirement.

AI Use is Prohibited: You are expected to generate your own work in this class. When you submit any kind of work, you are asserting that you have created it completely on your own unless you indicate otherwise using quotation marks and proper citation for the source(s) you used to help you. Submitting content that has been generated by someone other than you, or that was created or assisted by an **AI generative tool is prohibited and penalties will start at failure for the assignment, and possible referral to the office of the dean of student.**

KSU Statement on Academic Honesty: The high quality of education at Kennesaw State University is reflected in the credits and degrees its students earn. The protection of these high standards is crucial since the validity and equity of the University's grades and degrees depend upon it. Any student found to have violated any KSU academic honesty regulation after a hearing before a University court panel or before the Vice President for Student Success and Enrollment Services (or his/her designee) shall be suspended for at least one semester, unless the student persuades the deciding body that the circumstances of his or her behavior substantially mitigate the gravity of the violation. These regulations are designed to assist students in (1) developing appropriate attitudes about, and (2) understanding and following the university's standards relating to academic honesty. The regulations protect students by helping them avoid committing infractions that may compromise the completion of their KSU degrees or damage their reputations.

KSU Statement on Academic Freedom and Responsibility: "It is the purpose of the institution to provide a campus environment which encourages academic accomplishment, personal growth, and a spirit of understanding and cooperation. An important part of maintaining such an environment is the commitment to protect the health and safety of every member of the campus community. Belligerent, abusive, profane, threatening and/or inappropriate behavior on the part of students is a violation of the Kennesaw State University Student Conduct Regulations.

Students who are found guilty of such misconduct may be subject to immediate dismissal from the institution. In addition, these violations of state law may also be subject to criminal action beyond the University disciplinary process." See [KSU Student Code of Conduct](#)"

Class Etiquette Rules

The following represents a list of etiquette rules for this course. This code of conduct aims to foster a classroom environment that is optimal for learning complex subject matter. Additionally, as one of the central objectives of higher education is to prepare students for leadership roles in the professions, these rules will help students to internalize essential professional etiquette skills. Violations of any of the rules of class etiquette will negatively impact participation points and also may result in a student's removal from the class.

1. CIVILITY

- Comments, questions, and other forms of expression ought to be conducted in a manner that demonstrates civility and respect for all members of the class.

2. DECORUM

- Questions and comments are encouraged; however, students must wait to be recognized by the professor before commenting.

3. SIDE DISCUSSIONS

- Side discussions between individual students during the class period represent a distraction to the class and thus are prohibited.

4. PUNCTUALITY

- Students are expected to arrive to class on time.

5. ELECTRONICS AND OTHER DISTRACTIONS

- **The use of laptop computers, cell phones, and other electronic equipment is not permitted.**
 - The exception to this rule is that you may use these tech items at times when you are given explicit permission by the professor. For example, you may occasionally be asked to open your laptop or other web accessible device for purposes of learning about or connecting with websites and applications that relate to the course (typically related to job searches).
- Students with a letter from KSU Student Disabilities Services listing use of a computer in class as one their accommodations will, of course, be permitted to use a laptop regularly. However, even for students granted a laptop computer accommodation. Web Surfing and other non-note taking activities are prohibited during class.
- All reading materials must be placed away before class begins.
- Points will be deducted from students seen texting frequently in class.
 - Exceptions will be made for emergency situations. See me in advance of class if you have must have access to your cell phone for an emergency situation.

6. COMMUNICATION ETIQUETTE

- Email communications must include a greeting and a salutation (i.e., Dr. Collins, (body of letter), Sincerely, Sue Jones). Instant messaging-style emails represent poor form and a breach of academic and professional etiquette and are thus prohibited. (Utilizing proper communications etiquette will positively distinguish you from your peers in a professional environment.)

7. STANDARD ETIQUETTE

- Students are expected to observe all the standard rules of decorum of a university course; whether or not they are listed herein explicitly.

Disability Support & Accessibility Policy

Any student who, because of a disabling condition, may require special arrangements in order to meet the course requirements should contact me as soon as possible to arrange the necessary accommodations. Students should present appropriate verification from the [KSU Student Disability Services \(SDS\)](#) office. Phone: (470) 578-2666.

KSU ADA Statement Special Needs and Accommodations Statement:

Kennesaw State University provides program accessibility and reasonable accommodations for persons defined as disabled under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the KSU Student Disability Services (SDS) office. Please do not request accommodations directly from the professor or instructor without a letter of accommodation directly from the KSU Student Disability Services (SDS) office.

KSU Student Support Services

Kennesaw State University provides academic and personal support services through the offices of Academic Success Services, the KSU Writing Center, and Counseling and Psychological Services.

SMART Tutoring Center

- “The SMART Center at KSU provides tutoring for all current KSU students in Math, Science, Engineering, Humanities, and Social Science courses.”
- Get [tutoring help online via the Virtual Smart Center](#).

Kennesaw State University Writing Center:

- “The Writing Center ([link](#)) is more than a free service available to all members of the university community; it is a place where anyone who writes—those who love it, those who struggle with it, and everyone in between—can come for help in becoming a better writer.”
- Phone: (770) 423-6380
- You may find that the writing skills assistance provided by the writing center will help you to craft clear and compelling web posts, which will enhance your participation performance.

Counseling and Psychological Services

Your good mental health matters to me and to KSU. KSU [Counseling and Psychological Services](#)

(470-578-6600) supports the academic mission of Kennesaw State University by enhancing students' educational, career, and social development. We work in conjunction with other faculty, administrators, and student affairs professionals to develop the whole person—intellectually, personally, socially, and spiritually.

For Immediate Emergency Mental Health Support (24hrs) Call: 833-646-1526

Experiencing Depression, Anxiety? Need Someone to Talk to?

To schedule an appointment, call 470-578-6600. Students may **walk-in** or call 470-578-6600 for urgent appointments Monday-Friday between the hours of 8:00am-5:00pm if they are at an elevated mental health risk, including

- Current or recent thoughts of harm to self or others
- Concerned about the safety of another person
- Experience of a recent trauma
- Experiencing hallucinations, delusions, disorganized thinking and/or behavior, or have been unable to sleep for two or more days.

Emergency Service/Counseling: If you feel you need immediate support outside of normal business hours, please use of the following resources:

- 24 hour Support: **833-646-1526**
- **Georgia Crisis Access Line: 1-800-715-4225**
- **Crisis Text Line by texting 741741**
 - Text 741741 to text chat with a trained Crisis Coordinator or click "Send Message" on their [Facebook](#) page. Visit <https://www.crisistextline.org/> for more information.
- Visit our [Emergency page](#) for more options.

988 Suicide & Crisis Lifeline: 988 has been designated as the new three-digit dialing code that will route callers to the National Suicide Prevention Lifeline (now known as the 988 Suicide & Crisis Lifeline), and is now active across the United States.

When people call, text, or chat 988, they will be connected to trained counselors that are part of the existing Lifeline network. These trained counselors will listen, understand how their problems are affecting them, provide support, and connect them to resources if necessary.

Internships

The School of Government and International Affairs (SGIA) strongly urges students to consider doing an internship during their time at KSU. Research has shown that students who do an internship have a higher degree of success in finding jobs and advancing in their careers. Internships allow students to gain real world experience while applying their classroom knowledge and making valuable professional contacts for the future. Many internships have resulted in SGIA students having full-time positions waiting for them when they graduate. Questions should be directed to the SGIA Internship Coordinator, Dr. Jennifer Purcell, at jpurce10@kennesaw.edu.

Technical Support

If you experience technical problems, or have general questions about D2L, contact: [Information Technology Services](#) (ITS): 470-578-3555

Textbooks

You have immediate e-access to the textbooks as this course participates in the Day One textbook program. Scroll under Content Browser to click “Read Course Textbooks Here.”

Careers in International Affairs, Ninth Edition, by Laura Cressey, Barrett Helmer, Jennifer Steffensen (eds.) (Washington, D.C.: Georgetown University Press, 2014)

Kickstarting Your Academic Career: Skills to Succeed in the Social Sciences, by Robert L. Ostergard, Jr. and Stacy B. Fisher (University of Toronto Press, 2017)

This course is part of a textbook program called Day One Access. The week before classes begin, you should receive an e-mail from KSU University Stores with instructions on how to access the course content (please check your junk folder if not in your inbox). The purpose of Day One Access is to make sure that you have access to the digital course materials on or before the first day of class at a highly competitive rate. Everyone enrolled in the course will automatically have access to the digital course materials through drop/add. Those who have not opted-out or dropped the class by drop/add, will receive a charge from the bookstore on their Owl Express student account the following week.

You have the ability to Opt-Out, via the link in the email sent to you by University Stores. Once you opt out, you will immediately receive a confirmation email. If you do not receive this email, you did not successfully opt out. If, after multiple tries, you are unable to successfully opt out via the link, please email dayone@kennesaw.edu prior to the opt-out deadline and request to be manually opted out. You must include your name, student ID number, and the course info. Emails sent after the deadline will not be acknowledged.

You should also login and register your materials via the link during the first week of class. If you do not register by this date, you may temporarily lose access, and an access code may be requested despite not having opted out. If this happens, please email dayone@kennesaw.edu. (DO NOT purchase an access code if this happens, as you will not be refunded. Please wait for a response to your email.) If you would like to know more about Day One Access, please visit https://ksustore.kennesaw.edu/textbooks/day_one_access.php.

Enrollment Status Statement: Students are solely responsible for managing their enrollment status in a course; non-attendance does not constitute a withdrawal.

D2L Student E-mail Accounts: Each student registered for this class has automatically been given a KSU D2L account. In order to access this account, go to: d2l.kennesaw.edu and follow the online instructions. I will be posting useful information here.

Library Resources and Support

For assistance with research and accessing library resources, please contact our Collegiate Librarian for the Social Sciences, Stephanie Ard.

- Email: sard3@kennesaw.edu
- Consultation Requests: <https://www.kennesaw.edu/library/>

Stephanie is available to help with finding and using academic resources, developing research strategies, and other library-related services. Don't hesitate to reach out for support!

Class Schedule

As this course involves the participation of a large number of professional visiting presenters whose schedules can change at a moment's notice, the class schedule below is approximate and is subject to revision. Changes will be announced as soon as practically possible. Please check D2L regularly (at least once per day, M-F). I also suggest that you check D2L the morning before class to see if there are any reminders for assignments or class cancellations due to weather or illness.

Week 1. January 13, 15: Course Intro & Overview of Career Options for IA Majors

- Jan 13: Introduction to POLS 2230: Careers in International Affairs (Dr. Collins)
- Jan 15: Overview of Career Options for IA Majors: Part 1 (Dr. Collins)

- Required Reading:
 - Introduction & Chapter 1, *Kickstarting your Academic Career* (hereafter called **KAC**).
 - Orianna Rosa Royal, "[Bosses are firing Gen Z grads just months after hiring them—here's what they say needs to change](#)," *Fortune*, September 30, 2024.

Week 2. January 20, 22: Academic Success Strategies

- Jan 20: Overview of Career Options for IA Majors: Part 2 (Dr. Collins)
- Jan 22: Professor Stephen McKelvey - Academic Success

- Required Reading: KAC, Chapter 2: So You Thought You Knew How to Read?

Week 3. January 27, 29 : Job and Internship Application Process + Resume Writing

- Jan 27: Strategic Reading & Note Taking (Dr. Collins)
- Jan 29: Effective Study Strategies (Dr. Collins)

- Required Reading: Chapter 1, *Careers in International Affairs*
- Required Viewing: [Elevator Pitch Tips](#). Vanessa Van Edwards

Week 4. February 3, 5: Internships & Informational Interviews + How Your Academic Advisor Can Support Your Success

- Feb 3: Assignment Overview: Informational Interview, Interview Prep Paper & Internship Plan Essay. + AI and Research – Strategies and Ethics (Dr. Collins)
- Feb 5: Ms. Hilary Battle - Academic Advisor for International Affairs Majors
- Required Reading:
 - Chapter 2, *Careers in International Affairs*, pp. 53-60.
 - Marugan Anandarajan, "[2025 College Hiring Outlook Report Reveals that Employers Prize Soft Skills and Internships](#)", *The Conversation*, June 17, 2025

Week 5. February 10, 12: Student Success Tips

- Feb 10: Student Success Centers. Ms. Wanda McLaughlin - *Assoc Dir Fin Literacy, Office of Scholarships and Financial Aid*
- Feb 12: Ms. Heather Owens, Assoc Dir. KSU Career Center, Strategies for Effective Job Searching, Applying, and Interviewing.

- Required Reading:

- KSU [General Education Requirements](#) (KSU University Catalog)
- [Required Courses for the IA Major](#) (IA Program of Study)
- KAC, Chapter 4: Finding Your Curiosity and Research Zen

****EXAM 1: Wed, Feb 18 ****

Week 6. Feb 17, 19 – (1) Using and Referencing Your Sources (2) Careers in Business Engagement: Building Partnerships between Governments & Business

- February 17:** Research, Source Selection, & Term Paper Writing
- Feb 18: EXAM 1**
- Feb 19:** Coryn Marsik, VP Business Engagement, KSU (IA Program Alum)
(Previously: Georgia’s Director of International Investment)
- Required Reading: KAC, Chapter 5: Can You Google That?

****Graded Assignment: Academic Success Plan – Due Wed, Feb 25****

Week 7: Feb 24, 26 - Business Careers for IA Majors

- Feb 24: Dr. Collins – Careers in Business
- Feb 25: ACADEMIC SUCCESS PLAN – GRADED ASSIGNMENT DUE
- Feb 26: Dr. Tom Rotnem – Choosing Your IA Classes
- Required Reading: Chapter 7, Careers in International Affairs

Week 8: March 3, 5 - Careers in Diplomacy & International Organization

- March 3: Diplomacy Careers beyond the US State Department.
- March 5: Saul Hernandez, U.S. Diplomat – Careers in the U.S. Foreign Service
- Required Reading: Chapter 3, *Careers in International Affairs*

SPRING BREAK – MARCH 9-15

Week 9: March 17, 19 - Careers in Intelligence & the Military + Careers in International Organizations

- Mar 17: Dr. John Moran - Careers in Intelligence & the Military
- Mar 19: Dr. Thomas Doleys - Careers in International Organizations
- Required Reading: Chapter 4, *Careers in International Affairs*, pp. 114-130.

*****Wed, March 25 – Interview Prep Paper Due*****

Week 10: March 24, 26- The Peace Corps and Graduate Education (Grad School)

- March 24: Dr. Thomas Nisley – The Peace Corps
- March 25: **Interview Prep Paper Due - Graded Assignment Due**
- March 26: Grad School
 - Dr. Megan Hauser –Grad School: How to Select, Apply and Succeed
 - Dr. Tom Doleys, Director, MS in International Policy Management.
 - Dr. Maureen Wilson, Graduate Coordinator, SGIA.

- Required Reading: Chapters 9 & 10, *Careers in International Affairs*

Week 11: March 31, April 2 –International NGOs & University Careers

- Mar 31: Dr. Eric Castater – NGOs (Careers in Nonprofit Aid Work & Policy Advocacy).
- April 2: Dr. Nuru Akinyemi/Dr. Tavishi Bhasin – Employment in Universities
- Required Reading: Chapter 5, *Careers in International Affairs*, pp. 131 – 156.

***** Exam 2: Wed, April 8 *****

Week 12: April 7, 9 Skill Building

- April 7: Mr. Andrew Allison - Careers in Government Relations/ DC Owls Scholarship
 - o Mr. Allison is KSU's Director of Government Relations.
- April 8: Exam 2
- April 9: Professional Skill Building
- April 10: Internship Planning Assignment Due
- Required Reading: Chapter 6, *Careers in International Affairs*, pp. 157-168.

*****Friday, April 10 – Internship Planning Assignment Due*****

Week 13: April 14, 16 - Public Speaking and Preparing for Presentations

- April 14: Public Speaking (Collins)
- April 15: **Career Plan Due – Graded Assignment**
- April 16: Presentation Preparation Day
 - In class you will work on the presentation. I will visit each student in class to review their presentation and provide advice and suggestions.
- Required Reading: Chapter 8, *Careers in International Affairs*

***** Wed, April 15 - Career Plan Due*****

Week 14: April 21, 23 – Student Presentations – Groups 1 & 2

- April 21: Student Presentations – Group 1
- April 23: Student Presentations – Group 2

Week 15: April 28, 30 - Student Presentations – Groups 3 & 4

- April 28: Student Presentations – Group 3
- April 30: Student Presentations – Group 4

Final Exam: Thursday, May 7

KSU POLICIES & Resources/Required Syllabus Information

Visit [this link](#) to read Kennesaw State University's policies in effect this semester for academic issues, accessibility, health and safety and other important concerns.

Instructional Continuity Plan in Case of Inclement Weather or Emergency

Kennesaw State University (KSU) may decide to close campuses, operate on a delayed schedule, or transition to remote instruction for inclement weather or in case of emergency.

The University will announce campus closures, delayed schedules, or remote instruction through KSU Alerts sent to your cell number on file and to your university email account. In addition, announcements will be posted on KSU's home page: www.kennesaw.edu.

Our class continuity plan includes:

1. Communication: Please check D21 Brightspace or e-mail for necessary instructions.
2. Virtual Classes: If in-person classes are not possible, we may transition to virtual classes using MS Teams.
3. Assignments and Assessments: Deadlines for assignments and assessments may be adjusted to accommodate the emergency situation.