



CERGE-EI Master of Arts in Applied Economics (MAE) Course Description

1. Course Name
Career Counseling

2. Abbreviation
CC

3. Code
XXXX

4. Core or elective
Core, pass/fail.

5. Number of credits
Zero credits (U.S. system). This is a pass/fail course. There is no grade for the course. However, students must pass the course to gain the Master of Arts in Applied Economics degree.

6. Scheduled class meetings
Workshops in the Fall and Spring Semesters are usually scheduled during the Career Counseling slot in the class schedule. Fall Semester: Wednesday, 8:30-10:00.

CC course will not meet each week of the semester. Re-schedules are possible in accordance with the availability of external speakers. Students are informed by the Career Services Manager well ahead of time when each workshop will be held.

One individual career-oriented consultation with the MAE Program Director takes place in the Fall Semester. Individual meetings and consultations with the Career Services Manager take place mostly during the Spring and Summer semesters though students are encouraged to discuss their career plans with the Career Services Manager in the Fall Semester. Individual meetings to polish student CVs will be handled by the Academic Skills Center staff during their open hours. Students are encouraged to walk in and discuss their writing. CVs are due in the beginning of the Spring semester.

The Career Counseling staff will also organize informal evening get-togethers with young professionals from different fields. Students are not required but strongly encouraged to attend these informal meetings.

7. Goal and outline
The purpose of CC is to help students learn the skills for finding an exciting, fulfilling and purposeful career path. Since the MAE program is relatively short, it is crucial that students start thinking about and planning their short- and mid-term career steps at the very beginning

of the program. The timing works around your other school commitments at the MAE program, so that your personal reflection on your career aspirations are not made when you are in the heat of other exams.

Goals of CC:

- Fall Semester: Explore the work landscape, think about what you like and don't like.
- Spring Semester: Learn about specific career paths, work with mentors, network, get to know the job environments, begin applying and interviewing.
- Summer Semester: Actively search for jobs, apply, go through interviews and get a job/internship.

Students are required to attend 90% of announced CC meetings each semester. There are approximately 12 workshops planned during the Fall and Spring Semesters together. We arrange external experts to come and conduct all of the CC workshops. These are professionals from the field and/or topic, who can be networking contacts for MAE students. We gather ideas from current students and try to organize workshops according to students' interests. The workshops currently planned for the Fall Semester are (subject to change):

- (1) What I wish I knew about the job search when I had started: tips from recent MAE graduates on job search.
- (2) Identifying and following your own career path.
- (3) Overall career landscape in the world and Czech Republic specifically.
- (4) Networking or, the best jobs are not advertised
- (5) Personal efficiency.
- (6) How to find a job in the Czech Republic: tips from an employer.

In the Spring Semester we plan on bringing speakers from different industries, including consulting, central banking, commercial banking, investment, asset management, public sector, non-profit organization, among others.

In addition to workshops, students are also required to attend one individual career development session with the MAE Program Director during the Fall Semester.

Written assignments for the Fall Semester include:

- (1) 360-degree feedback – due November 20, 2015;
- (2) personal purpose essay – due December 2, 2015.

MAE Career Counseling is also open to alumni of the MAE program anytime the opportunities might benefit graduates' continuing careers.

At the start of the program in September, it is possible for students to be exempted from the Career Counseling requirement. Students wanting the exemption have to meet in person with the MAE Program Director to discuss this option.

8. Grading

This is a pass/fail course. Although no grades are granted, passing the course is based on attending meetings and completing assignments.

To pass the course in the Fall Semester you should:

- (1) attend a personal career-oriented meeting with the MAE Program Director;
- (2) complete the 360-degree feedback by November 20, 2015;

- (3) submit your Personal Purpose by December 2, 2015 (including a first draft – by October 28, 2015);
- (4) attend 5 (five) CC workshops.

9. Textbook

No textbook