

Fall 2002

# Introduction to Leadership in International Affairs

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**SETON HALL UNIVERSITY**  
**SCHOOL OF DIPLOMACY AND INTERNATIONAL RELATIONS**  
**DIPL 1001AA**  
**INTRODUCTION TO LEADERSHIP IN INTERNATIONAL AFFAIRS**  
**FALL 2002**

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**Class Location:** College of Nursing 102  
Thursdays, 5:45-8:15

**Office Hours:**  
Horne—Tuesdays and Wednesdays,  
2:30-3:30  
Degnan—Tuesdays 12:00-2:00  
and by appointment

**Course Description**

There are a broad range of job opportunities in the international arena. An important part of defining one's area of interest in this field is exploration – what type of job would you love? In what area of the world or in which issues would you like to specialize? Do you want to live abroad? What kinds of jobs are out there, and how does one go about starting down the path to a successful international career?

This required Freshman Seminar is designed to introduce students to a variety of careers in international affairs, as well as to familiarize them with the skills and experience they will need to obtain their career goals. We will examine various career options, including international organizations and institutions, non-governmental organizations, local and national government positions, diplomatic service, academic careers, and banking and finance, to name a few. By familiarizing students with the wealth of possibilities available to them with a degree in international affairs, students will be better able to choose courses and work opportunities from the very first semester, in order to maximize their ability to pursue their personal and professional goals. To provide a road map for students, we hope to introduce you to a cadre of professionals who will show you how they got where they are today, provide clues for successful career advancement and inspire you to continue your personal and career development in international relations.

## Course Logistics

This seminar will contain both a practical, experiential element and a more academic, theoretical component.

Practical Element: Each week an outside speaker will share with the class his career story, placing an emphasis on important turning points and career development factors. This will expose the students to role models from a variety of careers in international affairs (academic careers, diplomacy, work with internationally-oriented non-governmental organizations, and international businesses). In addition, speakers will describe briefly their organization's mission and their present job responsibilities.

After the speaker adjourns, we will discuss the pivotal points of the speaker's career success on the basis of both the oral presentation and his/her detailed Curriculum Vitae. This is the primary opportunity for class participation, which will count heavily in the final grade. So please come prepared to talk!!

Academic element: Each week we will discuss the assigned articles. These articles will focus on career and employment opportunities/trends in international affairs. We will analyze the books and articles from a variety of fields, with an eye toward critiquing the options, and weighing the costs and benefits of certain employment opportunities.

Seminar sessions will be organized loosely as follows:

45 minutes: Presentation by guest speaker/panel

15 minutes: Questions and Answers

20 minutes: Break and informal interaction with speaker  
Speaker adjourns

40 minutes: Instructor-led work on:

- a careful analysis of the speakers' CVs
- What are the pros and cons of working in the career under discussion?
- What types of skills are highlighted in such a job?
- What type of work experience or education is necessary to obtain such a job?
- What can be learned from the speaker's experience that can be applied to students at the beginning of their college careers?

## Course Readings

**Please purchase the following two books at the bookstore:**

1. Maria Pinto Carland, ed. 1997. *Careers in International Affairs*. 6<sup>th</sup> edition. Washington, D.C.: Georgetown University Press. ISBN 0-7382-0039-5
2. Eric Kocher and Nina Segal, 1999. *International Jobs: Where They Are, How to Get Them*. 5<sup>th</sup> Edition. Cambridge, MA: Perseus Books. ISBN 0-7382-0039-5

**Excerpts from the following books will be provided in class:**

1. Melissa Everett, *Making a Living while Making a Difference*, 2<sup>nd</sup> edition, New Society Publishers, Limited. ISBN 0865714002
2. James VanOosting, former Dean of the College of Arts and Sciences at SHU, America, *The National Catholic Weekly*, Vol. 187 No.1, July, 2002, Article- Vocation Education
3. Michael J. Himes, ch. 3,5, Conversations about God, relationships and service.
4. Arthur Rosenber and David Hizer, 1990. *The Resume Handbook: How to Write Outstanding Resumes and Cover Letters for Every Situation*. Avon, MA: Adams Media Corporation. ISBN 1-155850-616-0.

<b>Grading and Course Requirements</b>
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In class participation	25 points
*Attendance is an important class requirement. Students arriving late or leaving early will not receive attendance credit for that particular class.	
First short paper (2-3 pages) on speaker (integrating speaker and textbooks) <i>(Due September 26<sup>th</sup>, at the start of class)</i>	15 points
Second short paper (2-3 pages) on speaker <i>(Due October 24<sup>th</sup>, at the start of class)</i>	15 points
Informational interview: Preparation and presentation and analysis <i>(Due November 21<sup>st</sup>)</i>	20 points
Final Project: Student Resume, cover letter, and internship application <i>(Due December 12<sup>th</sup>, 5:45 pm in class)</i>	25 points
Total	100 points

**Additional instructions will be given out for the assignments, as they come due.**

**Late papers will be graded down 3 points per day. So do not be late. For a paper to be considered on time, it must be turned in at the beginning of the class on the day the paper is due.**

Plagerism and cheating are unacceptable practices. Any students caught violating the honor principle will be punished.

**Extra Credit (3 points):** attendance at the League of Women Voters presentation, **Building Democratic Societies Globally**, Sunday, Sept. 29, 2002 Time: 3:00-5:00 p.m. Church of St. Andrew and the Holy Communion, (Location: intersection of South Orange Ave. and Ridgewood Rd., South Orange)

Featured Speaker: **Patricia Davis**, Ph.D. of the US State Department's Bureau of Democracy, Human Rights and Labor

Panelists: **Amy Higer, Ph.D.** of NYU and Rutgers  
**Martin J. Gross**, J.D. LL.M. of the Council on Foreign Relations and the Washington Institute for Near East Policy in Washington, D.C.

### Speakers and Class Schedule

Please complete the readings by the dates listed. Please note, readings may be changed depending on speakers' schedules. The professors reserve the right to add additional readings during the semester. Any and all additional readings are required.

#### **1. September 5: Introduction and diplomatic work as part of a political career**

Amb. (Ret.) Clay Constantino, Dean, School of Diplomacy and International Affairs

#### **2. September 12: Academic Careers in International Affairs**

Dr. Margarita Balmaceda, Dr. Courtney Smith, and Phil Moreman, JD from Seton Hall University, School of Diplomacy and International Relations

##### Readings:

- Careers in International Affairs, Preface, chpt.1 (The International Affairs Job Market)
- International Jobs, Introduction; chpt. 1 (First Questions), and chpt. 2 (Careers and Academics: The Link)

#### **3. September 19: Non-Governmental Organizations and Introduction to IOs, NGOs, and Int'l Institutions**

Ms. Jennifer Joyce, from Building with Books

Readings:

- Careers in International Affairs, chpt.8 (Non-Profit and Educational Organizations); and chpt. 10 Teaching Abroad and at Home
- International Jobs: chpt. 8 (non-profit organizations)

**SEPT 26<sup>th</sup>--FIRST PAPER DUE**

**4. September 26: Voices of Vocation: Vocation and Education**

Professor James Van Oosting

Readings: excerpts from the following:

- Melissa Everett, Making a Living while Making a Difference, 2<sup>nd</sup> edition, New Society Publishers, Limited.
- James VanOosting, former Dean of the College of Arts and Sciences at SHU, America, The National Catholic Weekly, Vol. 187 No.1, July, 2002, Article- Vocation Education
- Michael J. Himes, ch. 3,5, Conversations about God, relationships and service.

**5. October 3- International Negotiation Analysis and Economic Realities**

Special lecture by Gianni Pico, 6:15 pm. Kozlowski Auditorium

Use of the internet to find information about international organizations and positions

Readings:

- Careers in International Affairs, chpt. 9 (Research Organizations); and chpt. 10 (The Internet Job Search);
- International Jobs: chpt 4. (Landing the Job)

**6. October 10 – Foreign Service Options**

Ambassador (Ret). Azmat Hassan, and Mrs. Shagufta Hassan

Readings:

- Careers in International Affairs, chpt.2 (Foreign Service); chpt. 2 (Intelligence); chpt. 2 (Civil Service)
- International Jobs: chpt. 3. (Conducting an Overseas Job Search)

**7. October 17—Governmental Organizations and International Organizations**

Ms. Susan Gallaway, Peace Corp

Readings:

- Careers in International Affairs, chpt. 3 (International Organizations)
- International Jobs, chpt. 6 (The United Nations and Related International Organizations)

**OCT 24<sup>th</sup>—SECOND PAPER DUE**

**8. October 24 –Banking and International Finance  
United Nations Day**

Mr. Gregory W. Frenzel, Director, Institutional Recovery Management, Citigroup

Readings:

- Careers in International Affairs, chpt. 4 (Banking); chpt. 5 (Business); chpt. (Business-related organizations)
- International Jobs, chpt. 7 (International Business and Banking)

**9. October 31, (Halloween, No Class—enjoy!)**

**10. November 7—International Organizations**

International Rescue Committee Rob Carey, Vice President

Readings:

- Careers in International Affairs, chpt. 6 (Consulting); reread chpt. 8 (Non-profit and Educational Organizations)
- International Jobs, reread chpt 8 (Non-Profit Organizations)

**11. November 14—Individuals and Institutions**

—special lecture by Gianni Picco—6:15 pm, Koslowski Auditorium  
--role of non-state actors in international relations

**U.S. Government Career Options**

Readings:

- Careers in International Affairs, chpt 2 (United States Government); chpt 2 (Presidential Management Intern Program); chpt 2 (The Legislative Branch)
- International Jobs, chpt. 5 (The Federal Government)

**NOV 21<sup>st</sup>--PAPER DUE: ANALYSIS OF INFORMATIONAL INTERVIEW**

**12. November 21- Student Presentations on Informational Interviews**

- role playing
- practice interviewing—come in formal interview wear!!
- oral presentations of interview results

**13. November 28 Thanksgiving Recess—No class**

**14. December 5—Career Services**

- Speakers TBA
- Resume building and interview skills

Readings:

- Excerpts from Arthur Rosenberg and David Hizer, The Resume Handbook, to be handed out in class.

**Hand out final exam assignment—DUE DECEMBER 12<sup>th</sup> IN CLASS**

**15. December 12 – Wrap-up and final discussion**

- Final project due at the start of class.