

Activate Your Career Plan for International Student Scholars- Spring 2026

**Time: Tuesdays, February 3 - March 17, 11:00AM - 12:30 PM || Location: 73 Tremont/Stahl Building,
Ground Floor, Room 140, Career Center**

Facilitator Information:

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Program Description:

In this *Activate Your Career Plan* Program, you will move through six weeks of focused career development designed to strengthen your direction, expand your opportunities, and help you prepare for work in the United States and beyond. Throughout this program, you will take tangible steps toward planning for your future and building your social capital. Each session will give you practical tools and clear strategies to plan for your future with confidence and purpose. Gathering this information alone can take months. Your choice to be here reflects focus, commitment, and a clear understanding of the timelines that shape your journey.

Beyond immediate job-search preparation, this program is designed to help students develop a strategic way of thinking about their careers. Through guided reflection, market analysis, and practical tools, students will build a personalized career strategy they can return to and refine as they progress through different roles, industries, and stages of their professional lives.

Through the Career Strategy Thesis framework and guided weekly sessions, students in *Activate Your Career Plan* will have the opportunity to:

Set Strategy. Define a clear career goal and create a roadmap to achieve it.

Build a Brand. Learn how to use your brand tools and communicate your story effectively.

Refine Materials. Craft a resume and cover letter that position you as a competitive U.S. candidate.

Strengthen Digital Presence. Develop a LinkedIn profile that showcases your background and attracts meaningful connections.

Network with Confidence. Prepare a professional bio, take a headshot, and learn how to build and leverage a network.

Know Your Value. Identify the cultural strengths you bring to global workplaces and use them intentionally.

***If you'd like a professional headshot, schedule an appointment with the Career Center via Handshake.**

Program Requirements:

To successfully complete the program and earn your Certificate of Completion and an Activate Your Career Plan T-Shirt, you need to:

- Attend at least 5 of the 6 in-person sessions.
- Actively participate in the discussions throughout the program.
- Complete and submit assignments on time.
- Earn at least 1000 points across assignments and attendance/participation.

If you need to miss a session due to extenuating circumstances (such as illness or an emergency), please notify the program facilitator in advance whenever possible. If you anticipate any challenges related to attendance, assignments, or the program format, students are encouraged to communicate early.

If you believe that formal, disability-related accommodations are needed, please register with the Office of Disability Services (73 Tremont St., 9th Floor, disabilityservices@suffolk.edu) and notify your facilitator who will work with you on reasonable accommodation.

Assignments:

Assignments in *Activate Your Career Plan* are designed to support your career development in a focused and manageable way. Over the course of the program, you will build toward a single, evolving body of work that reflects your thinking, decision-making, and progress.

At the center of this work is the **Career Strategy Thesis**, which serves as the core component of the program. Each week, you will complete a short section of the thesis that builds on the previous session.

In addition to the Career Strategy Thesis, you will complete a small number of practical career-related assignments, such as resumes, cover letters, and networking activities, which support and strengthen your overall strategy.

Assignments are evaluated based on completion and engagement rather than perfection. Assignments are due by the start of class each week, as listed here and in Canvas. You will earn full credit for assignments that are submitted on time in Canvas and demonstrate effort. Required assignments submitted after the due date without prior approval from the facilitator will be subject to a 15-point deduction per day late.

Assignment Summary:

Required Assignments	Points	Due Date
Career Strategy Thesis- Section 1: Define Your Direction	100	February 10 th
Career Strategy Thesis- Section 2: Resume Alignment & Professional Positioning	100	February 17 th
Revised Resume	150	February 17 th
Career Strategy Thesis- Section 3: Market Reality, Readiness, and Narrative Application	100	February 24 th
Cover Letter Draft	50	February 24 th
Career Strategy Thesis- Section 4: Networking Mindset & Strategic Decision-Making	100	March 3 rd
Career Strategy Thesis- Section 5: Ethical Use of AI & Strategic Timeline Planning	100	March 17 th
Career Strategy Thesis Capstone	150	March 17 th
Attendance and Active Participation (25 points x 6 sessions)	150	Ongoing
Total Possible Points	1000	

To earn the **Program Completion Certificate, Activate Your Career Plan T-Shirt, and a LinkedIn recommendation**, students need to earn at least **1000 points**.

Extra Credit Assignment Summary:

Optional Assignments	Points	Due Date
Quinnia Resume Report	25	February 17 th
LinkedIn Profile Score	75	March 3 rd
Informational Interview Scheduled	50	March 3 rd
Elevator Pitch Draft	50	March 3 rd
Career Fair Attendance	50	March 3 rd
Career Center or ISSO Workshop Attendance	50	Ongoing

Total Possible Points	300	
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To earn the **Program Completion Certificate, Activate Your Career Plan T-Shirt, and Launch Your Career Book**, students need to earn at least **1150 points**.

Spring 2026 Program Outline:

Date	Topics	Tasks (After Class)
Week 1: February 3	<u>Define Your Direction</u> <ul style="list-style-type: none"> • Welcome, program overview, expectations • Understanding the purpose and structure of a career plan • Self-reflection and strategic goal setting • Identifying your skills, interests, and long-term vision • Introduction to the Career Strategy Thesis Framework 	Due Week 2 (February 10): <ul style="list-style-type: none"> • Career Strategy Thesis-Section 1: Define Your Direction
Week 2: February 10	<u>Shape Your Professional Identity</u> <ul style="list-style-type: none"> • Translating career direction into recruiter-readable signals • How employers and ATS systems evaluate resumes • Understanding resume feedback as data, not judgment • Identifying alignment and gaps between career direction and current resume 	Due Week 3 (February 17): <ul style="list-style-type: none"> • Career Strategy Thesis-Section 2: Resume Alignment & Professional Positioning • Revised Resume (incorporating instructor and Quinnia feedback)
Week 3: February 17	<u>Market Reality & Narrative Alignment</u> <ul style="list-style-type: none"> • Understanding current job market demand and role feasibility • Using data to assess alignment between interests, skills, and roles • Evaluating readiness through job descriptions and company research • Writing targeted cover letters that align skills with market needs 	Due Week 4 (February 24): <ul style="list-style-type: none"> • Career Strategy Thesis-Section 3: Market Reality, Readiness, and Narrative Application • Cover Letter Draft (for one identified role)
Week 4: February 24	<u>Networking Strategy & Decision Making</u> <ul style="list-style-type: none"> • Rethinking networking as a strategic skill, not a personality trait • Understanding the hidden job market and opportunity access • Using LinkedIn as a research and signal-gathering 	Due Week 5 (March 3): <ul style="list-style-type: none"> • Career Strategy Thesis-Section 4: Networking Mindset & Strategic Decision-Making

	<p>tool</p> <ul style="list-style-type: none"> • Strategic decision-making through parallel planning • Applying Plan A / Plan B / Plan C thinking to career options 	
<p>Week 5: March 3</p>	<p><u>Ethically Leveraging AI & Strategic Timeline Planning</u></p> <ul style="list-style-type: none"> • Ethical and intentional use of AI in the job search (guest speaker) • Using AI as a support tool rather than a shortcut • Understanding key timelines relevant to international students • Mapping timelines to understand procedural constraints 	<p>Due Week 6 (March 17):</p> <ul style="list-style-type: none"> • Career Strategy Thesis- Section 5: Ethical Use of AI & Strategic Timeline Planning • Career Strategy Thesis Capstone
<p><i>SPRING BREAK</i></p>		
<p>Week 6: March 17</p>	<p><u>Capstone Session: Reflection, Strategic Next Steps & Certification</u></p> <ul style="list-style-type: none"> • Reflecting on the Career Strategy Thesis as a long-term framework • Connecting strategy, decision-making, and execution • Clarifying short-term career priorities and next moves • Program wrap-up and completion certificates • Personalized Coaching: <ul style="list-style-type: none"> ○ 1 hour Coaching sessions between March 17th- 24th ○ Bring materials for final polishing and tailored feedback during coaching session 	<p>Personalized Coaching</p> <ul style="list-style-type: none"> • Sign up for a 1:1 personalized strategy advising