PL SC 298 - Speaker Series on Careers

Fall 2013

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

Instructor/TA Info

Instructor Information

Name: Darren Hawkins
Office Location: 745 SWKT
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Email: dhawkins@byu.edu

Name: Kellie Daniels
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Office Phone: 801-422-3982
Office Hours: Thu 2:00am-3:00am
Email: kdaniels@aiddata.org

Course Information

Description

This is a one credit course where 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.

Learning Outcomes

Politics, International Relations, and Political Philosophy

demonstrate a familiarity with each of the four major subfields of political science: American politics, comparative politics, international relations, and political philosophy.
Participation in Political Processes

participate effectively in political processes by having an appropriate knowledge of international and national politics and political thought

Community Service

want to serve the communities and organizations to which they belong

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.

Quizzes

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. The quiz will be available the Friday after the lecture until Thursday before the lecture.

Class Assignments

There are three assignments for this class; 1. resume, 2. career and/or graduate study paper, and 3. 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.

Extra Credit!

You may do any of the below assignments for 5% extra credit.

- You may do an extra career exploration or graduate school paper

- You can submit a one page Book Review of "Never Eat Alone"

- You can take your Personal Statement to the appropriate writing center (pre-law, etc.) and make revisions accordingly

Extra credit assignments are due the last day of class.

Assignments

Resume

Due: Thursday, Oct 03 at 4:00 pm
If you want comments please indicate on the front page and I will review and give comments.

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
§ one page

Career Exploration or Graduate School Paper

Due: Thursday, Nov 07 at 4:00 pm

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.

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

Personal Statement

Due: Thursday, Nov 21 at 5:00 pm

If you want feedback on your personal statement please indicate on top of the document and I will review your 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!

Due: Thursday, Dec 12 at 4:00 pm

Each extra credit assignment is worth 5 extra points (5% of your overall grade). You may do one extra credit assignment. Extra credit assignments are due at the last day of class.

You may do an extra career exploration or graduate school paper

Due: Thursday, Dec 12 at 4:00 pm

Never Eat Alone

Due: Thursday, Dec 12 at 4:00 pm

Read, "Never Eat Alone," and do a one page write-up

Personal Statement Re-Write Extra Credit

Due: Thursday, Dec 12 at 4:00 pm

You can take your personal statement to the appropriate writing lab (e.g. pre-law advisement) and make needed changes and resubmit

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.

**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

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

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://dcjobsouce.com/presidential salaries.html](http://dcjobsouce.com/presidential salaries.html)


**Schedule**

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<th>Date</th>
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<tr>
<td>Th - Sep 05</td>
<td>Introduction to Course</td>
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<td>Th - Sep 12</td>
<td>Bud Scruggs, Past President and CEO of Huntsman Corporation</td>
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<td>Th - Sep 19</td>
<td>Roger Gardiner, Vice president, Credit/Risk Finance, Goldman Sachs</td>
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<td>Th - Sep 26</td>
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<td>Th - Oct 03</td>
<td>Bill Wade, Partner at Bain and Company</td>
<td>Resume</td>
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<td>Th - Oct 10</td>
<td>Judge Thomas B. Griffith, Circuit Judge, U.S. Court of Appeals, D.C. Circuit</td>
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<td>Th - Oct 17</td>
<td>Ally Isom, Deputy Chief of Staff and Communication Director at Utah Governor Gary R. Herbert</td>
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<td>Th - Oct 24</td>
<td>Stephanie Sonksen Benton, Capitol Hill and Public Relations</td>
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<td>Shannon Manning, Director of Communication Programs, DDC Advocacy</td>
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<td>Th - Nov 07</td>
<td>Career Exploration or Graduate School Paper</td>
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<td>Th - Nov 14</td>
<td>Provo Mayor John Curtis</td>
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<td>Th - Nov 21</td>
<td>Chrissy Daniels: Director of Exceptional Patient Experience, University of Utah Hospital</td>
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<td>W - Nov 27</td>
<td>No Classes</td>
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<td>Th - Nov 28</td>
<td>Thanksgiving Holiday</td>
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<td>Th - Dec 05</td>
<td>Graduate School Panel</td>
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<td>W - Dec 11</td>
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<td>Th - Dec 12</td>
<td>Extra Credit! Never Eat Alone Personal Statement Re-Write Extra Credit</td>
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<td>F - Dec 13</td>
<td>Exam Preparation Day</td>
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<td>Th - Dec 19</td>
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