Instructor: Darren Hawkins
Office: 722 SWKT
Office Hours: M 3-4
   Th 1:30-2:30
Office Phone: 801.422.5526
Email: dhawkins@byu.edu

TA Information
Name: Kellie Daniels
Email: kdaniels@aiddata.org
Phone: 801-422-3982
Location: 785 SWKT
Hours: Th 2:00-3:00pm

Description
We will listen to and interact with a series of speakers drawn from a variety of career paths and types and levels of experience. Outside of class, we will explore graduate school and career options that relate to these and other possible careers.

Attendance Policy
Attendance will be taken at each class. You may miss one class without penalty to your attendance grade.

Grading Policies
The University’s general policy is that for every 1 hour in class, 2-3 hours of work are expected outside of class. Our workload is considerably less than that, but we nonetheless expect you to do three assignments for which we have high standards for both the content and the quality of writing. We also expect you to take careful notes on all the speakers say in all of the classes, and expect you to be able to take a final exam based on these notes.

Learning Outcomes
- **Faith and Political Analysis**
  You will be able to articulate the ways in which faith has impacted the careers of others.
- **Participation in Political Processes**
  You will become more familiar with career options in the various areas of political science.
- **Integrity in Daily and Civic Activities**
  You will understand how others bring honesty and integrity to their daily life, public affairs and professional activities
- **Community Service**
  You will gain a greater desire to participate in the political process and to serve your community

Career Exploration Resources
Career Insider, Vault(accessible through the library databases- very detailed resources, most information for business and law)
Career Opportunities, Columbia University, [http://sipa.columbia.edu/resources_services/career_services/current_students/career_resources/opportunities.html](http://sipa.columbia.edu/resources_services/career_services/current_students/career_resources/opportunities.html)
America's Career Infonet, [http://www.careeronestop.org/](http://www.careeronestop.org/) (use the search to find what you are looking for; ie "lobbyist" will be under "public relations specialist" and legislative staff is under "legislator")

Vocational and Career Collection, EBSCO (accessible through the library databases)


For government salaries: [http://dcjobsource.com/presidential salaries.html](http://dcjobsource.com/presidential salaries.html)


**Speaker Biographies**

**Roger Gardiner** (Sept 22)
Vice President for Credit Risk, Finance; Goldman Sachs
Roger works in Credit Risk Management & Advisory and currently manages the GS Bank USA Credit Group and the Credit Research Group in Salt Lake City. He joined the firm in September 2007 as member of the GS Bank USA credit team where he managed the corporate and institutional lending portfolio. Roger joined the firm from Merrill Lynch & Co. where he was a credit risk industry analyst. He covered many industries, but spent most of his time focused on utility companies. Roger earned his BA in Political Science from BYU and his MBA from the University of Michigan’s Ross School of Business.

**Dr. Calvin Andrus** (Sept 29)
Central Intelligence Agency, Office of Public Affairs
Dr. Calvin Andrus works in Office of the Chief Information Officer at the Central Intelligence Agency. Over a 28 year career, he has served as a regional political analyst, an IT program manager, an enterprise applications architect, and an innovation officer. He was awarded the Intelligence Community's 2004 Galileo Award for his paper, "The Wiki and the Blog: Toward a Complex Adaptive Intelligence Community." Dr. Andrus received a bachelor's degree from Brigham Young University and a Ph.D. from the State University of New York at Stony Brook. He is married with 5 children. His general area of interest lies at the conjunction of intelligence analysis, innovation, and information technology. His current work focuses on the Intelligence applications of massive data analytics, simulations, and virtual worlds.

**Judge Thomas B. Griffith** (Oct 6)
Federal Judge, U.S. Court of Appeals for the District of Columbia Circuit
Judge Thomas B. Griffith was appointed to the United States Court of Appeals in June 2005. He graduated from Brigham Young University in 1978 and from the University of Virginia School of Law in 1985. Judge Griffith was engaged in private practice from 1985 through 1995 and in 1999 and 2000 in North Carolina and Washington, DC where his primary areas of emphasis were commercial and corporate litigation. From 1995 through 1999, Judge Griffith was Senate Legal Counsel of the United States, the chief legal officer of the United States Senate. Judge Griffith has also served as General Counsel to the Advisory Commission on Electronic Commerce, as Assistant to the President and General Counsel of Brigham Young University in Provo, Utah and as a member of the Executive Committee of the American Bar Association's Central European and Eurasian Law Initiative.

**Peter Valcarce** (Oct 13)
President, Arena Communications
Peter Valcarce is the co-founder, president, and CEO of Arena Communications, a leading national Republican direct mail firm employed by Bush-Cheney, Schwarzenegger for Governor (CA), the Republican National Committee, Republican National Senatorial Committee and the National Republican Congressional Committee, and dozens of other Congressional and local clients. Mr. Valcarce received his
BA in Communications from BYU in 1986, and served as a special assistant to Sen. Orrin Hatch (R-Utah) and a research associate at the Wirthlin Group before co-founding Arena in 1996.

Ronnell Anderson Jones (Oct 27)
Associate Professor of Law, Brigham Young University
Ronnell Andersen Jones is an Associate Professor of Law at Brigham Young University’s J. Reuben Clark Law School, where she teaches constitutional law, First Amendment, legislation and media law. After graduating first in her law school class, Professor Jones clerked for the Honorable William A. Fletcher on the Ninth Circuit Court of Appeals and for Justice Sandra Day O’Connor on the United States Supreme Court. Before entering academia, she was an attorney in the appellate division of Jones Day, where her work focused on Supreme Court litigation and included major constitutional and First Amendment cases.

A former newspaper reporter and editor, Professor Jones researches and writes on legal issues affecting the press and on the intersection between media and the courts. She is a regular presenter at media law conferences and was the director of a nationwide empirical study of the frequency and impact of subpoenas served upon newspapers and television newsrooms. Her work on that project is regularly cited in debates on Capitol Hill and has been featured in the New York Times, the Washington Post and USA Today, as well as on MSNBC, Fox News and National Public Radio. Her recent articles have appeared in *Minnesota Law Review*, *Washington Law Review*, and *Washington & Lee Law Review*. From 2004 to 2008, Professor Jones was a Distinguished Faculty Fellow at the University of Arizona Rogers College of Law, where she team taught an annual course about the United States Supreme Court with Justice O’Connor.

Ron Gordon (Nov 3)
Director, Commission on Criminal Justice and Juvenile Justice, State of Utah
Ron Gordon is the Executive Director of the Commission on Criminal and Juvenile Justice, having been appointed to that position by Governor Jon M. Huntsman, Jr. in February 2009. In that capacity, he oversees a 21-member commission charged with coordinating criminal and juvenile justice policy throughout Utah. He works closely with executive branch agencies, the Legislature, Judiciary and local governments as well as private providers in policy development. He also serves on the Governor’s senior staff as an advisor on criminal justice policy.

Prior to his appointment to this position, Mr. Gordon served as the Director of the Office of Crime Victim Reparations, Coordinator of the Criminal Justice Advisory Council in Salt Lake County, Director of the Utah Sentencing Commission and staff attorney to the Commission on Criminal and Juvenile Justice. He received his Bachelor of Science from Brigham Young University in 1995 and his Juris Doctor from the University of Utah in 1998. Mr. Gordon’s greatest joys and rewards in life are found in spending time with his wife and their three children.

Assignment Descriptions

Blackboard Quizzes:

Open note Blackboard quizzes will be required each week covering both the content of the speaker’s lecture and some survey questions. Since you are allowed to miss one class, the lowest Blackboard quiz will also be dropped.

Final Exam:

The final exam will be open note, consisting of essay-style reflective questions, asking about broad themes that emerged through the course of the lectures. A study guide with possible questions will be distributed shortly after the final lecture. Using notes and examples from different speakers will be helpful in answering the questions, so please take good, careful notes for each speaker and keep them organized throughout the semester.

Three Papers:

You are required to submit three papers over the course of the semester, according to the due dates given in the course schedule. You may also do a supplementary one for extra credit (see details below). You may choose any combination of these five assignments, including doing the same assignment
multiple times with different topics. If you are planning on going to graduate school your last paper may
be your personal statement.

- Career Exploration
- Interview
- Internship Exploration
- Graduate School
- External Events

Papers will be graded on meeting the paper requirements, quality of writing, and mechanics. Your
assignment should include specific, clear and detailed information. Your writing should include some
basic description, but we will specifically look for insight, analysis and less obvious information. Papers
will also be graded on the quality of writing and mechanics. For mechanics, we will specifically look for:

- Correct grammar and spelling
- Single spacing
- Length requirement (one page)
- Times New Roman, 12-pt font
- Citations (in text and full citations on a separate page) included as appropriate

Career Exploration Paper:

Write a one-page single-spaced career exploration paper on a career that interests you. In the first
paragraph, include

- salary range information, for both entry-level and later in the career
- three top employers in the field
- education requirements.

In subsequent paragraphs, you should include relevant information that will help you and others
understand the career better. Such information might include:

- the nature of the job
- additional names of some companies or organizations who employ in that field in a location of
  interest to you
- opportunities for advancement
- requirements for entry-level jobs
- the nature of the job market.

Instead of simply reciting a basic career profile, much of which is information you probably already
know, strive to explain many details and less obvious information that more clearly demonstrate your
research. We ask that you go beyond basic descriptions and be very specific in explaining what you
learned. Do not simply provide fairly obvious information like "lawyers work with clients by giving them
advice." That does not meet the spirit of the requirement (of helping you and others understand the career
better) and is vague rather than specific.

If you would like to relate this to how it fits in to your particular career path, you may do so but
please be succinct, specific and only include very relevant information. This is not a personal reflection
piece, though personal application may be useful in highlighting employers you are interested in or
explaining other pertinent information.

You should include at least two different sources of information, for which you should use in-text
parenthetical citations and full citations on a second, separate page. A list of possible sources is included
below. A sample paper is posted on blackboard.

Interview Paper:
Interview someone who works in a field of interest to you, and write a one-page single-spaced summary of what you learned from the interview. Below the heading, write who you interviewed, what they do, and who they work/worked for. You may choose to interview someone who is currently working or who is retired from their profession or taking time off, perhaps to raise children.

You may choose to ask about many of the same things our speakers will address. This may include:

- Employment Experiences
- Current position (including day in the life/ information about their current organization)
- Past positions (including day in the life /information about past organizations they have worked with)
- Career path, transition between jobs or within career, key elements of moving up, turning points in career
- Lessons and Recommendations
- Practical recommendations for getting jobs or succeeding in career (i.e. networking, résumé advice, how to be a good leader, how to stand out, etc.)
- Life lessons (balancing ambition and success with core moral values, balancing personal and professional goals)
- Realities of, and strategies for balancing work and family

As with the career exploration paper, we ask that you delve beyond obvious and vague information and find specific answers to your questions. This assignment is a very nice opportunity to begin to network with professionals in a chosen field, but with the ice breaker of having to conduct an interview for a class.

**Internship Exploration Paper:**

Write a one one-page single-spaced internship exploration paper. You should identify an internship program offered through BYU of interest to you. This may include the Washington Seminar Program, the Utah State Legislature Internship Program, (both at washingtonseminar.byu.edu) or the European Governance internship program (kennedy.byu.edu/isp). You should describe the requirements of the program and include a self-assessment of why this program would be helpful to you and a tentative plan for applying to the program. Also, identify and describe three specific companies, non-profits or governments offices that offer internships in an area of interest to you. For Washington Seminar and the European Governance internship program, these should be internships you could potentially participate in through the program. For the Utah State Legislator program, or another internship program that is built around a single internship provider, you may simply choose three other internships you are interested in.

**Graduate School Paper:**

Write a one one-page single-spaced paper on a graduate school program you are interested in. You should

1. briefly describe the program and the graduate school
2. describe the requirements of the program
3. include a self-assessment of why this program would be helpful to you
4. include a tentative plan for applying to the program
5. list three alternate programs that are roughly comparable to this one that you may also consider applying to

**External Event Paper:**

Attend or participate in one event outside of the class speakers. Then, write about your experience in a one-page single-spaced paper. Include a description of the event, what you learned and how it is applicable to your career. Below are some events you could participate in (dates for specific events will be posted on Blackboard). More will be posted to blackboard throughout the semester. These events are more frequent earlier in the semester, though, so do not leave this assignment till later unless you have a
scheduled event you are planning to attend. Check with the TA if you have another event you think may be relevant.

- A resume workshop
- A mock interview
- A “meet the firms” night
- Consulting Night, end of September/October
- University Career Fair
- Law School Fair
- APSIA Workshop
- BYUPAS events
- Women in Politics and Leadership Panel
- Graduate school orientation session provided by the political science department
- Other career lecture series
- Careers for Econ Majors
- MPA Lecture Series

Extra Credit!:

You may do an extra one of any of the five assignments for up to 10 extra points (10% of your overall grade). Extra credit assignments are due at the time of the final exam.

Late Assignments:

Assignments will be penalized 10% for every calendar day (not just class day or weekday) that they are late.

Point Breakdown

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>30</td>
</tr>
<tr>
<td>Blackboard Quizzes</td>
<td>30</td>
</tr>
<tr>
<td>Final Exam</td>
<td>10</td>
</tr>
<tr>
<td>Three Papers</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

Course Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Topics</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Th - Sep 1</td>
<td>Introduction to Course and An overview of graduate programs Professor Wilson Program Director, MPP</td>
<td>-</td>
</tr>
<tr>
<td>Th - Sep 8</td>
<td>Career Reflections: Government Affairs Ally Isom Deputy Chief of Staff Utah Governor, Gary R. Herbert</td>
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<tr>
<td>Th - Sep 15</td>
<td>Career Counseling Kris Tina Carlston Prelaw Advisor Brigham Young University</td>
<td>-</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td>Speaker/Role</td>
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<tr>
<td>Th - Sep 22</td>
<td>Career Reflections: Finance</td>
<td>Roger Gardiner, Vice president, Credit Risk/Finance Goldman Sachs</td>
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<tr>
<td>Th - Sep 29</td>
<td>Career Reflections: Intelligence</td>
<td>Dr. Calvin Andrus, Central Intelligence Agency, Office of Public Affairs</td>
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<tr>
<td>Th - Oct 6</td>
<td>Career Reflections: Judiciary</td>
<td>Judge Tom Griffith, Circuit Judge, US Court of Appeals for the DC Circuit</td>
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<tr>
<td>Th - Oct 13</td>
<td>Career Reflections: Campaign Management</td>
<td>Peter Valcarce, President, Arena Communications</td>
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<tr>
<td>Th - Oct 20</td>
<td>Round table discussions</td>
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<tr>
<td>Th - Oct 27</td>
<td>Career Reflections: Law</td>
<td>Ronnell Anderson Jones, Associate Professor of Law Brigham Young University</td>
</tr>
<tr>
<td>Th - Nov 3</td>
<td>Career Reflections: Policy Development</td>
<td>Ron Gordon, Director, Commission on Criminal Justice and Juvenile Justice, State of Utah</td>
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<tr>
<td>Th - Nov 10</td>
<td>Career Reflections: Non-profit</td>
<td>Carolyn Grow Dailey, President/CEO, ASCEND, A Humanitarian Alliance</td>
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<tr>
<td>Th - Nov 24</td>
<td>Thanksgiving Break</td>
<td></td>
</tr>
<tr>
<td>Th - Dec 1</td>
<td>Career Reflections: Diplomacy</td>
<td>John Dinkelman, Deputy Chief of Mission, US Embassy, the Bahamas</td>
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<tr>
<td>Th - Dec 8</td>
<td>FINAL EXAM</td>
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</tbody>
</table>

**Librarian Information**

Name: Brian Champion  
Office: 1225 HBLL  
Phone Number: 422-5862  
Email: brian_champion@byu.edu

**Reference Desk Information**
Department Research Information
http://guides.lib.byu.edu/content.php?pid=65720

E-reserve Information
http://www.lib.byu.edu/reserve.html

BYU Honor Code
In keeping with the principles of the BYU Honor Code, students are expected to be honest in all of their academic work. Academic honesty means, most fundamentally, that any work you present as your own must in fact be your own work and not that of another. Violations of this principle may result in a failing grade in the course and additional disciplinary action by the university. Students are also expected to adhere to the Dress and Grooming Standards. Adherence demonstrates respect for yourself and others and ensures an effective learning and working environment. It is the university's expectation, and my own expectation in class, that each student will abide by all Honor Code standards. Please call the Honor Code Office at 422-2847 if you have questions about those standards.

Preventing Sexual Discrimination and Harassment
Title IX of the Education Amendments of 1972 prohibits sex discrimination against any participant in an educational program or activity that receives federal funds. The act is intended to eliminate sex discrimination in education. Title IX covers discrimination in programs, admissions, activities, and student-to-student sexual harassment. BYU's policy against sexual harassment extends not only to employees of the university, but to students as well. If you encounter unlawful sexual harassment or gender-based discrimination, please talk to your professor; contact the Equal Employment Office at 422-5895 or 367-5689 (24-hours); or contact the Honor Code Office at 422-2847.

Students with Disabilities
Brigham Young University is committed to providing a working and learning atmosphere that reasonably accommodates qualified persons with disabilities. If you have any disability which may impair your ability to complete this course successfully, please contact the Services for Students with Disabilities Office (422-2767). Reasonable academic accommodations are reviewed for all students who have qualified, documented disabilities. Services are coordinated with the student and instructor by the SSD Office. If you need assistance or if you feel you have been unlawfully discriminated against on the basis of disability, you may seek resolution through established grievance policy and procedures by contacting the Equal Employment Office at 422-5895, D-285 ASB.