

CONF 190 – Advisory Seminar
COURSE SYLLABUS – Spring 2013

Class Day/Time: Tuesday, 12:00 – 1:15

Location: Innovation Hall, Room 316

Instructor: Jane Walker

Email: jwalkerq@gmu.edu

Phone: (office) 703-993-7134 (cell) 703-869-8515 (texting)

Office: Northeast Module II, RM 105

Office Hours: by appointment

Text: No Required Textbook – However students should always be current on information provided in weekly newsletters and found on the S-CAR website (<http://icar.gmu.edu/>).

Introduction

The main objective of this course is to offer students a unique opportunity to explore opportunities available in the School for Conflict Analysis and Resolution and issues pertinent to CAR majors. Topics include the following:

1. understand CAR requirements and gain assistance with academic planning;
2. be familiar with the undergraduate program's policies and procedures, especially as they relate to the field experience requirement;
3. understand how the CAR degree translates to skills in demand in the current job market;
4. become familiar with the co-curricular opportunities offered through the CAR program;
5. develop a network of supportive peers, upper-class students, faculty and staff and use this network to develop skills needed to succeed in the CAR program;
6. to discuss opportunities for study abroad, internships, and jobs;
7. to discover ways to develop job skills and practice job search skills

Class Participation

This class is taught in a seminar format. Class participation is essential. 25% of your overall course grade is based on this component of the class. These points are divided evenly over the class periods and are earned by preparing for, being on time, and actively participating in the hour and 15 minutes that we spend together each week. You can earn 2 points each class period. It is expected that you notify the instructor if you will be absent or late, prior to the start of class. If an unforeseen circumstance prevents you from attending class, follow-up communication with the instructor in a timely manner will be taken into account in calculating the participation grade. You will be expected to meet with the instructor to receive the information that was missed and/or do a makeup assignment. It is expected that makeup will take place prior to the next class period.

Reflective Writing

Three times during the semester, you will be assigned a topic to write about. Each response should be appropriately considered with a clear and concise reflection of the topic of discussion. It will be evaluated on completeness and effort. Responses should be approximately one double-spaced page in length, with attention to grammar and proofread for errors.

Outside Events

To broaden your knowledge of the CAR community, you are required to attend a minimum of two CAR events outside of the classroom during the semester. Your grade for each outside event will be based on a summary/reflection paper (summary of the event and reflection of what you learned, gained, or enjoyed by attending) – proofread for grammar and errors, and one page in length. **This paper is not necessary if you report to the class the details of the event and your observations.**

Advising Appointment

In place of a final, this course will require an individual meeting with the instructor. Each student will need to email the professor to set up an appointment for his/her interview. All appointments should be set by April 30. That meeting can be used to discuss study abroad, internships, minors, resume, research proposals, final academic plans including field experience, and evaluate the course effectiveness. Please allow 45 minutes for the meeting.

Honor code: This class operates in accordance with the university honor code. Even though you are encouraged to work together on some assignments and projects, you are expected to submit your own original work. You are required to attend outside events in person and write your own reflection papers. All suspected honor code violations will be reported to the honor committee for appropriate action. The Mason and S-CAR honor codes follow:

"To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University community and with the desire for greater academic and personal achievement, we, the student members of the university community, have set forth this honor code:
Student members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work."

"All George Mason University students have agreed to abide by the letter and the spirit of the Honor Code. You can find a copy of the Honor Code at academicintegrity.gmu.edu. All violations of the Honor Code will be reported to the Honor Committee for review. With specific regards to plagiarism, three fundamental and rather simple principles to follow at all times are that: (1) all work submitted be your own; (2) when using the work or ideas of others, including fellow students, give full credit through accurate citations; and (3) if you are uncertain about the ground rules on a particular assignment, ask for clarification. If you have questions about when the contributions of others to your work must be acknowledged and appropriate ways to cite those contributions, please talk with the professor.

S-CAR requires that all written work submitted in partial fulfillment of course or degree requirements must be available in electronic form so that it can be compared with electronic databases, as well as submitted to commercial services to which the School subscribes. Faculty may at any time submit a student's work without prior permission from the student. Individual instructors may require that written work be submitted in electronic as well as printed form. S-CAR's policy on plagiarism is supplementary to the George Mason University Honor Code; it is not intended to replace or substitute for it."

Open door policy: The instructor is open to your comments, suggestions, and feedback on the course at any time. Feel free to email the instructor or see her before or after class to discuss your ideas and concerns. You may also submit your thoughts anonymously.

This syllabus: You should consider this syllabus as your contract for the course. You must follow the directions for each assignment and ensure that you submit your work on time. This class can be successfully completed if you manage your time effectively, come to class prepared, and turn in work in a timely and high quality fashion.

Students with disabilities: If you are a student with a disability and you need academic accommodations, please let your instructor know at the first class meeting. All academic accommodations for students with disabilities must be arranged through the Office of Disability Services, (703) 993-2474 or <http://ods.gmu.edu>.

Grading

Your grade for the course will be based on the assignments and percentages listed below:

	<u>Points</u>
Class Preparation & Participation	25
Reflective Writings (3 X 5pts)	15
Academic Plan	10
Job Exploration & Resume	20
Research Proposal	10
Outside Event Reflection (2 X 5)	10
Advising Meeting	10

Grading Scale

P	80-100
F	0-79

Schedule

A course schedule is provided below. Note that unforeseen circumstances may cause changes to the schedule, but you will be notified of changes accordingly. If class is canceled for some reason, you are expected to complete that week's assignment, as if class was held.

Date	Topics	Submit in class/online	Homework
1/22	Introduction, Interviews, S-CAR History, Website, ning Conference/ Outside Events		<p>*Review the S-CAR website; specifically the undergraduate tab</p> <p>*Reflective Writing #1: Describe your work experience to date. What has it taught you about yourself? What skills have you developed? What work behaviors do you exhibit? With this in mind, what career path do you envision taking and where to you hope to "enter" this career?</p>
1/29	Peer Mediators Dialogue & Diff CARMunity Undergraduate Research	Reflective Writing #1	<p>*Consider research areas that interest you. What do you wonder about? Consider methods you would use to determine answers to these questions and if the questions can be answered in the short term. Submit 2-3 topic ideas next class.</p>
2/5	Brown Bag (class does NOT meet in normal location)	Submit 2-3 possible ideas for research topics	<p>*Consider values that are most important to you – values at your core. Write Reflective Writing #2 identifying at least 3 values and giving examples for each describing how those values impact your decisions</p> <p>*Look at the Undergraduate Conference submission form and begin brainstorming project.</p>
2/12	Considering Minors Skills Classes Academic Planning Basics IQ/ EQ/Skills Integrity	Reflective Writing #2	<p>*Go to http://advising.gmu.edu/. Click on current students, then minors at mason. Research minor options. Consider minors that overlap with your major, but more importantly ones that are skill based and address divergent interests; those that will diversify your background on a resume. Pick 3 to submit as those you would consider.</p> <p>*Begin work on Undergraduate Conference submission form or OSCAR research proposal</p> <p>*Begin reflecting on academic coursework for remaining semesters.</p>
2/19	Questions on Academic Plans and Research Group work Values Elevator Speeches	List of 3 minors you would consider with an explanation elaborating on pros/cons, career path, or other consideration affecting your decision.	<p>*Dialogue 21st</p> <p>*Reflective Writing #3: What is Conflict Analysis and Resolution? What will it qualify you to do? Why did you choose this major?</p> <p>*Continue work on research proposal and academic plan</p>

Date	Topics	Submit in class/online	Homework
2/26	Groups meet to revise research proposals Or Group attends Brown Bag in Arlington	Reflective Writing #3 (emailed as attachment)	*Finalize academic coursework plan considering minors, skills classes, semester course availability, field experience plan, etc. *Attend outside event OR meet with your group to revise research proposals. Both should be done one during class time and one on your own time. *Based on group discussion revise research proposal either in Undergraduate Conference format or OSCAR format to submit next class
3/5	Brown Bag	Submit Academic Plan with remaining questions	*Meet with your group for the second time to discuss revised research proposals specifically addressing feasibility *Revise research proposal based on group discussion
3/19	Study Abroad Evaluation of Group Work	Submit Research Proposal	*Evaluation of Group *Identify an internship that you would be interested in applying – be prepared to describe the position to the class.
3/26	Field Experience Internships	Submit Internship posting	*Prepare a draft of your resume to edit in class
4/2	Resume Formats Resume Sections Effective Resumes Samples Dos and Don'ts	*Bring a resume draft to edit in class.	*Revise and add to your resume
4/9	Brown Bag	*Submit your revised resume.	* Find a job in a CAR related field which you could apply to with a Bachelor's degree. Highlight the job qualifications and traits.
4/16	Job Skills and Marketing your CAR experience Career Options Why are you qualified?	*Submit job posting with required qualifications/ traits identified.	*Revise your resume to apply specifically to the job posting you select. Make final edits to resume and resubmit *Reflect on field experience information covered in class. What questions do you have? Be prepared to ask panelists about the process, academic credit, their work readiness, balancing with school, assigned responsibilities, etc.
4/23	Panel Discussion	*Submit Final Resume for review via email	*Meet with Professor to answer/address any remaining concerns
4/30	Peer Review of Resumes Course Wrap-up		*Meet with Professor to answer/address any remaining concerns