Syllabus for POLS 2217, Section 001
Careers in Public Service
Spring 2017, Sub Term B
TTh 8:30 am – 10:20 am, F-212

Professor: Dr. Daniel J. Mallinson

Office:	K-125
Office Hours:	TTh 12:30 pm – 2:00 pm and by appointment
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Class hashtag	#pols2217
Course Webpage	Link

Course Description

This course will introduce students to a broad array of possible careers in public service. It is intended for students of any major that want to explore using their discipline-specific skills for jobs in government and non-profits. The course will feature guest speakers and workshops that expose students to necessary skills in applying for public-sector jobs. This course is also good preparation for students planning an internship with a government body or non-profit. The course is pass/fail.

Prerequisites: There are no specific prerequisites for this course.

Learning Goals and Objectives

- Goal 1: Students will explore a range of careers in the public sector
  - Objective 1: Students will learn about positions ranging from elected office to non-profit work
- Goal 2: Students will prepare application materials for public sector jobs
  - Objective 2a: Students will prepare a resume
  - Objective 2b: Students will write a compelling cover letter
  - Objective 2c: Students will inventory their skills for employers
  - Objective 2d: Students will create a LinkedIn profile

- Goal 3: Students will learn first-hand about working for the public sector
  - Objective 3a: Students will engage in dialog with current and former public sector workers
  - Objective 3b: Students will complete an informational interview with a public sector employee
- Goal 4: Students will network with each other
  - Objective 4: Students will engage with each other in class and network for the purpose of building future contacts

Methods for Learning and Teaching: This course will contain a mix of class discussion, workshops, guest speakers, and minimal lecture. You will get the most out of this course if you come to class prepared and participate fully each session.

Reaching Our Goals

Attendance: Your attendance in class is always expected. Attending class will allow you to keep up with the course and provide for meaningful discussion as a class. Please contact me via e-mail if you are unable to attend class. I will follow the University's attendance policy when it comes to excused absences. See Policy 2030.

Preparation and Participation: I expect you to read the assigned material before class and be able to discuss what you read. Contributing to class discussion will make the course more interesting and will enhance your understanding of the material. Finally, make the most out of having current and past public servants in the classroom. Do not be afraid to ask them questions.

Do Not Suffer in Silence: Please do not suffer in silence throughout the course if you are struggling. Instead, let me know — as soon as possible — what things are not making sense and we can work it out. If you are having a problem of any kind in the course, please talk to me about it as soon as possible.

Be Flexible: While the syllabus represents an agreement between us, I reserve the right to revise and modify it throughout the course, if it is necessary to achieve our goals. Situations beyond either of our control can also emerge that require changes to the course. I will notify you right away when any changes are made.

Cell Phones and Laptops: Please be respectful of your fellow students, our guest speakers, and me by silencing your cell phone during class and limiting laptop use to only class-related activity.[1] Laptops are not allowed during speaker sessions.

[1] In fact, research demonstrates that students who take handwritten notes generally perform better than

E-mail Policy: I do not guarantee responses to e-mails in the evenings or on weekends. I will, however, work to respond to e-mails on the next business day (M-F).

Readings

The following book is required for the course:

Ashworth, Kenneth. 2001. *Caught Between the Dog and the Fireplug, or How to Survive Public Service*. Washington, DC: Georgetown University Press. ISBN 9780878408474.

Additional required readings that are not from the Ashworth book will be made available on Blackboard.

Lecture Slides

I will occasionally use lecture slides and other materials throughout the course. These will be uploaded to the course website prior to each class period.

Assessing Your Progress Towards Our Goals

This course is pass/fail. As such, you will need to complete all of the required assignments and attend each class to receive a passing grade.

Internship/Job Target List: During class on March 9, you will be taught how to develop a target list of employers/internships that will serve as a foundation for the remainder of the career workshops. A list of 10 internships and jobs should be uploaded to Blackboard by March 10.

LinkedIn: You will also be given instructions and a checklist for creating a LinkedIn profile during our March 9 workshop. I would like to see a completed profile (hitting all of the items of the checklist) by March 21.

Informational Interview: After creating a target list of employers/internships, you will need to pick the one that is most attractive to you. After making your choice, you will need to set up and conduct an informational interview. I would like you to write a 2-3 page reflection on your interview experience (how it went) and what you learned. This is due on April 18.

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those that use laptops: Mueller, Pam A. and Daniel M. Oppenheimer. 2014. "The Pen Is Mightier Than the Keyboard: Advantages of Longhand Over Laptop Note Taking." *Psychological Science* 25(6): 1159-1168.

Skills Inventory: There will be a class session where you will be taught how to develop a personal skills inventory, which is useful when applying for internships and jobs. A completed copy of this inventory is due on April 25.

Resume and Cover Letter: We will also have a session devoted to developing an effective resume and cover letter for the target job/internship of your choosing. Finished copies of these documents are due on April 27.

Reflection: Finally, I would like you to submit a reflection on the course. Please discuss the following:

- What specific things you learned that will be helpful for future internship/job applications?
- Which speaker peaked your interest the most regarding a particular career and why?
- What things can you take away from Ashworth's book about life in public service?
- What are your next steps in pursuing a career?

This is due by 5pm on May 5.

Participation: Attending class is incredibly important and active participation in class discussion is a must. Thus, you must attend all classes, unless you have an approved excused absence (see Section 2 of Procedure 2030: Course Attendance).

Students also have an obligation to notify me within the first two weeks of the sub-term if they will miss any class session due to a religious observance. I am pleased to do this, but will need notification in order to plan make-up work.

Make-Up Work: You are allowed to make-up academic work only in the case of excused absences. These absences may include missing class for a University-sanctioned activity (with proper documentation), illness, religious observance, or family emergency. If you know in advance that you are going to miss class, please contact me before the absence to make arrangements for completing the work. If you are absent for an unexpected reason, please check in with me as soon as possible. You will have one week from the day of your return to class to make up a missed assignment.

Academic Honesty

Stockton University takes violations of academic dishonesty seriously. Observing basic honesty in one's work, words, ideas, and actions is a principle to which all members of the community are required to subscribe.

All course work by students is to be done on an individual basis unless I clearly state that an alternative is acceptable. Any reference materials used in the preparation of any assignment must be explicitly cited. Students uncertain about proper citation should speak with me and review the following website about conducting research and properly citing sources. Furthermore, please choose a single citation style and stick with it.

In an examination setting, unless I give explicit prior instructions to the contrary, whether the examination is in class or take home, violations of academic integrity shall consist but are not limited to any attempt to receive assistance from written or printed aids, or from any person or papers or electronic devices, or of any attempt to give assistance, whether the one so doing has completed his or her own work or not.

Lying to me also constitutes a violation of academic integrity.

In cases of any violation of academic integrity it is my policy to follow procedures established by the University. My first approach is to view this as a learning opportunity. The student will have an opportunity to make up the assignment for half credit (within four days of my discovering the violation). If the student does not make up the work or continues to use plagiarized material, the student will receive a zero on the assignment and the violation will be reported to the Provost's office. More information on academic integrity and procedures followed for violation can be found at `http://intraweb.stockton.edu/eyos/page.cfm?siteID=209&pageID=17`.

Accessibility

In accordance with the Americans with Disabilities Act of 1990 as amended and Sections 504 and 508 of the Rehabilitation Act, students with a documented disability and need accommodations, are encouraged to register with the Learning Access Program (LAP). Registration for support services is strictly voluntary and on a confidential basis. Support services provided by LAP are meant to help students devise strategies for meeting the Universitys educational demands and to foster independence, responsibility, and self-advocacy. The Learning Access Program can be found on campus in room J-204 or online at www.stockton.edu/LAP. Please call 609-652-4988 or send an email to LAP@stockton.edu for more information. Once you have received an accommodation letter from LAP, please contact me to privately discuss your needs as soon as practical to ensure that reasonable accommodations are implemented.

Course Schedule

We will attempt to follow this schedule as closely as possible, but we may take more time on some concepts and less time on others. For this reason, a digital version of this syllabus can be found on my website. Slides used in class will also be posted on the online syllabus before class. All changes to the schedule will be announced in class or via e-mail and the online syllabus will be constantly up-to-date. Required course readings are listed and due dates for assignments are in bold. Ashworth refers to *Caught Between the Dog and the Fireplug*. Links to some additional readings are included in the syllabus on my website, others will be uploaded to Blackboard. If you have trouble, please do not hesitate to e-mail me.

Week 1: Introductions

- March 7: Introduction to the course and public service
  - No reading assigned
- March 8: **Last day of add/drop for Sub-term B**
- March 9: Internships, LinkedIn, Target Lists, and Informational Interviews (**Class in D-004**)
  - Speaker: Patrick Burns, Career Center
  - Read:
    - "LIST" (What is a LAMP?)
    - "LinkedIn Profile Checklist"
    - "Informational Interviewing"
- March 10: **Target List Due**

Week 2: Spring Break

- March 14: No Class
- March 16: No Class

Week 3:

- March 21: Running for Elected Office
  - Speaker: New Jersey State Senator Jim Whelan
  - Read: Ashworth, Working with Politicians
  - **LinkedIn Profile Due**

- March 23: A Career in Political Communications
  - Speaker: John Froonjian, William J. Hughes Center for Public Policy
  - Read: Ashworth, Working with the Press

Week 4:

- March 28: Preceptorial Advising
  - No Class
- March 30: A Career in Non-Profits
  - Speaker: Darryl Greer, Hughes Center
  - Read: Ashworth, Learning from Your Boss

Week 5:

- April 4: A Career in Policy Research and Advocacy
  - Speaker: Amanda Devecka-Rinear, NJ Organizing Project
  - Read: Ashworth, Dealing with Unpleasant and Difficult People and More on Unpleasant People
- April 6: Working for Local Government
  - Speaker: TBD
  - Read: Ashworth, Subordinate Leadership, Getting Help From Above and Taking the Initiative, or Risk Taking Inside Government.

Week 6:

- April 11: Working for the State of New Jersey
  - Speaker: Richard McKelvey
  - Read: Ashworth, The Kinds of Pressures and Influences Used on You

- April 13: Working for the Federal Government
  - Speaker: Elaine Francis, senior scientists at the U.S. Environmental Protection Agency
  - Read: Ashworth, Relations with a Governing Board and More on Governing Boards

Week 7:

- April 18: Applying for a Federal Job
  - Read: Ashworth, Walking with Kings and Delegating, or Working for Your Subordinates
  - **Informational Interview Reflection Due**
- April 20: Skills Inventory (**Class in D-004**)
  - Speaker: Patrick Burns, Career Center
  - Read: Ashworth, Ethics and Morality in Public Service and A Few Thoughts on Leadership

Week 8:

- April 25: Job Application Materials Workshop (**Class in D-004**)
  - Speaker: Patrick Burns, Career Center
  - Read:
    - "The Cover Letter for Answering Ads"
    - "Resume Writing"
    - "Resume Articles Packet"
    - "Letter of Influence"
  - **Skills Inventory Due**
- April 27: Graduate School and Special Programs (**Class in D-004**)
  - Read: Ashworth, A Summing Up
  - **Resume and Cover Letter Due**

Week 9: Finals Week

- May 5: **Final Reflection Due by 5pm**