

BGG Professional Development and Ethics Program

As we enter a new decade of increasing digital transformation and automation, it is more important than ever to continue to build and expand one's skills and advance one's career. The 2020 pandemic has greatly impacted the global job market and has posed new challenges to higher education. In order to support students during the time of unprecedented challenges, the Notre Dame Beijing Global Gateway, in collaboration with multiple campus units and the ND community in China, created the Professional Development and Ethics (PDE) Program, aiming to help students with tailored skill preparations before entering the workforce and to connect students with on-campus resources, local opportunities, and the global ND community. As a major component of the "Engage ND" Initiative, the BGG PDE program plays a critical role in enhancing international students' ND experience therefore retaining their enrollment during the uncertain time, and strengthens the importance of the BGG network.

The program consists of four themed modules respectively on career preparation, ethics, inclusivity and leadership, soft skills, and learning in practice. Students who complete the first three modules (10 hours in total) will receive a letter of recognition from Notre Dame International for completing the BGG Professional Development and Ethics Program. The participation of the bonus module on "learning in practice" is optional and encouraged. An additional letter from the Beijing Global Gateway verifying program details and attendees' participation can also be provided on request. The program is free of charge.

Collaborators on the program include the Mumbai Global Center, the Hong Kong Global Center, and multiple teams across Notre Dame International, the Meruelo Family Center for Career Development, the Notre Dame Alumni Association, the Center for Social Concerns, and the IDEA Center, among others.

International undergraduate students who have the following status are eligible to participate in the PDE program: Study Away Locally, Deferred, Leave of Absence, ND Explorer, and Remote Learning. To register for this program, click [here](#). The deadline for registration is November 15 and the deadline for completing the program is January 31, 2021. If you have any questions related to the program, please email Reagan Li, BGG's Program Coordinator, at gli4@nd.edu.

Module 1: Career Preparation (estimated time: 2 hours)

Requirements:

A. First-year students (2 out of 4):

1. Attend a [Discerning Your Career Plans Learning Lab](#). These small group (max 7 students), virtual learning opportunities are offered on a weekly basis throughout the year.
2. Attend a Zoom meeting with the [Undergraduate Career Services](#), Meruelo Family Center for Career Development
3. Attend a virtual event on Handshake or on this [list](#)
4. Attend a mock interview arranged by the Hong Kong Global Center.

B. Sophomores/Juniors/Seniors (2 out of 5):

1. Make an [Industry-Specific Appointment](#): Meet with a counselor to learn more about the recruiting specifics of a particular industry in which you are interested.
2. Make an [International Student Appointment](#): Meet with an advisor to learn the nuances of the international student job/internship search.
3. Attend a [Learning Lab](#) - Small groups (max 10 students) that are focused on specific topics. These are offered virtually on a weekly basis throughout the year.
4. Attend a virtual event on Handshake or on this [list](#)
5. Attend a mock interview arranged by the Hong Kong Global Center.

Module 2: Ethics, Inclusivity, and Leadership (estimated time: 3.5 hours)

Requirements (3 out of 4):

1. Attend a virtual lecture or panel organized by NDI and the Beijing Global Gateway (**mandatory**).
2. Watch videos, listen to podcasts, or read articles on ethics or leadership at [ThinkND](#) for at least 60 minutes (e.g. *Growing into Authentic Leadership* by Carolyn Woo; *Inspiring Conversations* with business leaders, *Women in Investing* by Erin Bellissimo; *Authority, Rights, and Responsibilities* by Mary Ann Glendon; *Coronavirus with Dr. Kristin Collier and Charlie Camosy*, *The Domer Dozen Series*, etc.).
3. Watch videos, listen to podcasts, or read articles for at least 60 minutes at [ThinkND](#) on inclusivity and diversity (e.g., *2020 MLK Celebration Luncheon – A Conversation with Civil Rights Leader Diane Nash*; *Discovering the Importance of*

Meaningful Inclusion by Reynold Hamar; *The Color of Compromise* by Jemar Tisby; *Under One Dome Series*, etc.)

4. Attend an information session on community-based learning and research opportunities offered by the Center for Social Concerns.

Module 3: Maximize your Potential: Soft Skills (estimated time: 4.5 hours)

The LinkedIn 2020 Workplace Learning Annual Report identified **Creativity, Persuasion, Collaboration, Communication, and Emotional Intelligence** as the **top 5 most in-demand soft skills in the workplace**, using the surfaced data by the LinkedIn network of over 660+ million professionals and 20+ million jobs and hiring rate. Based on the findings, this module is designed to develop participants' interpersonal skills in the identified areas and enhance their ability to work with others and bring new ideas to the table.

Requirements (2 out of 3):

1. Attend one virtual or in-person alumni panel on career development organized by the Beijing Global Gateway (**mandatory**).
2. Watch at least two videos or read articles on career development on [ThinkND](#) for 120 minutes. (e.g. [Design Thinking Your Life](#); [Becoming a More Effective Negotiator: What's Your Style?](#); [Becoming a More Effective & Ethical Negotiator: Strategies & Tactics](#); [Leadership People in an Ever-Changing World](#); [Dare to Dance Hand-in-Hand](#);)
3. Attend one virtual workshop or lecture on career development for 90 minutes(e.g. [Communicating Across Cultures Series](#) by ThinkND and Mendoza; [Idea That Matters Workshop and Pitch Competition](#) by the Idea Center - please note It is not a requirement to join the second part: the Pitch Competition)

Bonus Module: Learning in Practice (Optional; At least 10 hours' participation is required to complete the module.)

The Notre Dame Beijing Global Gateway is grateful to the Notre Dame alumni, parents, partners, and friends in China for providing opportunities of onsite or virtual internships, service, and research to develop the bonus module on Learning in Practice. Opportunities will be limited to registrants of the BGG Professional Development and Ethics Program, but not all participants of the program are guaranteed to receive an

offer. Successful applicants of the opportunities are encouraged to integrate the knowledge and skills learned from previous modules with their daily work and reflect on the experience. Students who complete this bonus module together with the first three modules will receive a special Mention of Distinction to recognize their exceptional efforts.

To apply, please find available opportunities [here](#) (The document will be updated if new opportunities become available).