

***** SUBJECT TO CHANGE*****

International Studies Program

Skills and Methods in Global Leadership

I/ST 222

9:30 am - 10:45 am

Classroom: SPA 203

Professor Babs Grossman-Thompson

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Hours: Tues/Thurs 11:30am-1pm

Course Description:

What are you going to do with a degree in International Studies? That's a great question and this class should give you the ability to answer it. This course focuses on developing both KNOWLEDGE about International Studies and TOOLS to succeed as an International Studies student and as a future professional.

This course develops the applied intercultural competencies, scope and methods, and practical skills requisite for success in international studies and international affairs related fields. The intent is to build a foundation of skills and knowledge that will transfer through to the existing curriculum at the upper division level. To this end, this course will focus on Intercultural Interpersonal Skills Development (interviewing clients and respondents, working in small teams, intercultural communication in practice, etc.), scope and methods (library research, anatomy of question formulation, questionnaire development, interviewing, etc.), identification and training for jobs related to the field of international studies, and practical skills relevant to jobs in international studies, international affairs, and many other fields. This is a very hands on course that will include experiential components such as team building activities. In addition, you will notice that a large percentage of your grade is based on the completion of many small, yet imminently practical tasks. When completing these assignments, the goal is to remember that you WILL be asked to do similar work as a professional – this class is the opportunity to hone those skills.

Required Books:

Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams. *The craft of research*. University of Chicago press, 2003.

Available at bookstore and Amazon.com

Course Learning Outcomes

Upon completion of International Studies 222, students will be able to:

- Describe various career fields related to international studies
- Articulate the skills and competencies necessary to succeed as a professional in IST
- Demonstrate an ability to use relevant software such as excel and powerpoint
- Critically evaluate sources of information and use common research tools
- Sufficiently describe the steps to completing basic research tasks such as simple survey design, data collection and data analysis
- Demonstrate an ability to synthesize data and present ideas and findings in well-crafted reports
- Deliver professional presentations in front of an audience and engage in public speaking through class discussion and impromptu opportunities to present ideas
- Participate in team projects as both a leader and a supportive team member

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- Articulate techniques to increase teamwork, especially across cultural differences
- Reflect upon and assess their own personal strengths and weaknesses as part of a team and as an individual
- Identify growth areas in self and others and articulate techniques for providing and receiving constructive feedback

Methodology:

Lectures and discussions will be interspersed with talks, debates, presentations, and group projects. It is expected that each student taking the course will be an integral part of the class, not just an uninterested observer of the class activities. Note that all assignments should be typed and checked for grammatical and spelling errors.

Course Requirements and Grading:

The course is graded on points (0 to 240). If you are worried about your grade talk to me early and often.

Late Assignments:

Assignments submitted late without a prior agreement will be penalized by the reduction of one third a letter grade per day. Thus an assignment with a grade A submitted on Tuesday instead of Monday will receive a final grade of B+. Please note that all written assignments must be uploaded to the course BeachBoard website: <https://beachboard.csulb.edu> by the due date for it to count as on time. All grading will be done electronically so no paper copy is necessary. Note that it is the student's responsibility to ensure that all work is submitted on time. Technology glitches are not an excuse. Students are therefore strongly encouraged to submit papers ahead of the due date in case there are technical challenges.

TOTAL POINTS: 240

Participation//Attendance (20)

1. This is a skills-based class with in-class activities. See class schedule below. I will mark your presence for dates starred with an (*). These points CANNOT be made up if you are absent for the activity.

Pop Quizzes (20)

2. Four quizzes on the class readings will be given during the semester. They will ask very general questions. If you have done the reading you will easily get full credit. Pop quizzes cannot be made up without a documented excused absence.

Short Assignments (100)

1. Personal Assessment assignment (10)
2. Dream Job assignment (10)
3. Resumé draft (15)
4. Fulbright project abstract assignment (10)
5. Bibliography assignment (15)
6. Fulbright rough draft assignment (10)
7. Excel budget assignment (10)
8. Survey assignment (10)
9. Graph results assignment (10)

Team Project (30)

1. Team project report (30)

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Midterm Fulbright Project (30)

1. Fulbright proposal (30)

Final Fulbright Presentation (20)

1. 3 minute end-of-semester class presentation with Powerpoint (20)

Professional Portfolio (20)

1. Professional Portfolio (20)

In-Class Participation:

It is mandatory that students attend class regularly, do the reading assignments, and be prepared to discuss the material each day. It is critical to the success of this course that we all approach readings, lectures and each others' contributions with a patient, open mind, as well as a willingness to see from new perspectives, explore the unfamiliar, and honestly challenge our own ingrained assumptions about how the world works. Participation on a regular basis is not only encouraged of all students, but, in fact, is expected. Participation in in-class group work is worth 20 points of your final grade. In-class group work includes activities such as participating in a team building challenge, peer-reviewing classmates' resumés or written work or collectively designing a survey instrument. See the assignments chart below to see days when group work will be part of class.

If you miss an in-class activity due to an excused absence you will not lose the associated points. An "excused" absence is defined by CSULB as 1) illness or injury to the student, 2) death, injury, or serious illness of an immediate family member, 3) religious reasons (as defined by California Education Code section 89320), 4) jury duty or government obligation, 5) university sanctioned activities (artistic performances, intercollegiate athletics, etc.). **Documentation must be provided for an excused absence.** The student is responsible for all missed work. In the event of an excused absence the instructor will offer make up work. *In the event of an unexcused absence there will be no make up work and the student will receive a "0" if there is an in-class assignment.*

Short Assignments:

There will be 9 short assignments in the course. Students are strongly encouraged to complete assignments well in advance of the **TUESDAY 9:30 am shut off**. The "due date" of each short assignment is clearly marked on the syllabus and on Beachboard. No technical excuses will be considered.

Team Projects

The Team Project will be due at the end of the semester in lieu of a final exam. The ability to work in teams and small groups is critical to professional success in virtually every professional field. Students are commonly put into groups for courses but are rarely instructed how to maximize group performance. This course prioritizes the development of skills working in groups. There are units in the course dedicated to this. In addition, there will be a team project where students will practice working in teams while implementing the assignment content. Students will submit their team project on Beachboard (both a report and a powerpoint). See the Team Projects folder under content in Beachboard.

Fulbright Midterm Project

The midterm project will be completion of a Fulbright Fellowship "Statement of Grant Purpose." The Fulbright is a fellowship administered by the US Department of Education that provides all-expenses-paid opportunities to conduct a research project abroad for a year. Fulbrights are offered in over 100 countries all over the world. The Statement of Grant Purpose is a two-page, single-spaced essay that outlines where

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you want to go, what you want to do, and how you will integrate intercultural exchange into your project. It is, simply, a type of scholarship application. The Fulbright project is thus an opportunity to imagine a “dream” research project – where do you want to go and what do you want to study given the opportunity?

Writing a Fulbright grant proposal as your midterm project will enable you to draw on and synthesize the skills you have worked on over the semester such as research design, methods, writing, and cross-cultural communication.

Fulbright Final Presentation

Students will be asked to present a 3 minute “sales pitch” of their Fulbright project using a short (4 slide maximum) Powerpoint. Students will synthesize what they have learned about public speaking, professional presentations, making appealing visual aids and developing a research question to convince the audience that their Fulbright proposal is well thought out and that they are prepared to undertake a professional research project. Students will be graded on their in-class presentation and their Powerpoint, which they will turn in via Beachboard.

Professional Portfolio

As a final “exam” students will instead turn in a portfolio (a ½” binder) of coursework completed over the semester. The portfolio will be due in the last week of class. The contents of the portfolio will document the students work and serve as a future resource. The binder must be picked up during finals week to receive credit.

Grading

You can expect each assignment to be graded within 4 class periods after the due date. Please do not email asking about when grades will be up if it is still within 4 class periods.

In Class/On line Behavior

You will be working closely with your classmates. Please be courteous at all times. If there is an issue report it to me immediately.

In addition, in your communications with me, please remember that emails are professional communications. I enjoy a lively informal atmosphere in the classroom, but emails should be composed with an appropriate header (Dear Dr. G, Dear Professor Grossman etc....). Avoid emojis, text language and other inappropriate language.

Academic Honesty

Your written assignments and examinations must be your own work, written originally for this course.

Plagiarism

Please carefully review the CSULB definition of plagiarism. All work is expected to be the original work of the student. If a student is caught plagiarizing s/he will automatically be given a failing grade on the assignment by the instructor and there are potentially more severe consequences. The instructor reserves the right to give the student an “F” for the course and to report it to the appropriate university disciplinary authorities for further consideration.

International Studies has adopted a common citation sheet. It gives four options for citing from which students must choose one (MLA, APA or Chicago). It is expected that students will give proper citation in all circumstances.

Turnitin.com

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Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. You may submit your paper in such a way that no identifying information about you is included. Another option is that you may request, in writing from your instructor, that your papers not be submitted to Turnitin.com. However, if you choose this option you will be required to provide documentation to substantiate that the papers are your original work and do not include any plagiarized material.

University Withdrawal Policy

It is the student’s responsibility to withdraw from classes. Instructors have no obligation to withdraw students who do not attend courses, and may choose not to do so. Withdrawal from a course after the first two weeks of instruction requires the signature of the instructor and the department chair or program director, and is permissible only for serious and compelling reasons. During the final three weeks of instruction, withdrawals are not permitted except in cases such as accident or serious illness where the circumstances causing the withdrawal are clearly beyond the student’s control and the assignment of an incomplete is not practical. Ordinarily, withdrawals in this category involve total withdrawal from the university.

Policy on Electronic Devices

Please turn off mobile telephones and beepers during both lectures and discussion sections. Anyone whose electronic communications device causes a disturbance in class (even if it rings and is not answered) will be asked to leave for the remainder of the class period. Laptop use for note-taking is encouraged. However, all students shall disable the wireless feature during class. Internet use, chatting, email, and other forms of communication can be disruptive to other students and the instructor – even when pursued with course objectives in mind. Any extenuating circumstances (a class project, assisted learning, etc.) must be discussed in advance. Recording devices are not permitted except with explicit prior approval given in writing by the instructor.

CLASS SCHEDULE:

PROFESSIONAL SKILLS			
Wk1	Topic	Reading Due	Assignments Due
1/24	Syllabus	1. Meyers Briggs Reading	
1/26	Skills Inventory*	2. Professional Skills Article: http://bigthink.com/experts-corner/10-skills-all-students-need-in-any-job-market 3. “Careers for your personality” SKIM ONLY	<i>Personal assessment</i> assignment due on Beachboard
Wk 2			
1/31	Jobs in IST*	Management Qualities Forbes Magazine Reading: 1. http://www.forbes.com/sites/jacobmorgan/2013/07/23/5-must-have-qualities-of-the-modern-	

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2/2 CLASS IN LAB 305	Creating a Resumé*	1. Crafting a Resumé: http://www.careers.csulb.edu/students/jobs_prepare.htm (Read developing a resumé, developing a cover letter)	Resumé draft due on Beachboard – bring copy to class
Wk 3			
2/7	Personal Strengths and Skills and Interviewing*	1. Resume Tips for 2017 Time Magazine: http://time.com/money/4621066/free-resume-word-template-2017/	<i>Dream job</i> assignment due on Beachboard
2/9	CAREER SERVICES*	-	Revised Resumé – bring copy to class
Wk 4			
2/14	Cover Letters Resumé 2 Interviewing pt. 2*	-	Revised Resumé – bring paper copy to class
2/19	TBD		Revised <i>Resumé</i> due on Beachboard

Wk 5	RESEARCH DESIGN		
2/21	What is research?	Booth et al. pp. 1-28	
2/23	Library visit – research resources*	-	
Wk 6			
2/28	Formulating a research question	1. Booth et al. pp. 29-50 2. Purdue OWL: “Evaluating Sources”	
3/2 MEET IN LAB 305	Team research project workshop*	-	

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Wk 7			
3/7	Research design	1. Booth et al. 51-67	<i>Bibliography assignment due on Beachboard</i>
3/9	Surveys*	1. Booth et al. pp. 108-135	
Wk 8			
3/14	Surveys Pt. 2*	1. - Sangor(1998) excerpts	
3/16	Research ethics	1. Belmont Report 2. Booth et al. pp. 273-276	<i>Survey assignment due on Beachboard</i>
Wk 9 ACADEMIC AND PROFESSIONAL WRITING			
3/21	Academic Writing	-	<i>Fulbright statement of grant purpose abstract assignment due on Beachboard – bring copy to class</i>
3/23	NO CLASS	NO CLASS	<i>Revised abstract due on Beachboard by 10:45 (end of class)</i>
WK 10			
		SPRING BREAK	
		SPRING BREAK	
Wk 11			
4/4	Academic Writing Continued	1. Booth et al. pp. 187-200	
4/6	Peer revisions*		<i>Fulbright statement of grant purpose rough draft due on Beachboard</i>
Wk 12			
4/11 MEET IN LAB 305	Using excel in reports*	Excel tutorial; Powerpoint Tutorial; Prezi Tutorial Worksheet – follow links on worksheet	<i>Excel budget assignment due on Beachboard by end of class</i>

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4/13	Professional writing	<ol style="list-style-type: none"> 1. IFRC M&E guide Pp. 9-14 ONLY 2. Step by Step M&E guide Pp. 5- 17 ONLY 3. Gates Foundation Call for Proposals 	Final <i>Fulbright proposal</i> due on Beachboard

Wk 13	WORKING AND LEADING IN GLOBAL TEAMS		
4/18	Working in teams – team challenge*	<ol style="list-style-type: none"> 1. http://www.nytimes.com/2016/02/28/magazine/what-google-learned-from-its-quest-to-build-the-perfect-team.html?_r=0 	
4/20	Leadership Theory*	<ol style="list-style-type: none"> 1. http://www.business.rutgers.edu/executive-education/blogs/do-we-need-managers-leadership-skills 	<i>Graph results</i> assignment due on Beachboard
Wk 14			
4/25	Giving and Receiving Feedback*	-	
4/27	Working in teams- theory	<ol style="list-style-type: none"> 1. Discipline of Teams Reading I 	
Wk 15			
5/2 MEET IN LAB 305	Team dynamics	<ol style="list-style-type: none"> 1. Discipline of Teams Reading II 	
5/4	Cross cultural comm.*	<ol style="list-style-type: none"> 1. Cross Cultural Communication Reading: http://www.pbs.org/ampu/crosscult.html 	<i>Fulbright Presentation</i> power points due on beachboard

Wk 16	FINAL PRESENTATIONS		
5/9	Fulbright		

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	presentations*		
5/11	Fulbright presentations*		<i>Team Project</i> assignment due on Beachboard <i>Professional Portfolio</i> due in LAB 305B by Friday 5pm (leave in box outside office door)
FINALS WEEK			
Final TBD			Pick up professional portfolio to receive credit