

Antalya Bilim University
Department of Political Science and International Relations, POLS 356
Job Skills
Spring 2024

Class Time: Thursdays 10:00-12:50
Office Hours: By appointment

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This course aims to develop the skills and know-how for students to apply for jobs and to graduate programs. By gaining these skills, students will be equipped to more effectively conduct their job search and/or find the best match for graduate studies. The first objective of this course is to expose students to the the range of jobs available to students of political science and international relations. The course encompasses a series of seminars in which representatives from different sectors will introduce job opportunities in the field and address questions and concerns of students. In this class, students will be exposed to the resources available to them at ABU, and online, to more effectively locate job/school/scholarship opportunities. The second objective of this course is to develop the written and presentation skills necessary to succesfully complete a job or graduate school application. This includes learning how to write a curriculum vitae, a cover letter and a statement of purpose, and developing interview skills.

Assessment Criteria

- 1) **Attendance and participation (10%):** Students are expected to attend class and actively participate. This is not a lecture based course and will require your participation in in-class assignments. In the case that you will miss class please let us know beforehand. Students must attend 70% of classes to pass.
- 2) **Assignments (15%):** Students are responsible for completing 3 assignments **BEFORE** the Midterm Exam. Each assignment makes up 5% of this grade component. Student's submission of the assignment on the due date as well as its quality will determine their grade.
- 3) **Midterm Exam (35%):** This grade component has two sub-components. The first is a written exam that is 20% of the overall grade. The remaining 15% is given on the basis of student's submission of **the REVISION & RESUBMISSION FILE** for the first 3 assignments (discussed above). After each assignment, students will receive individual feedback on their submission and they are expected to revise them on the basis of this feedback. This revision & resubmission process makes up 15% of the overall grade. Students are expected to bring their **REVISION & RESUBMISSION FILE** to the midterm exam. This File is a part of the Midterm Exam; hence not submitting this file will result in a loss of 15% of the overall grade.
- 4) **Final Exam (40%):** This grade component has two sub-components. The first is a written exam that is 25% of the overall grade. This exam will be based on the talks given by guest speakers throughout the semester and the relevant sectors they represent. Hence students are expected to attend each seminar and take notes. The second sub-component, which makes up 15% of the overall grade, will be evaluated on the basis of the students' performance on the mock interview assignment at the end of the semester.

Course book:

The instructors will upload the written material to the LMS system.

Course Schedule

Week 1 (12-18 Feb.): Introduction / Syllabus / Expectations

Week 2 (19-25 Feb.) How to write a CV

- Academic CV
- Industrial CV

Assignment: Complete your current academic CV. Also imagine we are in year 2034 and complete either an imaginary academic CV or an imaginary industrial CV. Hence for this assignment, you should submit two CVs.

Submission date: Monday 26.02.2024 by 13:00, via email

Week 3 (26 Feb.-2 March)

- Individual assessment and feedback on CV's

* Individual assessments will take place during the lecture day/time. Students will be given a 10-minute time slot for this one-to-one assessment.

Week 4 (4-9 March) Job Search

- Where to look? Online resources to find jobs.
- ABU Career Office
- How to write a Cover Letter

Assignment: (mock) Job Search/Application and Cover Letter.

Submission date: Monday 11.03.2024 by 13:00, via email

Week 5 (11-16 March)

- Individual assessment and feedback on job search and cover letter

Week 6 (18-23 March) Applying to Graduate Schools

- Deciding what to study. Deciding where to study.
- How to apply to graduate programs
- How to write a statement of purpose
- Scholarship opportunities

Assignment: (mock) graduate school application and Statement of Purpose.

Submission date: Monday 25.03.2024 by 13:00, via email

Week 7 (25-30 March)

- Individual assessment and feedback on (mock) graduate study application

Week 8 (1-7 April)

Midterm Week

----- NO CLASS -----

Week 9 (8-14 April) OFFICIAL RELIGIOUS HOLIDAY

Week 10 (15-21 April) Seminar Series: A Career in Academia and Civil Society

Guest Speakers will be announced later.

Week 11 (22-28 April) Seminar Series: A Career in IO and Private Sector

Guest Speakers will be announced later

Week 12 (29 Apr-5 May) Seminar Series: A Career of an ABU Graduate

Guest Speakers will be announced later

Week 13 (6-12 May) Preparing for Interviews

- Mock Interviews

Week 14 (13-19 May)

- Mock Interviews
- Review