

More than Coffee, Copies & Cantonese:
Helping Returnees Articulate Professional Skills Gained through
International Internships and Study Abroad



Importance of Articulating Transferable Skills

"Employers point to a variety of types of knowledge and skills as important when hiring, placing the greatest priority on ethics, intercultural skills, and capacity for professional development"

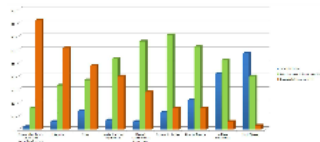
Hart Research Associates, 2013

College Employment Research Institute

Employer Rating of Importance of Selected Student Engagement during
Recent Review of Interviews at 2007 (% of employers ranked) N=320

Gardner, Gross, & Stegitz, 2008

| Co-Curricular Activities | Very Important | Some Importance | Not Important |
|---------------------------------|----------------|-----------------|---------------|
| Career or Internship Experience | 21 | 51 | 28 |
| Workshops | 9 | 65 | 26 |
| Co-ops | 14 | 37 | 49 |
| Leadership or Management | 7 | 53 | 40 |
| Student Organizations or Clubs | 4 | 39 | 57 |
| Community Service | 11 | 71 | 18 |
| Conferences/Training | 23 | 62 | 15 |
| Research Activities | 22 | 47 | 31 |
| Study Abroad | 17 | 49 | 34 |

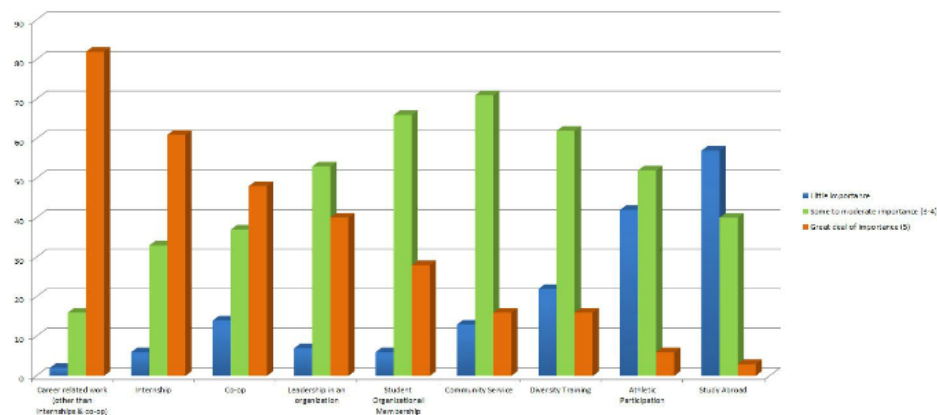


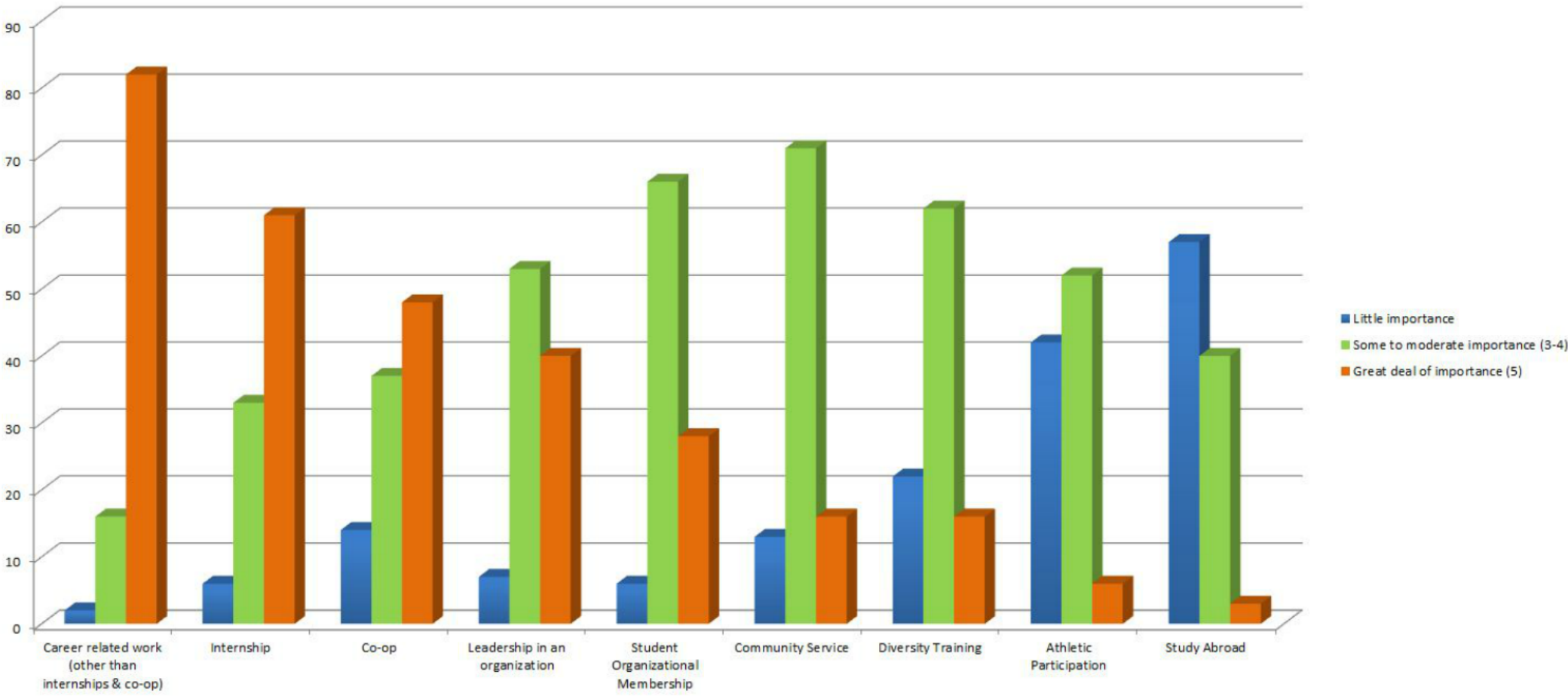
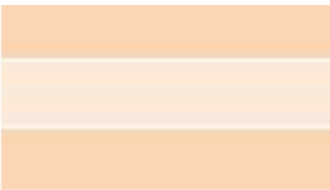
College Employment Research Institute

Employer Rating of Importance of Selected Student Engagement during Resume Review & Interviews in 2000 (% employers ranked) N=320

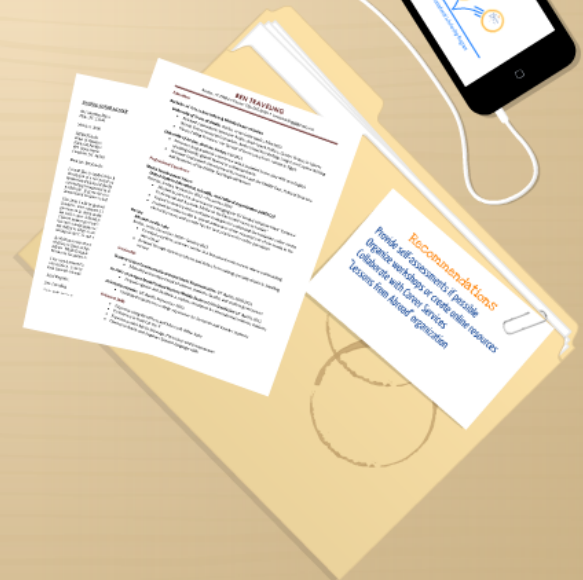
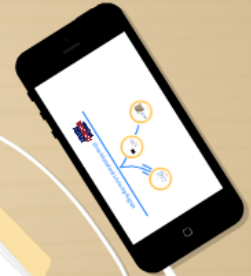
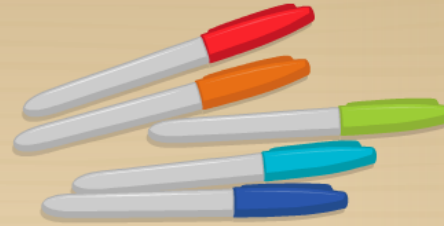
Gardner, Gross, & Steglitz, 2008

| Co-Curricular Activities | Little importance | Some to moderate importance (3-4) | Great deal of importance (5) |
|--|-------------------|-----------------------------------|------------------------------|
| Career related work (other than internships & co-op) | 2 | 16 | 82 |
| Internship | 6 | 33 | 61 |
| Co-op | 14 | 37 | 48 |
| Leadership in an organization | 7 | 53 | 40 |
| Student Organizational Membership | 6 | 66 | 28 |
| Community Service | 13 | 71 | 16 |
| Diversity Training | 22 | 62 | 16 |
| Athletic Participation | 42 | 52 | 6 |
| Study Abroad | 57 | 40 | 3 |



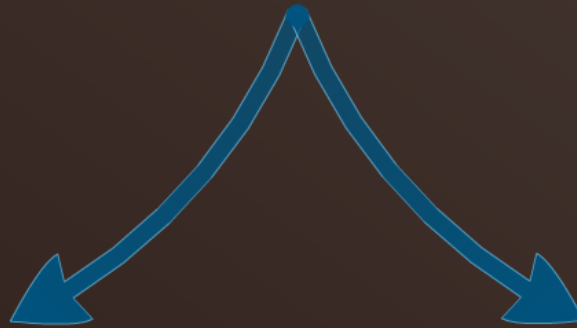


International Internships and Study Abroad



Workplace Competencies from Study & Intern Abroad Participation

- Gardner, Gross, & Steglitz, 2008



Strong Correlation between Competencies & Study & Intern Abroad Participation

- Interacting with people who hold different interests, values, perspectives (60%)
- Understanding cultural differences in the workplace (53%)
- Adapting to situations of change (50%)
- Gaining new knowledge from experiences (45%)

Moderate Correlation between Competencies & Study & Intern Abroad Participation (ranging from 35% to 40%)

- Ability to work independently
- Undertaking tasks that are unfamiliar/risky
- Applying information in new or broader contexts
- Identifying new problems/solutions
- Working effectively with co-workers

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Career Integration Conference | July 21-22, 2014 | University of Minnesota

Thank you!

Ben Elrod
University Relations Manager
SIT Study Abroad

Aileen M. O'Donnell
Assistant Manager
Gilman International Scholarship

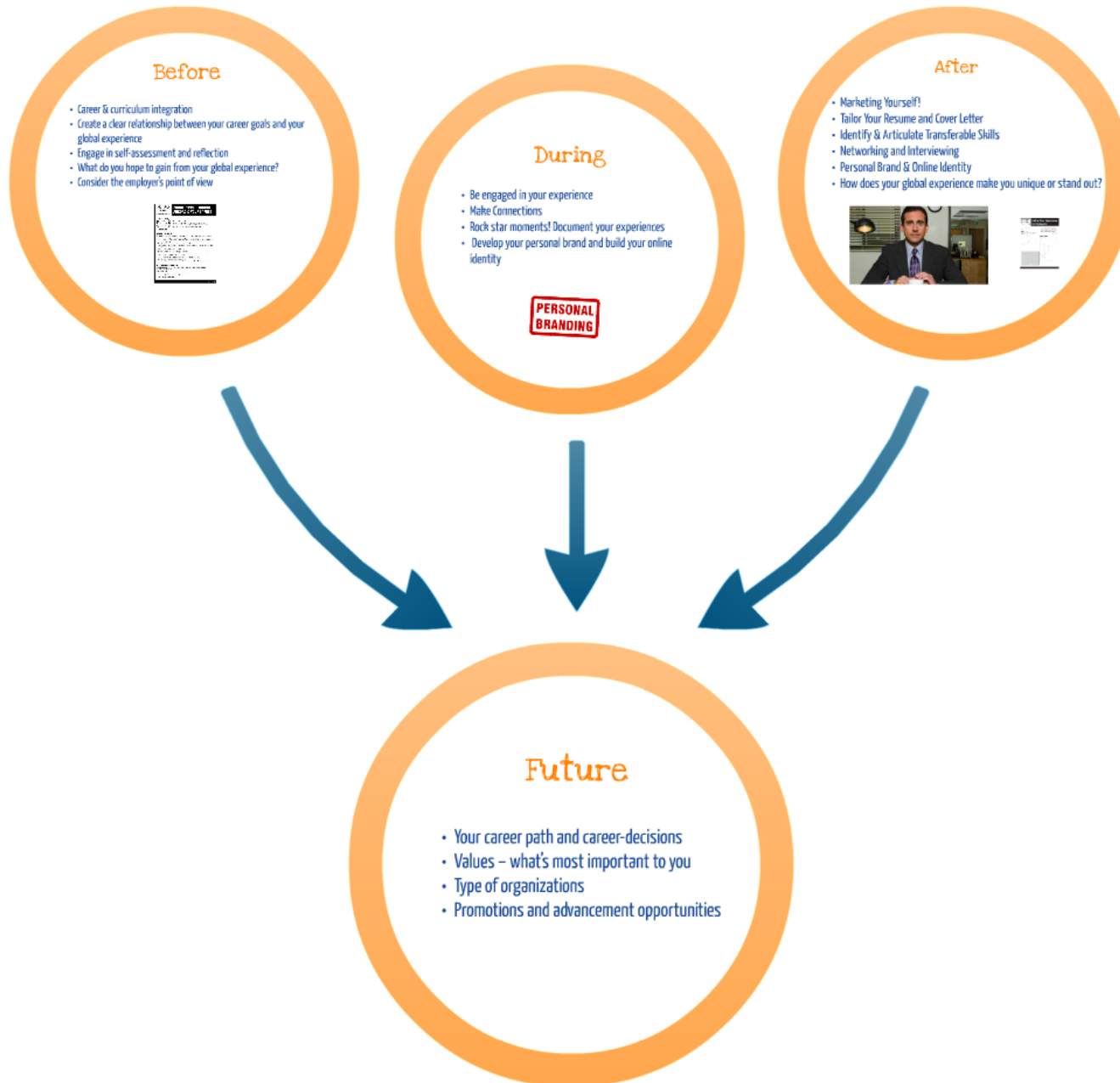
Jeannie Stumme
Director, CEHD Career Services
University of Minnesota

University of Minnesota
College of Education + Human Development

Before, During, & After

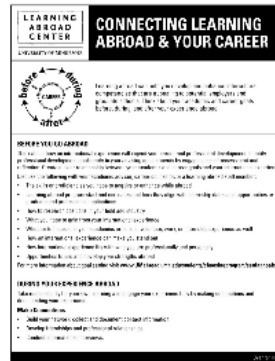


Before, During, & After



Before

- Career & curriculum integration
- Create a clear relationship between your career goals and your global experience
- Engage in self-assessment and reflection
- What do you hope to gain from your global experience?
- Consider the employer's point of view



CONNECTING LEARNING ABROAD & YOUR CAREER



Learning abroad can help you develop and enhance intercultural competencies that are appealing to potential employers and graduate schools. Think about your academic and career goals before, during, and after your experience abroad.

BEFORE YOU GO ABROAD

Think about how an international experience will impact your career and professional development. Identify professional development goals early in your advising appointments by engaging in self-assessment and reflection. Create a clear relationship between your academic and career goals and your international experience.

Discuss the following with your academic adviser, career counselor, or a learning abroad staff member:

- The skills or proficiencies you hope to acquire or enhance while abroad
- Learning abroad program start and end dates and how they align with internship dates and opportunities or graduate and professional applications
- How to research positions in your field and industry
- What you hope to gain from your international experience
- Whether to focus solely on academics or build in volunteer, work, or internship experience as well
- How an international experience can make you stand out
- How international experience fits with who you are professionally and personally
- Opportunities to use and develop your strengths abroad

For more information about goal setting visit www.UMabroad.umn.edu/students/choosingprogram/settinggoals.

DURING YOUR EXPERIENCE ABROAD

Take responsibility for your own learning and engage your experience fully by making connections and documenting your experience.

Make Connections

- Build your network; collect and document contact information.
- Develop friendships and professional relationships.
- Conduct informational interviews.

During

- Be engaged in your experience
- Make Connections
- Rock star moments! Document your experiences
- Develop your personal brand and build your online identity

**PERSONAL
BRANDING**

After

- Marketing Yourself!
- Tailor Your Resume and Cover Letter
- Identify & Articulate Transferable Skills
- Networking and Interviewing
- Personal Brand & Online Identity
- How does your global experience make you unique or stand out?



Define Your Experience for Employers

A potential employer may not have studied abroad and may not understand what the experience means. It's up to you to effectively communicate the skills and proficiencies that will benefit their organization and convince them of the value of your experience.

Career

Here are the skills U of M employers indicated are most important when making hiring decisions in order of priority. This is based on the 2011 employer survey conducted by the CDN:

1. Function as a team member
2. Effective interpersonal communication
3. Learn new ideas quickly
4. Identify, define and solve problems
5. Appreciate and interact with individuals different from yourself
6. Critical and analytical thinking
7. Creative/innovative thinking
8. Locate/evaluate information
9. Competency in field of study
10. Writing skills



"A global point of view is a critical skill set that is not easily come by in the US, and it is a skill set that facilitates creativity, diversity of thinking, and better skills for working with a variety of individuals with varied backgrounds, interests and capabilities."

– Advertising Executive

Skills & Qualities

What skills or proficiencies have you acquired or enhanced while you were abroad?

Skills that professionals with international experiences cite as being particularly useful in their careers include:

- Enhanced cultural awareness and sensitivity to customs and cultural differences
- Foreign language proficiency
- Adaptability
- Ability to identify and achieve goals
- General improvement in communications skills
- Increased confidence, initiative, and independence
- Greater flexibility, sense of humor
- Awareness of global economic and political issues and realities
- Ability to maintain an open mind and be tolerant of others
- Clarification of goals and improved self-awareness
- General travel skills
- Resource management
- Organization
- Problem solving
- Crisis management
- Patience
- Listening and observation
- Specific professional skills or knowledge base

After

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Future

- Your career path and career-decisions
- Values – what's most important to you
- Type of organizations
- Promotions and advancement opportunities

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SIT Study Abroad



SIT Study Abroad
a program of World Learning

Development Upon Return

Continuing with ISP at Home

- Senior capstone/thesis opportunities on home campuses
- A great writing sample for graduate school applications
- Fulfilling opportunities and continued research abroad through SIT

SIT Student Ambassador Program

- A great professional development opportunity for alumni
- Formal Ambassador training in Vermont and online
- Ambassadors can add international education work experience to their resume
- Ambassadors receive a stipend and join and conduct 6 different events throughout the academic year

Professional Development Conference Opportunities



- Keeping SIT alumni in the loop of ongoing alumni research conferences
- Providing scholarship opportunities for SIT alumni to attend conferences and develop their presentation skills
- Trips to Human Development Conference at The University of New Haven

Continued Opportunities & ReSourceS for SIT Alumni



- The Africa House Summer Fellowship
- Advancing Leaders Fellowship
- Alumni's Support Initiative Small Grants and Training Program
- "Star Study Abroad: A Toolkit for Welcoming Students" and other resources



Resumes

English Introduction
Begin with a strong "hook" with a sentence or two about your experience.

Self-empower
Use phrases like "I was inspired" and "I was challenged" to describe your experience.

SIT STUDY ABROAD

Study abroad program in [Country]

• [List of activities and experiences]

• [List of activities and experiences]

• [List of activities and experiences]

English Introduction
Begin with a strong "hook" with a sentence or two about your experience.

Quantify
Use numbers to describe your experience.

Use action verbs
Use strong verbs to describe your experience.

Cover Letters

- "Introduction" to the resume
- Specify the job/field of interest
- Personal commentary about interest in particular company/organization
- Describe qualifications & skills relevant to the position
- Use examples; tell story or anecdote if possible
- How might personal background/skills help the organization?

The SIT Study Abroad Experience



- Experiential, field based approach
- A focus on Critical Global Issues
- Non-traditional locations and critical language instruction
- Undergraduate research
- Homestays
- Local networks

Critical Global Issues

- Arts, Media, and Social Change
- Development, Urban Studies, and Entrepreneurship
- Global Health
- Multiculturalism, Migration, and Indigenous Peoples
- Natural Resource Management, Biodiversity, and Environmental Policy
- Post-Conflict Transformation
- Social Movements, Education, and Human Rights

Learning a Language Abroad



- All SIT programs have required local language courses
- A focus on oral proficiency and language in context
- Emphasis on language skills that benefit the ISP experience
- Language proficiency as a selling point to future employers

Independent Study Project (ISP)



- Central to all SIT programs
- Topic development through Research Methods and Ethics course
- Students typically spend a month in the field conducting their research
- Final product: 20-40 page paper and oral presentation
- A unique, "stand out" experience abroad

SIT Study Abroad

a program of World Learning



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Learning a Language Abroad



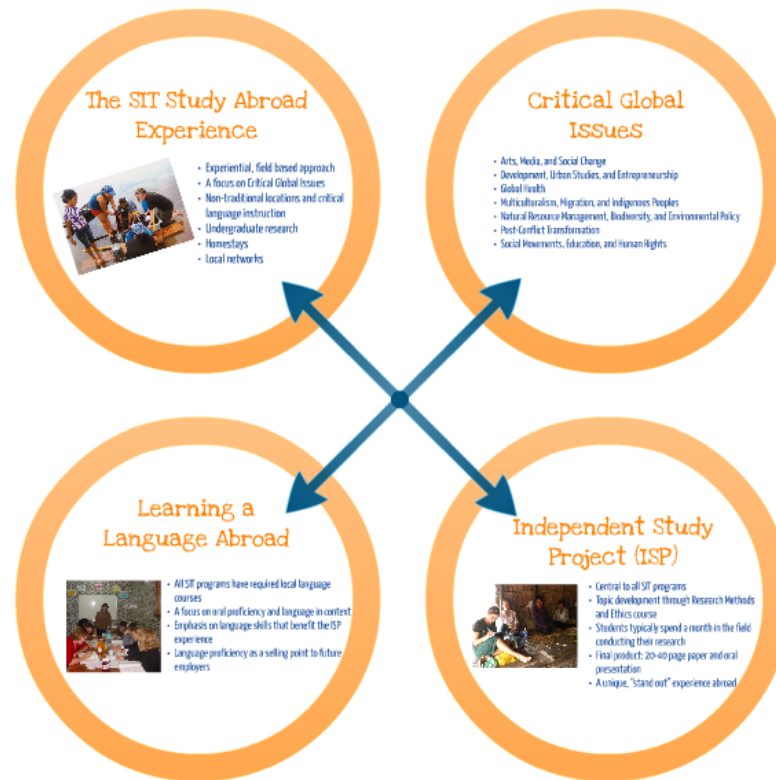
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- Example: Human Development Conference at the University of Notre Dame

Continued Opportunities & Resources for SIT Alumni



- The Alice Rowan Swanson Fellowship
- Advancing Leaders Fellowship
- Alumni Engagement Initiative: Small Grants and Training Program
- "After Study Abroad: A tool kit for returning students" and online career services

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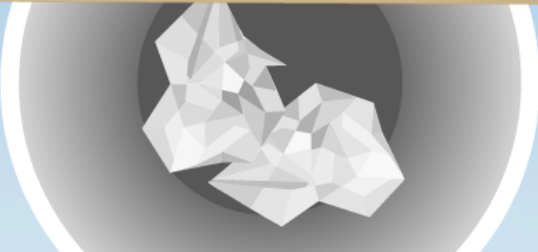
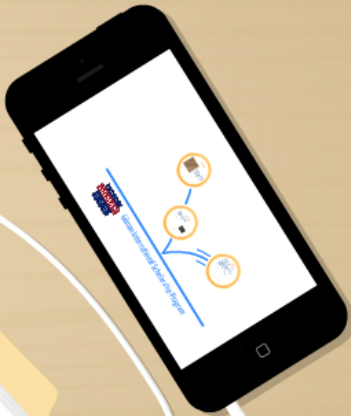
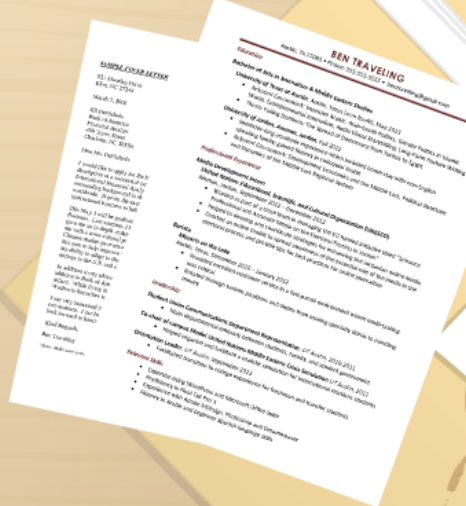
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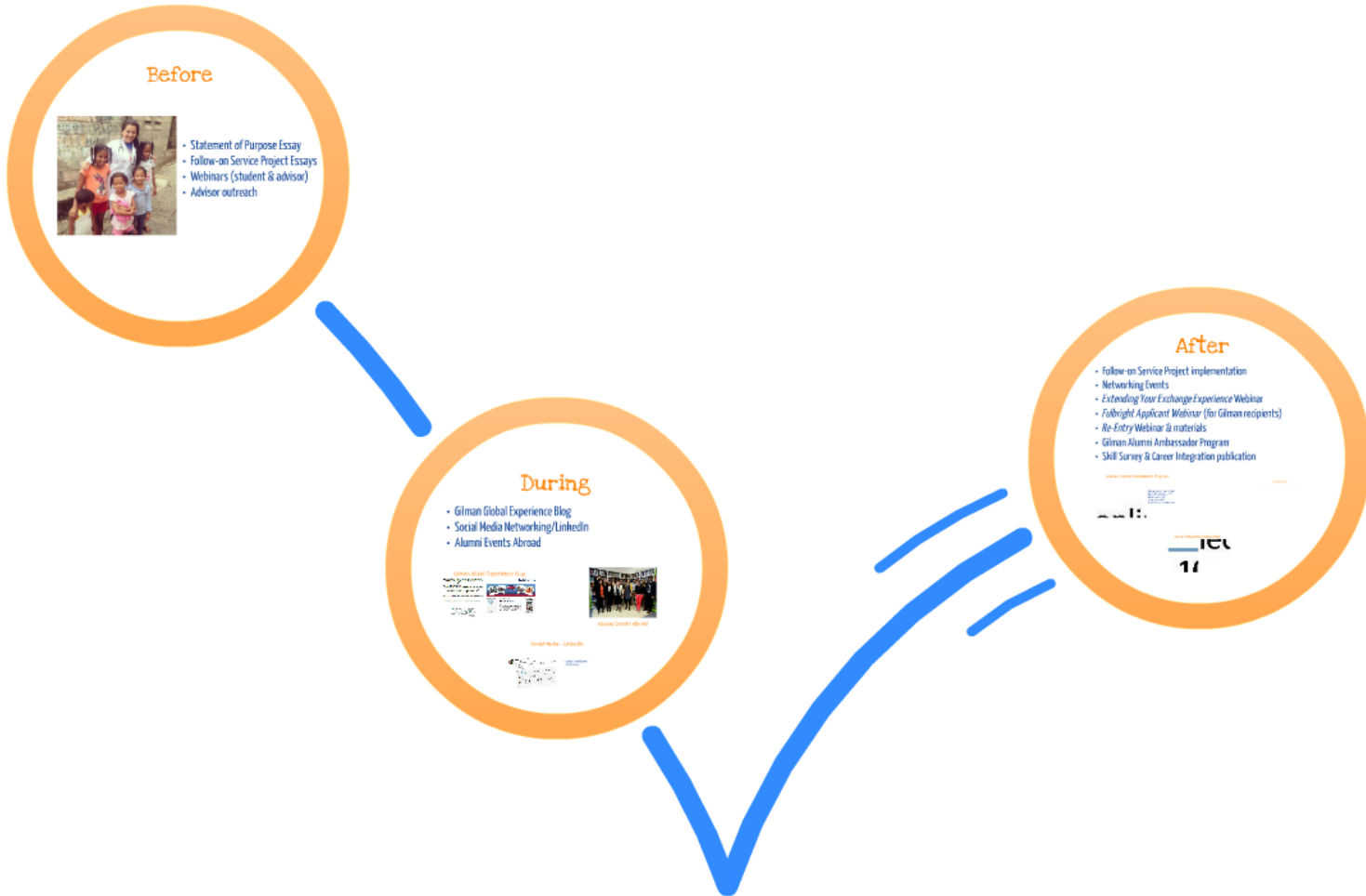


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Gilman International Scholarship Program

Before



- Statement of Purpose Essay
- Follow-on Service Project Essays
- Webinars (student & advisor)
- Advisor outreach

During

- Gilman Global Experience Blog
- Social Media Networking/LinkedIn
- Alumni Events Abroad

Gilman Global Experience Blog



Alumni Events Abroad

Social Media - LinkedIn



- Scholars Abroad & Alumni
- 3,345 members

Gilman Global Experience Blog

October 5th: "Traveling is a brutality. It forces you to trust strangers and to lose sight of all that familiar comfort of home and friends. You are constantly off balance. Nothing is yours except the essential things – air, sleep, dreams, the sea, the sky – all things tending towards the eternal or what we imagine of it." – Cesare Pavese

- As a study abroad student living in a foreign host country, can you identify with this statement? Why or why not?

November 2nd: **Internship Experience (required)**

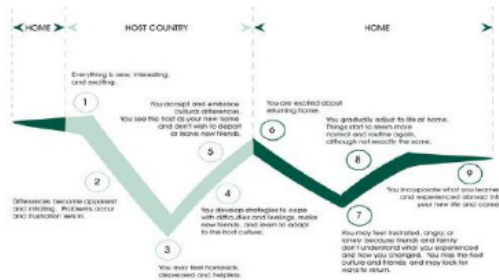
Tell us about your internship experience abroad! Please explain where you are interning and how you found and selected your current internship. Please also respond to two or all of the following questions in your post:

- Has your internship altered or enhanced your professional goals?
- How has working in an international company or organization changed your career views and goals?
- Are there similarities or differences in work culture, environment or professional relationships?
- Have you been able to create a professional network through your internship?
- What are your future goals once you complete your internship?
- What is a piece of advice that you learned that you would want to pass along?

November 16th: (required): Thus far, has your study abroad experience influenced your academic and professional goals? If so, how?

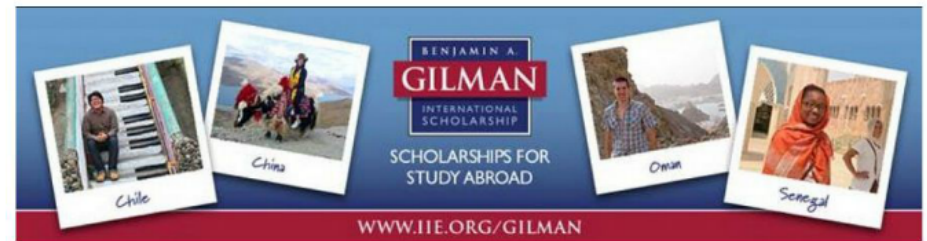
November 30th: **Culture Shock & Reverse Culture Shock (required)**

Below is a graph describing culture shock and reverse culture shock. Have you identified with any of these stages? Describe certain situations or stages of your study abroad experience and how they relate to the graph.



Gilman Global Experience Blog

APPLY TODAY! ABOUT THE GILMAN SCHOLARSHIP PROGRAM



Follow a journey abroad!

- Aaron in China (6)
- Abigail in England (4)
- Adam in Jordan (9)
- Alex in China (1)
- Aliyah in India (1)
- Araca in Guatemala (1)
- Ashley in Costa Rica (2)
- Autumn in France (1)
- Brett in Taiwan (4)
- Brian in France (2)
- Brooklyn in Japan (6)
- Carly in Germany (5)

BY TERRY IN BOLOGNA | JULY 18, 2014 - 2:12 PM

And then there was light...and breakfast

The differences between my world in America and my new world in Italy were apparent right way. With my modest-sized suitcase in my hand, I waved my key card in front of a panel beside my dorm room. I heard a magnetic click as my door unlocked. I threw my bags on my bed and I searched for the electrical adapter so I could recharge my phone. I plugged my phone into the wall but the life-affirming green light on my charger was not activated. I walked over to the light switch and I toggled between on and off. No luck there either. The only thing that resembled electricity was a dimly lit green arrow next to the door. With my key card still in my hand, I inserted it into the

Blog Correspondents



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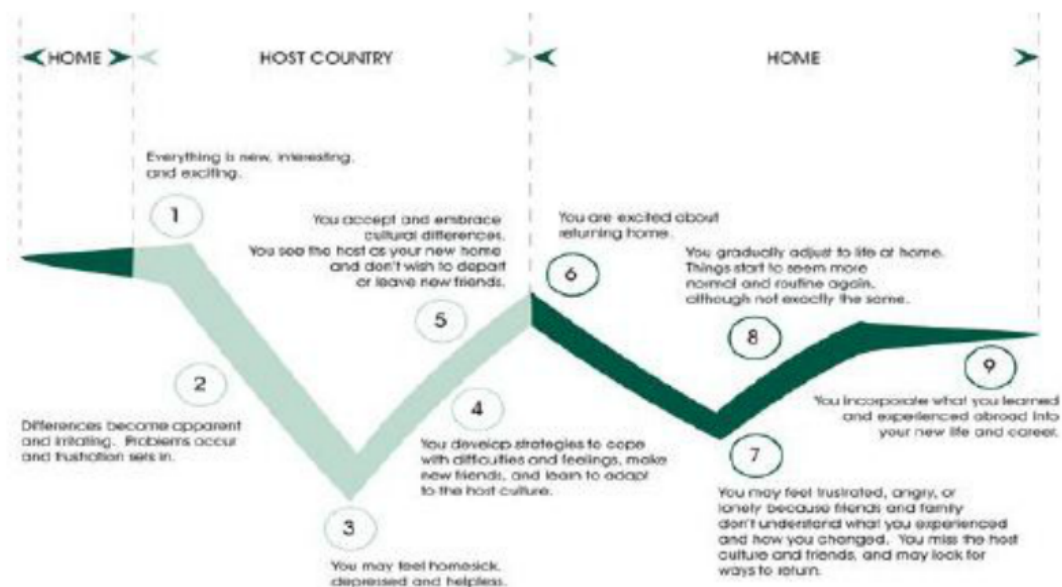
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Social Media - LinkedIn



Gilman Central Europe

Angely Martinez

Student-Athlete at the University of Alabama

Interested in knowing if anyone in this group studied abroad in Central Europe? I went to Prague last summer, and I would be interested in remaining connected to the area for possible job opportunities and internships.

Like • Comment (6) • Follow • 1 month ago

See all 6 comments



Ellyn Maybe Hi, I studied in Prague about a decade ago, amazing city! :)
1 month ago



Rae Guyse I did an internship at the international school in Dresden, Germany. It is about 1.5 hours from Prague.
1 month ago



Luther Beckett I live in Hungary now. Jobs are here for skilled language teachers. If you go to a proper school and get a TEFL certificate, you can ...
11 days ago

Add a Comment...

- Scholars Abroad & Alumni
- 3,315 members



Alumni Events Abroad

During

- Gilman Global Experience Blog
- Social Media Networking/LinkedIn
- Alumni Events Abroad

Gilman Global Experience Blog



Alumni Events Abroad

Social Media - LinkedIn



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After

- Follow-on Service Project implementation
- Networking Events
- *Extending Your Exchange Experience* Webinar
- *Fulbright Applicant Webinar* (for Gilman recipients)
- *Re-Entry* Webinar & materials
- Gilman Alumni Ambassador Program
- Skill Survey & Career Integration publication

Gilman Alumni Ambassador Program

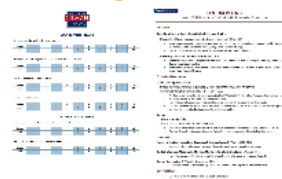


- Define orientation with a Gilman staff member
- Professional development course: Harvard Human Manager's Personalize Skills
- LinkedIn-Skinner Alumni group
- One-page bio for the website
- Report on the program on Fulbright service

Re-Entry Webinar



Career Integration Publication



After

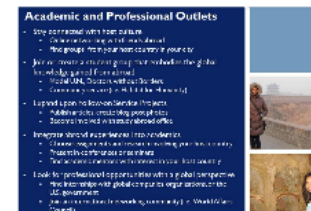
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Gilman Alumni Ambassador Program

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- Online orientation with a Gilman staff member
- Professional development course: Harvard MentorManager's Presentation Skills
- LinkedIn Gilman Alumni group
- One-page bio for the website
- Represent the program 2x throughout service

Re-Entry Webinar



Academic and Professional Outlets

- One-on-one mentoring with a Gilman staff member
- Harvard MentorManager's Presentation Skills
- LinkedIn Gilman Alumni group
- One-page bio for the website
- Represent the program 2x throughout service





Re-Entry Webinar

Academic and Professional Outlets

- Stay connected with host culture
 - Online networking with friends abroad
 - Find groups from your host country in your city
- Join or create a student group that embodies the global knowledge gained from abroad
 - Model U.N., Doctors without Borders
 - Community service (i.e. Habitat for Humanity)
- Expand upon Follow-on Service Projects
 - Publish articles, create blog, post photos
 - Become involved with study abroad office
- Integrate abroad experiences into academics
 - Choose assignments and research involving your host country
 - Present in conferences or seminars
 - Find academic mentors with interest in your host country
- Look for professional opportunities with a global perspective
 - Find internships with global companies, organizations, or the U.S. government
 - Join an international networking community (i.e.. World Affairs Council)



Gilman Alumni Ambassador Program

| | | |
|---|--|---|
|  | <p>Amarylis Velez-Perez Spain, 2007 Doctoral Degree Neuroscience and Behavior Candidate at the University of Massachusetts, Amherst</p> <p>Represented Gilman at the Hispanic Association of Colleges and Universities (HACU) Annual Conference.</p> | <p><i>"I really enjoyed my time at the annual HACU meeting. I met excellent potential candidates for the Gilman Scholarship that I strongly encouraged to apply. I know that being a GARP is not about me, it is about doing an excellent work at representing this great program. Inevitably, as Alumni Representatives we also benefit from these professional experiences. Thank you very much for the opportunity."</i></p> |
|  | <p>Heather Hunt Egypt, 2009 Fulbright Scholarship Receptient to Egypt in 2011-2012</p> <p>Co-presented a special webinar for Gilman alumni who are interested in applying for a Fulbright Scholarship.</p> | <p><i>"I am looking for a job where I know that my work is fulfilling and more directly related to my long term career goals. Training with GARP has helped me discover my passion for working in international education."</i></p> |
|  | <p>Eamon Devine China, 2011 East Asian Languages and Business major at the University of Kansas</p> <p>Scheduled to co-present a webinar for applicants, handling questions from community college students and other non-traditional applicants.</p> | <p><i>"I received the Gilman Scholarship as a community college student. Being a non-traditional student myself, my goal as a Gilman Alumni Representative is to motivate students who are in the same position I once was and show them how far they can go to achieve their goals."</i></p> |
|  | <p>Kaisha Sutton Ecuador, 2011 Program Coordinator, U.S. Department of State, Office of International Visitors</p> <p>Represented the Gilman Scholarship Program at the Howard University Scholarship and Fellowship Fair</p> | <p><i>"My study abroad program was extremely valuable because it provided work experience in my future career path. Through the Gilman Alumni Representative Program, I hope to encourage others to develop professionally through study abroad."</i></p> |

- Online orientation with a Gilman staff member
- Professional development course: Harvard MentorManager's Presentation Skills
- LinkedIn Gilman Alumni group
- One-page bio for the website
- Represent the program 2x throughout service

Career Integration Publication



ANALYSIS & PROBLEM SOLVING

Capacity to ask for and receive help from others

| | | | | | | | | | | |
|--------|---|---|---|---|---|---|---|---|---|----|
| Before | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| After | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Willingness to confront problems and look for alternative solutions

| | | | | | | | | | | |
|--------|---|---|---|---|---|---|---|---|---|----|
| Before | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| After | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Ability to listen and observe carefully

| | | | | | | | | | | |
|--------|---|---|---|---|---|---|---|---|---|----|
| Before | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| After | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Ability to think critically

| | | | | | | | | | | |
|--------|---|---|---|---|---|---|---|---|---|----|
| Before | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| After | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

INTEGRATIVE & ADAPTIVE SKILLS

Experience and capability in balancing two or more cultures

| | | | | | | | | | | |
|--------|---|---|---|---|---|---|---|---|---|----|
| Before | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| After | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Awareness of values and lifestyles in the United States

| | | | | | | | | | | |
|--------|---|---|---|---|---|---|---|---|---|----|
| Before | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| After | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Example Resume

BEN TRAVELING

Austin, TX 77083 • Phone: 555-555-5555 • bentraveling@gmail.com

Education

Bachelor of Arts in Journalism & Middle Eastern Studies

University of Texas at Austin, Austin, Texas (*cum laude*), May 2013

- *Relevant Coursework*: Intensive Arabic, Arab-Israeli Politics, Gender Politics in Islamic World, Entrepreneurial Journalism, Audio Visual Storytelling, Long-Form Feature Writing
- *Thesis*: Falling Dominos: The Spread of Democracy from Tunisia to Egypt

University of Jordan, Amman, Jordan, Fall 2012

- Semester-long academic experience which included home-stay with non-English speaking family; gained fluency in colloquial Arabic
- *Relevant Coursework*: Development Economics and the Middle East, Political Structure and Dynamics of the Middle East Regional System

Professional Experience

Media Development Intern

United Nations Educational, Scientific, and Cultural Organization (UNESCO)

Amman, Jordan, September 2012 – December 2012

- Worked as part of a close team in managing the EU funded initiative titled “Enhance Professional and Accurate Media on the Electoral Process in Jordan”
- Helped to develop and coordinate strategies for enhancing the Jordanian online media
- Created an online toolkit to spread awareness of the essential role of the media in the electoral process and provide tips regarding best practices for online journalism

Barista

Mozarts on the Lake

Austin, Texas, December 2010 – January 2012

- Provided excellent customer service in a fast-paced environment where multi-tasking was critical
- Rotated through various positions and duties from making specialty drinks to handling money

Leadership

Student Union Communications Department Representative, *UT Austin*, 2010-2011

- Main departmental emissary between students, faculty, and student government

Co-chair of campus Model United Nations Middle Eastern Crisis Simulation *UT Austin*, 2011

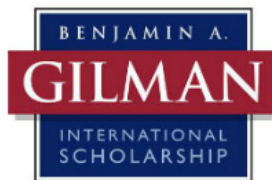
- Helped organize and facilitate a realistic simulation for international relations students

Orientation Leader, *UT Austin*, September 2013

- Facilitated transition to college experience for freshman through tours and mentorship

Relevant Skills

- Expertise using WordPress and Microsoft Office Suite
- Proficiency in Final Cut Pro X



ANALYSIS & PROBLEM SOLVING

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Education

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BEN TRAVELING

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After

- Follow-on Service Project implementation
- Networking Events
- *Extending Your Exchange Experience* Webinar
- *Fulbright Applicant Webinar* (for Gilman recipients)
- *Re-Entry* Webinar & materials
- Gilman Alumni Ambassador Program
- Skill Survey & Career Integration publication

Gilman Alumni Ambassador Program

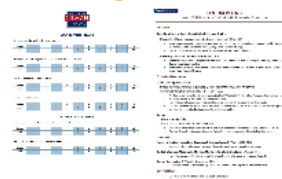


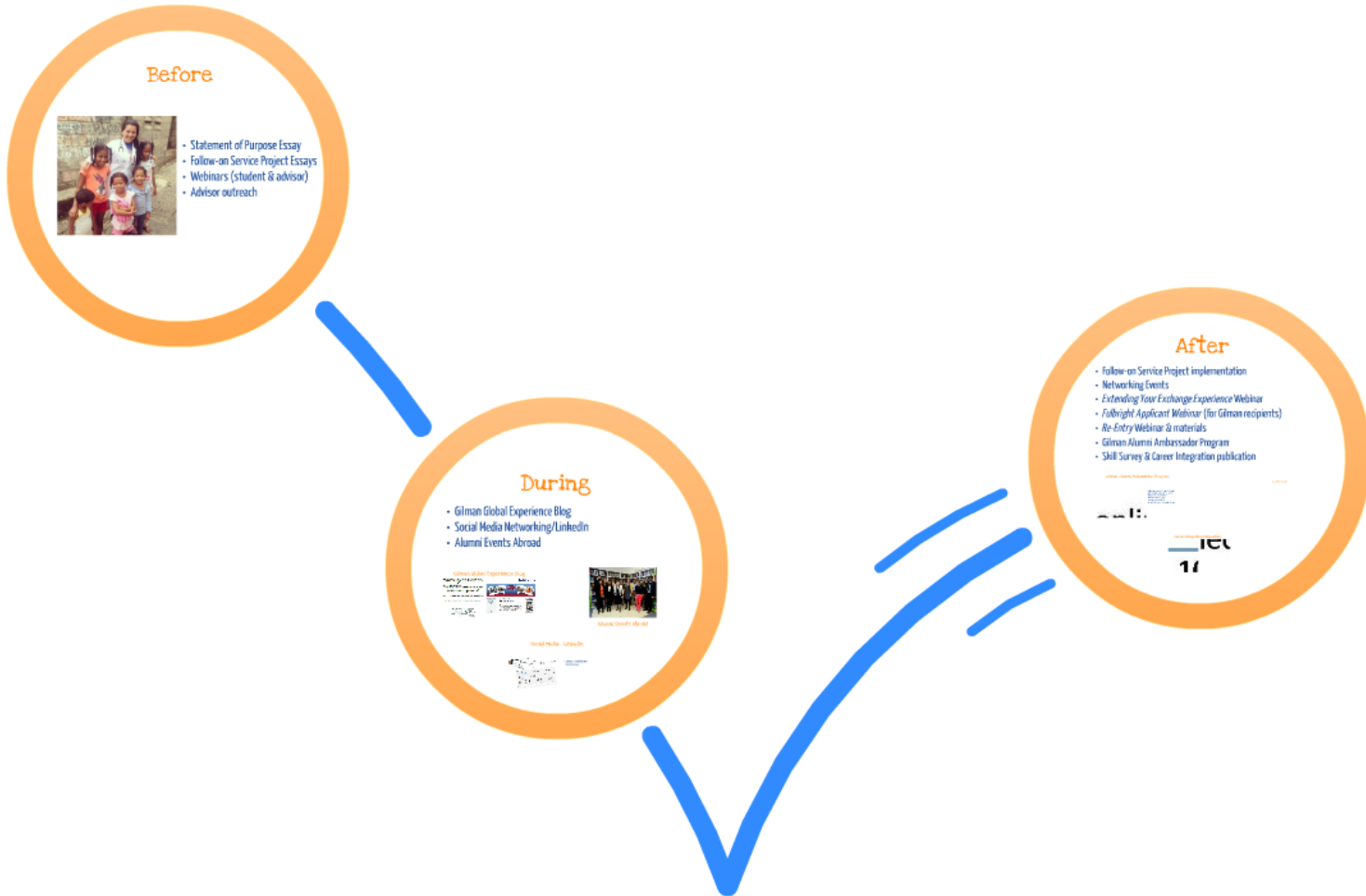
- Define orientation with a Gilman staff member
- Professional development course: Harvard Human Manager's Personalize Skills
- LinkedIn-Skinner Alumni group
- One-page bio for the website
- Report out the program on Fulbright service

Re-Entry Webinar



Career Integration Publication





Gilman International Scholarship Program

Now let's try it out!

Answer the interview questions on the index cards using personal study, intern, or work abroad experiences.

Interviews & Elevator Speeches

- Direct questions about the experience abroad
 - More than just "amazing" or "life-changing"
 - Evaluate lessons-learned and overall accomplishments
 - Articulate knowledge & skills acquired
- Behavior-based interviews
 - Past performance is best predictor of future performance
 - Use the S.T.A.R. method (Situation, Task, Action, Result)



Interviews & Elevator Speeches

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Now let's try it out!

Answer the interview questions on the index cards using personal study, intern, or work abroad experiences.

Recommendations



Provide self-assessments if possible

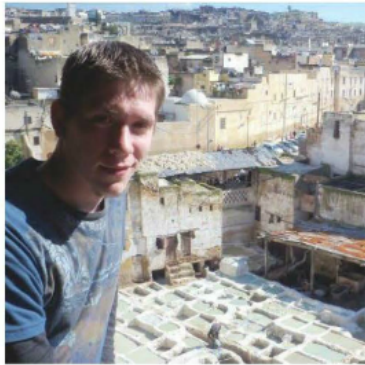
Organize workshops or create online resources

Collaborate with Career Services

"Lessons from Abroad" organization



More than Coffee, Copies, & Cantonese:
Helping Returnees Articulate Professional
Skills Gained through Education Abroad



Career Integration Conference | July 21-22, 2014 | University of Minnesota

Thank you!

Ben Efir
University Relations Manager
SIT Study Abroad

Aileen M. O'Donnell
Assistant Manager
Gilman International Scholarship

Jeannie Stumne
Director, CEHD Career Services
University of Minnesota



Career Integration Conference | July 21-22, 2014 | University of Minnesota

Thank you!

Ben Efir
University Relations Manager
SIT Study Abroad

Aileen M. O'Donnell
Assistant Manager
Gilman International Scholarship

Jeannie Stumne
Director, CEHD Career Services
University of Minnesota

More than Coffee, Copies & Cantonese: Helping Returnees Articulate Professional Skills Gained through International Internships and Study Abroad

