



## Gateway Global Learning Network, Global Washington, DC Programs

### DC Professional Experience Development Course

**Instructors:** Joel Clark, Ph.D., Steve Selby

**Description:** This course of applied study, instruction, workshops, guest speakers, site visits and guided professional networking will span the client's entire participation in Gateway's Global Washington, DC Program.

**Course credit equivalent:** Based on readings, activities, assignments, individual and group participation and reflections, and contact hours with instructors, Gateway and guest professionals (virtual and in-person), this hybrid course is equivalent to a upper-level undergraduate or graduate level, 3 credit hour university course at a US college/ university.

#### Course Elements and Content

##### Pre-Departure Training (online)

- Completion of individual professional skills and values assessments and inventories
- Professional goal setting
- Analysis of various professional sectors operating in Washington, DC
- Analysis of various organizational and workplace cultures in Washington, DC
- Developing a list of internship workplaces of interest
- Developing professional 'marketing materials' in the U/Washington, DC style and format, including resumes, cover letters, writing samples, and recommendations.
- Developing your individual professional brand, including social media presence and initial professional portfolio
- Preparing for internship employer interviews, including conducting mock interviews

- Considering potential internship offers, and deciding on internship acceptance
- Preparing for the internship, including negotiating the employer/ intern 'learning contract'
- Preparing for departure for DC, and starting the internship

### **DC-Based Professional Experience**

- DC Orientation: Includes on-site welcome session with fellow participants, instructors, Gateway and other DC professionals; tour of DC neighborhoods, transportation hubs, and central governmental and non-governmental sites; preparatory workshops with DC professionals; internship goal-setting workshop, initial meetings with DC internship employers.
- Weekly 'office hours' for individual consultations with instructors/ Gateway professionals
- Bi-weekly in-person workshops, site visits, events, or network 'get-togethers' with DC professionals
- Participating in facilitated professional networking
- Gaining one or more professional mentors
- Instruction, activities, and assignments exploring the 'key players and processes' in DC global politics and policy, including institutions, professionals, practices, and histories
- Participant guided individual analysis of a global issues and policy network of choice
- Instruction on professional policy or advocacy writing in various styles of DC 'key players'
- Individual professional development continued, including identifying and expanding professional networks and self-advocacy
- Individual goals and metrics of progress revisited and assessed
- Developing a 'next steps' career progress plan
- Designing and presenting your final professional ePortfolio
- Considering the benefits of your status as a Gateway Global Washington Alumni