Faculty Instructor: Iva Bozovic  
Contact: (213) 821-2070, bozovic@usc.edu  
Office hours: Tu, Th 11-12 and by appointment  
Office: VKC 341

COURSE OBJECTIVES:

This course is designed to help students build a connection between their academic training and career possibilities in International Relations. Course requirements bridge the academic-practitioner divide by encouraging students to explore the link between practical experience of their internship and the knowledge gained from coursework and research. The goals of the course are as follows: 1) to assist students in developing a strong pre-professional understanding of the careers open to them after graduation, 2) to assist students in developing concrete capabilities necessary to succeed professionally after graduation, and 3) to build the connection between academic knowledge and professional practice.

COURSE REQUIREMENTS:

The course grade will be based on 5 components: internship evaluation (35%), attendance at one pre-professional session (15%), one career-development assignment (15%), and final research paper (35%).

1. Internship and Supervisor Evaluation: the primary requirement of the internship course is to work at your internship for 8-10 hours per week for a total of 120 hours per semester. An internship evaluation form (obtained from the instructor or the student’s academic advisor) needs to be submitted in order to obtain D-clearance. Once D-clearance is approved, you must register for the course. Please contact the instructor if you need help securing an internship opportunity.

At the end of the semester, your supervisor will be asked to evaluate your internship performance, which will count toward your final grade. You will be provided with a link to the form that your supervisor has to complete by the deadline of 4/29. Please remember that while working at your internship, you are a representative of USC and the School of International Relations. You must be punctual and notify your supervisor if you are unable to work because of a serious illness or emergency. If, in consultation with your supervisor, you do make any changes to your schedule, you must inform the instructor. Also, notify
the instructor if your supervisor or your duties change compared to what is listed in your job agreement. In general, feel free to reach out the instructor for any issues you are experiencing at work.

2. **Pre-Professional sessions**: students must attend one pre-professional session on campus. Dornsife Career Pathways and the Career Center put up events throughout the semester that are supposed to help you explore career options and prepare for your job-search post-graduation. While you can chose to attend any event you find useful for your career exploration and preparation, I would highly urge you to find an event that advises you on writing cover letters, resumes, preparing for an interview or designing your linked-in profile. Feel free to bring in a flyer or notes as evidence of your attendance to receive credit for this assignment or a signed attendance form that I will supply via Blackboard. Note that the schedule of events is “front-loaded” and that it may be difficult to find something of interest if you wait until the end of the semester.
   a. [https://dornsife.usc.edu/careerpathways/events/](https://dornsife.usc.edu/careerpathways/events/)
   b. [https://careers.usc.edu/events/](https://careers.usc.edu/events/)

3. **Career-development assignment**: students have a choice to complete an assignment that best serves their career development needs. You are only required to complete **ONE** of these short assignments.
   a. **Option 1: informational interview.** For this assignment, you are required to interview at least one individual in a career field that is of interest to you and/or related to your area of internship. You are responsible for identifying this individual and scheduling an online or an in-person meeting. Please do not include anyone you are related to or with whom you interact at your internship on a regular basis. Upon completing the interview, please turn in a 2-page write-up explaining 1) why you selected this individual or how their career path fits into your research/career interests, 2) what you were hoping to learn, 3) what did you learn and how can this information benefit you, and 4) what if anything will you change next time you conduct an informational interview. This write-up has to be submitted via email or google drive by **4/29**. Consult the following two documents for helpful hints on how to conduct and informational interview.
      [https://careers.usc.edu/career-pathfinder/conduct-interviews/](https://careers.usc.edu/career-pathfinder/conduct-interviews/)
      [https://dornsife.usc.edu/careerpathways/work-it-guides/](https://dornsife.usc.edu/careerpathways/work-it-guides/) (last option “Decide It” guide)
   b. **Option 2: event write-up.** You are required to attend a research-related or a career-related event and turn in a 2-page write-up following the event. You are free to attend events outside our campus but please exclude mixers, socials, movie-events, screenings, meal-centered events, or anything that **does not** include a presentation or lecture on a specific topic. Your write-up should be submitted by **4/29** via email or google
drive and should briefly discuss: 1) what was the event and who spoke, 2) what was presented and your critical reaction to it, 3) how does this relate to your larger research or career-related interests and 4) what are practical implications from what was presented

c. Option 3: exit interview. For this assignment, you are required to schedule and conduct an interview with your immediate supervisor upon ending your internship. Normally, exit interviews serve as an opportunity for an organization to learn from departing employees if any changes should be made to any aspect of the organization. You will modify this conversation to seek feedback from your supervisor in regards to your performance and what you can improve upon in your future work. The Internship Coordinator and the Faculty Advisor will provide you with guidelines on what to expect during a typical exit interview. Following the exit interview, you will submit a 2-page write up via email or google drive discussing 1) what you shared with your supervisor during the interview, 2) what feedback you received from them, 3) what skills or practical experience did you gain during your internship and 4) what will you try to address moving forward. You have until 4/29 to submit this write-up.

4. Research paper: You are required to complete a research paper in which you analyze the practical application of your internship to IR scholarship. The paper should be developed in close coordination with the Faculty Instructor. Please be aware of the following components and deadlines

   a. Proposal. Deadline: 2/4 via email or google drive. You must submit a 2-page document listing the topic of your research and your plan for completing this project. Your proposal must include: 1) a research question, 2) a statement of methodology, 3) how your research fits into existing academic discussion, and 4) a preliminary bibliography with 3-5 scholarly citations properly formatted. Your proposal also needs to include a list of proposed dates on which you will meet with the Instructor to review your progress and ask for help if appropriate. For each proposed date, state what you expect to discuss and any deliverables you want to share with the instructor. For example: on March 4, discuss progress on methodology; on April 1, discuss Draft 1 etc. You must propose at least 3 meetings before the end of the semester and they should be scheduled at least a week apart. This will be a comprehensive list of deadlines that you agree to follow in order to complete the final project. The instructor will confirm the meetings via calendar invitations to your USC email.

   b. Outline and bibliography. Deadline 3/25 via email or google drive. You must prepare a 3-5 page detailed outline or rough draft of the research you have done for your paper. You will also need to include an
annotated bibliography with at least 7 academic sources properly formatted. Each source should be followed with 2-3 sentences summarizing the work and explaining how it relates to your proposed paper. Please remember that the more detailed outline you provide, the more constructive feedback you can expect to receive from the Faculty Instructor.

c. Final draft. Deadline 4/29 by midnight via Blackboard using Turnitin system. You must turn in a completed 8-10 page paper, double-spaced in 12 point font and 1” margins. You should use parenthetical citation with a works-cited page that includes only the sources cited in the document. There must be a minimum of 10 academic sources cited for the final draft. You are free to use any citation style as long as it is used properly and consistently throughout the document.

ADMINISTRATIVE ISSUES:

The surest and easiest way to get in touch with me is via email. I will try to return all emails within the same day except on weekends. I will also post announcement and send urgent messages via Blackboard. Please visit the Blackboard page frequently throughout the semester for lecture notes, slides, latest announcements, and other postings. I am also open to communicating via Skype but you will need to set up appointments to make sure that I am online at a specific time.

Students requesting academic accommodations based on disability are required to register with the Disability Services and Programs (DSP) each semester. Please be sure the letter of verification for approved accommodations is delivered to me as early in the semester as possible and absolutely by the end of the 4th week.

Plagiarism – presenting someone else’s ideas as your own, either verbatim or recast in your own words – is a major academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in SCampus in Part B, Section 11, Behavior Violating University Standards https://policy.usc.edu/student/scampus. Other forms of academic dishonesty are equally unacceptable and will be reported to the Office of Student Judicial Affairs and Community Standards.

Discrimination, sexual assault, and harassment are not tolerated by the university. You are encouraged to report any incidents to the Office of Equity and Diversity http://equity.usc.edu/ or to the Department of Public Safety https://dps.usc.edu/. This is important for the safety of the whole USC community. Another member of the university community – such as a friend, classmate, advisor, or faculty member can help initiate the report on behalf of another person. Relationship and Sexual Violence Prevention and Services office http://engemannshc.usc.edu/cwm provides 24/7 confidential support.