

BUILDING INTERNATIONAL CAREERS



Instructions for the Stud.IP online course

1. Introduction

Building International Careers is a self-paced online course that supports you in planning your international career path right from the start. The course consists of four online career modules with detailed instructions for group activities. The topics discussed cover the whole application process.

You will start with reflecting on your skills, interests, and values. In the second module, you will design a personal action plan and develop your own job search strategy. The third module is about writing convincing application documents. After that, you will learn how to present yourself best in interview situations. The course concludes with a reflection on your learning process and the possible next steps you can take after completing the course.

The career modules include topic-related resources, worksheets, self-assessments, a recorded lecture, and an expert talk. Individual tasks are combined with peer group activities.



2. Who this course is for

The course is designed for students who are looking for an internship abroad or a job in a global context.

If you are an **international student** interested in a **career in Germany**, we highly recommend choosing the specific learning module "Working in Germany for international students". You will find this course also in StudIP: [Career Service Online Angebote > Learning modules > Working in Germany for international students](#)

3. Learning goals and possible results

After finishing the four career modules and after completing the individual and group tasks, you will have:

1. a written **skill set** that you can constantly work on
2. a written **action plan** with your short, medium, and long term goals that you can always adapt to developments in your career path
3. broadened your knowledge in how to get in contact with future employers and developed your **job search strategies**
4. an exemplary **cover letter and updated CV** ready to hand to adapt to various applications in the future
5. created and/or improved your **profile on LinkedIn / Xing** and started to build a professional network
6. trained your presentation skills in a mock interview and feel better prepared for other **interview situations**
7. documented your **next career steps** after the programme
8. trained a wide range of **soft skills** needed when working in international teams and which you can always refer to as concrete examples in your cover letter or in interview situations > for example intercultural communication skills, team-building skills, organizational and planning skills, tolerance, and conflict resolution

4. How the online modules work

The career modules are designed in a way that you will work at first on your own. Every module (I - IV) starts with personal assessments and individual tasks. After finishing the individual tasks, you can meet with your peers for discussing your key learnings of the current module and the group tasks. You will find the group tasks described at the end of each module.



Example Career Module I

Week 1: Start working individually with the online material of module I

Week 2: Finish the individual tasks of module I

Week 3: Meet with your group and discuss the group tasks of module I

Timeframe and workload

In general, you are flexible in how much time you are spending on the modules. Nevertheless, we recommend that you define a specific timeframe for all modules at the beginning of the course, especially when working in a team. An average estimation on how much time you have to invest in the course could be:

- 4 career modules > 4 hours each (~ 16 hours)
- 5 peer group meetings > 2 hours each (~ 10 hours)

In total, you should plan to spend about **26 hours** on the whole course. A timeframe of **12 weeks** in which you can complete all modules, seems to be a convenient time period.

5. Group work

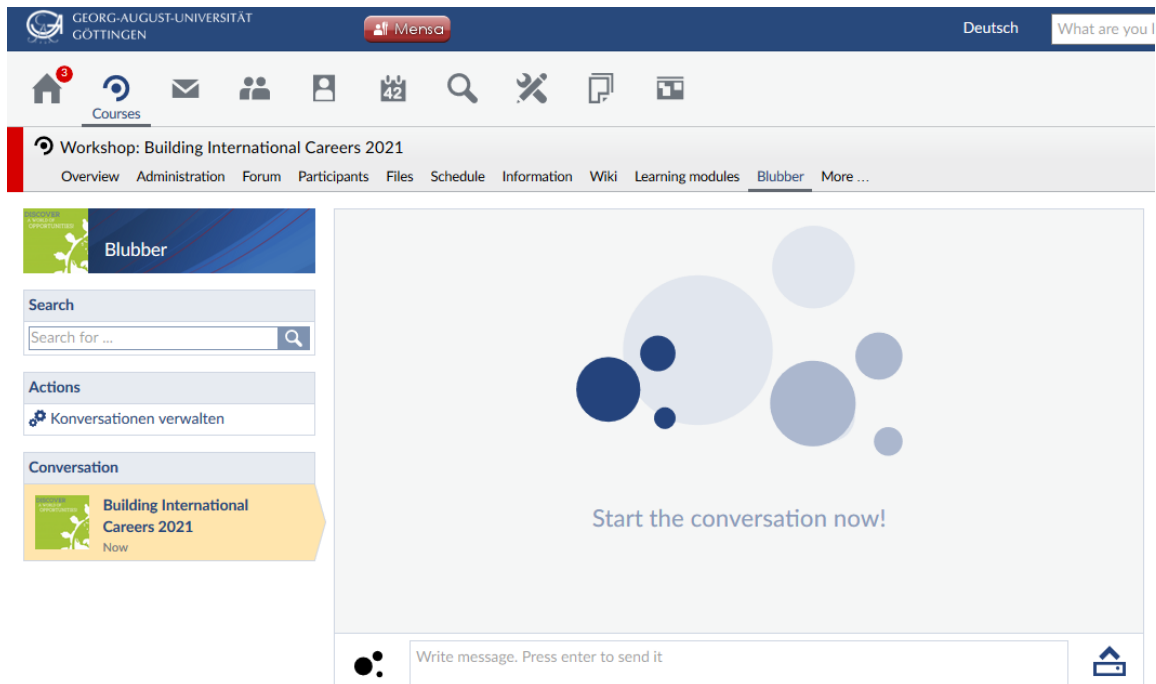
Your peer group should have 2 – 5 members ideally from diverse backgrounds (different disciplines and nationalities). You will stay together during the whole course duration and you will meet for every online module working on given career-related tasks. It is not required to meet in person; you can also use virtual ways for your communication. The detailed instructions for your group sessions aim to encourage collaboration, (intercultural) exchange, and support among the participants of the course. You will find the “**Guidelines for the group work**” in the second chapter in the “Building International Careers – Introduction” in Stud.IP.

Even though it is possible to attend this course on your own, we highly recommend finding other students you can work together during the next weeks. Our experience and the feedback from former students show that it is more likely for you to complete the course successfully in a group. The support and regular feedback provided by your peers help you to stay motivated and to gain new insights and ideas. Last but not least, you are already setting in practice what you are aiming for: Working in an international team.

How to find other group members

Firstly, you can use your personal network and ask fellow students, friends, etc. Is there anybody in a similar situation like you and interested in an international career? Tell her/him about this course and ask if he or she would like to do this course together with you.

Secondly, after registering for the Building International Careers course in Stud.IP, you can use the chat option “Blubber” to contact other participants of the course. You might introduce yourself briefly and ask who is also looking for other team members like you. The screenshot on the next page shows you where to find the chat in Stud.IP.



6. International Certificate

The International Certificate is an extra-curricular programme of the University of Göttingen to honour the international experience and intercultural competence as well as commitment to supporting international students with a personal certificate.

> You can attach this certificate for example to your application documents and thus prove your soft skills and voluntary work in an international context.

The certificate can be completed in any number of semesters within the study period. To receive the certificate, you must complete a training in one of the two focus areas **Mobility** or **Integration & Diversity**.

In addition to the focus area, you have to collect at least 18 “Internationalisierungspunkte” (IPs) in the **Intercultural Engagement** section. In this section you can choose among a lot of different activities at the university; one of them is the Building International Careers course.

> This means that by participating in the Building International Careers course, you can gain **6 IPs** which you can take into account for the Intercultural Engagement section.

After completing the Building International Careers course in Stud.IP, we will ask you to fill in an anonymous questionnaire about the course and your learning process. After that, a member of the Career Service team will officially confirm your participation in the course. You can reach the Career Service team via email at career@uni-goettingen.de.

More information and the contact details of the coordinator of the International Certificate can be found here: <https://www.uni-goettingen.de/en/108465.html>.