PL SC 298 – Speaker Series on Careers

Fall 2012

Section 001: 238 HRCB on Th from 4:00 pm - 4:50 pm

Name: Darren Hawkins
Office Phone: (801) 422-5526
Office Location: 745 SWKT
Email: dhawkins@byu.edu

Name: Kellie Daniels
Office Phone: 801-422-3982
Office Location: 724 SWKT
Email: kdaniels@aiddata.org
Office Hours: Th 2:00 pm to 3:00 pm

Course Information

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. Attendance will be taken by you signing the roll at the classroom door.

Learning Outcomes Error

An error occurred while trying to display Learning Outcomes.

Grading Policy

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.

Schedule

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<thead>
<tr>
<th>Date</th>
<th>Topics</th>
<th>Assignments</th>
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<tbody>
<tr>
<td>Th - Aug 30</td>
<td>Introduction to Course and An overview of graduate programs and careers</td>
<td>Class Assignments</td>
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<tr>
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<td>Professor Brigham Daniels</td>
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<td>Brigham Young University</td>
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<td>M - Sep 03</td>
<td>Labor Day</td>
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<td>Labor Day Holiday</td>
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<tr>
<td>Th - Sep 06</td>
<td>Career Reflections: Non-profit Philanthropy</td>
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<td></td>
<td>Jennifer Hogge</td>
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<td>Donor Services</td>
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<td>Th - Sep 13</td>
<td>Career Reflections: International Studies</td>
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<td></td>
<td>Emeritus Professor Stan Taylor</td>
<td>Letter of Inquiry</td>
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<td>Date</td>
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<td>Speaker/Details</td>
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<td>Th - Sep 20</td>
<td>Career Reflections: Careers in Political Science</td>
<td>Bob Keohane, Princeton University</td>
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<td>Th - Sep 27</td>
<td>Career Reflections: Diplomacy</td>
<td>John Dinkelman</td>
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<td>Deputy Chief of Mission, US Embassy, the Bahamas</td>
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<td>Th - Oct 04</td>
<td>Career Reflection: Business and open source software</td>
<td>Matt Asay</td>
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<td>SVP, Business Development at Nodeable</td>
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<td>Career Exploration or Graduate School Paper</td>
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<td>Th - Oct 11</td>
<td>Career Reflection: Judiciary</td>
<td>Judge Tom Griffith</td>
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<td>US Court of Appeals for the DC Circuit</td>
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<td>Th - Oct 18</td>
<td>Career Reflection: Finance</td>
<td>Roger Gardiner</td>
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<td>Vice president, Credit Risk/Finance, Goldman Sachs</td>
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<td>Th - Oct 25</td>
<td>Career Reflection: Communication and Non-profit</td>
<td>Jennifer Napier-Pearce</td>
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<td>Resume</td>
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<td>Th - Nov 08</td>
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<td>Th - Nov 15</td>
<td>Career Reflection: Legislative Analyst and Communication</td>
<td>Stephanie Sonksen Benton</td>
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<td>Personal Statement</td>
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<td>Th - Nov 22</td>
<td>Thanksgiving Holiday</td>
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<td>Th - Nov 29</td>
<td>Career Round Tables</td>
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<td>Th - Dec 06</td>
<td>Career Reflection: Politics</td>
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<td>Th - Dec 13</td>
<td>Final Exam</td>
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**Assignment Descriptions**
Class Assignments
Aug
30
Due: Thursday, Aug 30 at 11:59 pm

Class Assignments

There are four assignments for this class: 1. resume, 2. letter of inquiry, 3. career and/or graduate study paper, and 4. personal statement. Due dates are given in the course schedule. You may also do a supplementary career and/or graduate paper for extra credit (see details below).

Grading

Assignments will be graded on fulfilling the specified requirements with specific, clear and detailed 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

Late Assignments

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

Letter of Inquiry

Sep
13
Due: Thursday, Sep 13 at 4:00 pm

Letter of Inquiry (LOI)

Jennifer Hogge from LDS Philanthropies will briefly discuss LOIs and the role they play in securing grants. For this assignment, you will need

- to find a foundation’s requirements for LOIs and submit a mock LOI for that foundation.
- You can begin your search at http://foundationcenter.org/. From this site choose a foundation and research their grant and LOI requirements.
- Develop a mock LOI
- include the foundation name and LOI requirements with your letter of inquiry.
- the foundation’s LOI requirements will provide the grading matrix for the assignment

Career Exploration or Graduate School Paper

Oct
04
Due: Thursday, Oct 04 at 4:00 pm

Career Exploration or Graduate School Paper

- Career Exploration Paper

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

OR

- 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

Resume

Oct
25
Due: Thursday, Oct 25 at 4:00 pm

Roger Gardiner from Goldman Sachs will spend a brief part of his lectures discussing resumes. You will need to take this information plus information gleaned from the internet and/or career services and develop your own resume. Your resume should

§ reflect Roger Gardiner’s advice
§ show you researched how to write a resume
§ include attached references
§ use correct grammar and spelling
Personal Statement
Nov
15
Due: Thursday, Nov 15 at 4:00 pm

Personal Statement
Write a personal statement for a graduate program you are interested in. You need to

- Include school and specific graduate program
- Provide internet link to personal statement requirements for that particular program
- Use at a minimum 3 resources in developing your personal statement (attach bibliography)

The grading matrix for this assignment is based on the requirements of the school and graduate program!

Extra Credit!
Dec
06
Due: Thursday, Dec 06 at 4:00 pm

You may do an extra career exploration or graduate school paper for up to 5 extra points (5% of your overall grade). Extra credit assignments are due at the time of the final exam.

Final Exam
Dec
13
Due: Thursday, Dec 13 at 11:59 pm
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.

Intro
Sep
06
Due: Thursday, Sep 06 at 4:00 pm

Open note 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 quiz will also be dropped. Quizzes will be available on Learning Suite under exams. The quiz will be available the Friday after the lecture until Thursday before the lecture.

Jennifer Hogge
Sep
13
Due: Thursday, Sep 13 at 4:00 pm

Open note 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 quiz will also be dropped. Quizzes will be available on Learning Suite under exams. The quiz will be available the Friday after the lecture until Thursday before the lecture.

Professor Stan Taylor
Sep
20
Due: Thursday, Sep 20 at 4:00 pm
Open note 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 quiz will also be dropped. Quizzes will be available on Learning Suite under exams. The quiz will be available the Friday after the lecture until Thursday before the lecture.
Open note 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 quiz will also be dropped. Quizzes will be available on Learning Suite under exams. The quiz will be available the Friday after the lecture until Thursday before the lecture.
Quizzes 11
Nov 15
Due: Thursday, Nov 15 at 4:00 pm

Open note 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 quiz will also be dropped. Quizzes will be available on Learning Suite under exams. The quiz will be available the Friday after the lecture until Thursday before the lecture.

Stephanie Sonksen Benton
Nov 22
Due: Thursday, Nov 22 at 4:00 pm

Open note 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 quiz will also be dropped. Quizzes will be available on Learning Suite under exams. The quiz will be available the Friday after the lecture until Thursday before the lecture.

Quizzes 15
Dec 13
Due: Thursday, Dec 13 at 4:00 pm

Open note 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 quiz will also be dropped. Quizzes will be available on Learning Suite under exams. The quiz will be available the Friday after the lecture until Thursday before the lecture.

Attendance 1
Aug 30
Due: Thursday, Aug 30 at 4:00 pm

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

Attendance 2
Sep 06
Due: Thursday, Sep 06 at 4:00 pm

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

Attendance 3
Sep 13
Due: Thursday, Sep 13 at 4:00 pm

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

Attendance 4
Sep 20
Due: Thursday, Sep 20 at 4:00 pm

Attendance will be taken at each class. You may miss one class without penalty to your attendance grade.
Attendance 5
Sep 27
Due: Thursday, Sep 27 at 4:00 pm

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

Attendance 6
Oct 04
Due: Thursday, Oct 04 at 4:00 pm

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

Attendance 7
Oct 11
Due: Thursday, Oct 11 at 4:00 pm

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

Attendance 8
Oct 18
Due: Thursday, Oct 18 at 4:00 pm

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

Attendance 9
Oct 25
Due: Thursday, Oct 25 at 4:00 pm

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

Attendance 10
Nov 01
Due: Thursday, Nov 01 at 4:00 pm

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

Attendance 11
Nov 08
Due: Thursday, Nov 08 at 4:00 pm

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

Attendance 12
Nov 15
Due: Thursday, Nov 15 at 4:00 pm

Attendance will be taken at each class. You may miss one class without penalty to your attendance grade.
Attendance 13
Nov
22
Due: Thursday, Nov 22 at 4:00 pm

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

Attendance 14
Nov
29
Due: Thursday, Nov 29 at 4:00 pm

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

Attendance 15
Dec
06
Due: Thursday, Dec 06 at 4:00 pm

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

### Point Breakdown

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<th>Assignments</th>
<th>Percent of Grade</th>
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<td>Assignments</td>
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<td>Class Assignments</td>
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<td>Letter of Inquiry</td>
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<td>Career Exploration or Graduate School Paper</td>
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<td>Resume</td>
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<td>Personal Statement</td>
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University Policies

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.

Sexual 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 and pertains to admissions, academic and athletic programs, and university-sponsored activities. Title IX also prohibits sexual harassment of students by university employees, other students, and visitors to campus. If you encounter sexual harassment or gender-based discrimination, please talk to your professor or contact one of the following: the Title IX Coordinator at 801-422-2130; the Honor Code Office at 801-422-2847; the Equal Employment Office at 801-422-5895; or Ethics Point at http://www.ethicspoint.com, or 1-888-238-1062 (24-hours).

Student Disability
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 University Accessibility Center (UAC), 2170 WSC or 422-2767. Reasonable academic accommodations are reviewed for all students who have qualified, documented disabilities. The UAC can also assess students for learning, attention, and emotional concerns. Services are coordinated with the student and instructor by the UAC. 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.

Speaker Biographies

Professor Brigham Daniels (August 30)
Professor Brigham Daniels joins the J. Reuben Clark Law School from the University of Houston Law Center where he taught as an assistant professor for two years. During that time, he also completed a Ph.D. program at Duke University’s Nicholas School of the Environment.
Professor Daniels graduated magna cum laude in economics from the University of Utah in 1998 and an M.P.A. in 2000. In 2003, Professor Daniels received his juris doctorate from Stanford Law School, where he was an associate editor of the Stanford Law Review and was honored with the Stanford Public Interest Law Fellowship. Following law school, Professor Daniels clerked for the Honorable Ted Stewart on the U.S. District Court for the District of Utah and worked as an associate at Parsons, Behle, & Latimer in Salt Lake City.

Jennifer Hogge (September 6)

LDS Philanthropies, Donor Services
Jennifer Hogge is a donor liaison for LDS Philanthropies, a department of the Office of the Presiding Bishopric for The Church of Jesus Christ of Latter-Day Saints. She helps facilitate, correlate, and encourage voluntary gifts to LDS Humanitarian Services and BYU-Hawaii.
Ms. Hogge has also worked as the Director of International Family Policy and United Nations Liaison for the United Families International organization in New York. While there she worked with Ambassadors, Ministers, and NGO representatives in establishing and implementing international policy goals social welfare policy issues. She has also worked as a Consultant with the Middle East Peace Institute and a Performance Auditor for the Utah Legislative Auditor.
Ms. Hogge has received a Certificate of Completion from Cambridge University that included course work in European Economic and Social History, a Master’s Degree in Public Policy with an emphasis in Public Policy and Government Affairs, as well as a Bachelor’s Degree in Political Science from Brigham Young University.
She is Adjunct Professor for the University of Phoenix where she enjoys teaching courses such as, U.S. History, American History, Theories in International Relations, Wealth and Power in America, Constitutional Thought, State and Local Political Processes, and Capstone Course in Ethics.
Currently, Ms. Hogge is President-Elect of BYU Political Affairs Society, a Commissioner for the Lt. Governor’s Commission on Volunteers, and a member of the Utah Women in Education Initiative.

Emeritus Professor Stan Taylor (September 13)

Stan Taylor is an emeritus professor of political science at BYU. He has been a visiting professor at universities in Wales, England, and New Zealand. He was the founding director of the David M. Kennedy Center for International Studies at BYU and served as chair of the BYU Political Science Department. He was a senior staff member on the Senate Select Committee on Intelligence. Before coming to BYU, he taught at Bentley College in Massachusetts.

Bob Keohane (September 20)
Robert O. Keohane is Professor of International Affairs, Princeton University. He is the author of After Hegemony: Cooperation and Discord in the World Political Economy (1984) and Power and Governance in a Partially Globalized World (2002). He is co-author (with Joseph S. Nye, Jr.) of Power and Interdependence (third edition 2001), and (with Gary King and Sidney Verba) of Designing Social Inquiry (1994). He has served as the editor of the journal International Organization and as president of the International Studies Association and the American Political Science Association. He won the Grawemeyer Award for Ideas Improving World Order, 1989, and the Johan Skytte Prize in Political Science, 2005. He is a member of the American Academy of Arts and Sciences, the American Philosophical Society, and the National Academy of Sciences. He has received honorary degrees from the University of Aarhus, Denmark, and Science Po in Paris, and is the Harold Lasswell Fellow (2007-08) of the American Academy of Political and Social Science.

John Dinkelman (September 27)

Consul, U.S. Consulate, Bahamas

John “Dink” Dinkelman joined the orientation division of the Foreign Service in 2001 where he served as deputy A-100 coordinator until August 2005, when he became the course coordinator. Dinkelman entered the Foreign Service with the 44th A-100 class in 1988 as an administrative generalist. His previous assignments have been to Ankara as human resources officer (2000–01), The Hague as supervisory GSO (1995–99), Majuro as regional administrative officer for Micronesia (1993–95), London as administrative staff assistant (1991–93), and Belgrade on a CON/GSO rotation (1989–91). A self-confessed “army brat,” Dinkelman was raised in many different places but claims none of them as his hometown. He graduated from Brigham Young University in Provo, Utah, with degrees in business and Spanish. The FSI Language Test Unit maintains that he speaks Spanish, Serbo-Croatian, Dutch, and Turkish. Prior to joining the Department of State, Dinkelman worked for the Communications Systems Division of UNISYS in Salt Lake City.

Matt Asay (October 4)

Matt Asay is one of the technology industry's foremost business strategists on open source, with over a decade of experience building and advising open-source companies. Matt is senior vice president of Business Development at Nodeable, a leading provider of real-time data analytics. Prior to Nodeable, Matt was senior vice president of Business Development and Interim CEO at HTML5 platform provider Strobe, which was acquired by Facebook in 2011. Matt has also served as the COO at Canonical and general manager of Alfresco’s Americas business, helping both to significantly grow revenues. Matt serves as an advisor to several open-source companies, founded the Open Source Business Conference, and writes a regular column for The Register. Follow him on Twitter @mjasay

Judge Tom Griffith (October 11)

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.

Roger Gardiner (October 18)

Vice President for Credit Risk, Finance; Goldman Sachs

Roger Gardiner is the Vice President for Credit Risk, Finance at Goldman Sachs Salt Lake. Prior to accepting this position in 2007, he spent six years as a credit analyst and VP at Merrill Lynch. Mr. Gardiner graduated from BYU with a BA in Political Science in 1997 and received his MBA at the Stephen M. Ross School of Business at the University of Michigan in 2001.

Jennifer Napier-Pearce (October 25)

Jennifer Napier-Pearce is host and executive producer of CityViews, a hyperlocal daily public affairs program that explores the news, issues and ideas important to residents along the Wasatch Front. She got her start in radio here at KCPW in 2000 and has since been a reporter, anchor and news director at both KCPW and KUER, earning many awards from the Utah Chapter of the Society of Professional Journalists, Utah Broadcasters Association and the Public Radio News Directors Association. She has a bachelor’s degree in English from the University of Utah and a master’s degree in journalism from Stanford University.

Stephanie Sonksen-Benton (November 15)

Career Exploration Resources

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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

America’s Career Infonet, 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://djobsource.com/presidential_salaries.html

Respectful Environment

"Sadly, from time to time, we do hear reports of those who are at best insensitive and at worst insulting in their comments to and about others. We hear derogatory and sometimes even defamatory comments about those with different political, athletic, or ethnic views or experiences. Such behavior is completely out of place at BYU, and I enlist the aid of all to monitor carefully and, if necessary, correct any such that might occur here, however inadvertent or unintentional. "I worry particularly about demeaning comments made about the career or major choices of women or men either directly or about members of the BYU community generally. We must remember that personal agency is a fundamental principle and that none of us has the right or option to criticize the lawful choices of another." President Cecil O. Samuelson, Annual University Conference, August 24, 2010

"Occasionally, we hear reports that our female faculty feel disrespected, especially by students, for choosing to work at BYU, even though each one has been approved by the BYU Board of Trustees. Brothers and sisters, these things ought not to be. Not here. Not at a university that shares a constitution with the School of the Prophets." Vice President John S. Tanner, Annual University Conference, August 24, 2010