

CONF 314 – Advisory Seminar  
**COURSE SYLLABUS – Fall 2014**

**Class Day/Time:** Tuesday, 12:00 – 1:15

**Location:** Innovation, Room 316

**Instructor:** Jane Walker

**Email:** [jwalkerq@gmu.edu](mailto: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/>). Additionally, students will be expected to research discussion topics through sources of their own choosing *prior* to the scheduled discussion.

### **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. discuss opportunities for study abroad, internships, independent research, and jobs;
7. discover ways to develop job skills and practice job search skills
8. develop a resume that showcases the strengths of the individual student and appeals to the current job market
9. research and discuss topics like behavioral interviewing, work happiness, elevator speeches, online presence, and job searches.
10. become familiar with organizations, institutions, and agencies related to the field.

### **Class Participation**

This class is taught in a seminar format. Class preparation and participation is essential. 45% 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. Please do not have your phone out during class time. If you plan to take notes on your phone, please let me know in advance. 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**

Throughout the semester, you will be asked to research topics in advance of classroom discussion. You should plan on spending 45 minutes to an hour minimum on this research each week. It essentially will be taking the place of a lecture – treat it as such and get the equivalent “input” out of your research. You should take some notes and jot down key sources that you found useful. You will be asked to summarize this information for me at the beginning of classes in the form of an **ICR** (in class reflection). I am looking for key points demonstrating that you have both done the research and thought about the information you found. The discussion will then be based on information shared among students.

### **Outside Events**

To broaden your knowledge of the CAR community, you are required to attend a minimum of three events outside of the classroom during the semester. Your grade for each outside event will be based on a summary of the event and its value shared with your classmates. Outside events can be chosen from information sessions offered by the Center for Global Education, the Fellowship Office, Career Services, grad school fairs, job fairs, Dialogue and Difference events, Peer Mediation meetings, NVMS events, USIP events, AGORA meetings, relevant film screenings or lectures from across campus, SCAR events, dissertation defenses, informational interviews, etc. Ideally, each of the events would be different in nature (i.e. 3 AGORA meetings would not be ideal as I would like for you to gain a variety of experiences).

**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](http://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 by leaving a note in my door box after hours.

**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 will be most useful to you if you 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	45
Academic Plan	10
Job Exploration & Resume	20
Attending Events	25

## Grading Scale

### Grading Scale

A+ 100	B+ 89-87	C+ 79-77	D 69-60
A 99-94	B 86-84	C 76-74	F Below 60
A- 93-90	B- 83-80	C- 73-70	

## Schedule

A course schedule is provided. 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	Graded	Homework
8.26	Introduction, Behavioral Interviewing; Emotional Quotient; S-CAR History, Website, ning, Newsletters, & Outside Events	<b>Behavioral Interviewing</b>	*Review the S-CAR website; specifically the undergraduate tab  *Research the key to work happiness  *Plan upcoming events to attend
9.2	Peer Mediators Dialogue & Diff AGORA  Interests, Values, Skills, & Integrity	<b>ICR: What is the Key to Work Happiness</b>	*Research the top “in demand” job skills for graduates seeking jobs in social science fields.  *Locate and update resume. Submit 4 copies next class.
9.9	Job Skills	<b>ICR: Top Job Skills that are “in demand”</b>  <b>Submit 4 copies of Resume</b>	*Read library reserve reading from <u>Practical Idealists: Changing the World and Getting Paid</u>  *Consider personal values at your core. Explore lists of values online. Reflect on your top 3 values and life experiences to date that support their importance to you.
9.16	Brown Bag	<b>Submit an essay that explains your core values (3) with examples of their importance.</b>	*Research Resume formats, tips, and recommendations. Pay particular attention to conflicting information.
9.23	Events Discussion  Resume Formats, Sections, Dos, and Don'ts	<b>One Outside Event Should be completed</b>  <b>ICR: Discrepancies in Resume Writing Advice</b>  <b>Peer Review of Resumes</b>	*Revise and update your resume considering research and suggested edits  *Plan upcoming events to attend  <i>* Optional Activity – research possible fellowships, grants, and grad programs</i>
9.30	TBA	<i>Optional: email professor providing information on graduate programs, special programs, fellowships, or grants that you are interested in pursuing</i>	*Research Professional Organizations relevant to your area of interest. Identify key organizations, costs to join, their focus, opportunities for members, etc.
10.7	Academic Planning: Considering Minors Skills Classes Topics Classes Masters Programs	<b>ICR: 3 professional affiliations to consider and details to know</b>	*Consider Academic Plan *Go to <a href="http://advising.gmu.edu/">http://advising.gmu.edu/</a> . 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. *Finalize academic coursework plan considering minors, skills classes, semester course availability, field experience plan, etc. *Email / meet with Instructor about questions

<b>Date</b>	<b>Topics</b>	<b>Graded</b>	<b>Homework</b>
<b>10.21</b>  10.14 No class	Brown Bag	<b><i>Submit Academic Plan with questions</i></b>	*Revise and update your resume considering research and suggested edits  *Research people in the field who are doing work that you are interested in doing.
<b>10.28</b>	Events Discussion  Field Experience: Undergraduate Research	<b><i>ICR: Who would you like to talk to and why? What are they doing and how did they get there?</i></b>	* Find a job/internship in a CAR related field which you could apply to now or with a Bachelor's degree. Highlight the job qualifications and traits. Use the job description to help revise your resume.
<b>11.4</b>	Field Experience: Study Abroad	<b><i>Submit Resume via email along with job posting link</i></b>	*Research the organizations, agencies and institutions involved in your areas of interest within the field of CAR.
<b>11.11</b>	Field Experience: Internships	<b><i>ICR: Identify 3 agencies/organizations to follow – what they do and why you are interested in them</i></b>	*Consider information provided about field experience, conduct additional research about options, and submit a plan that gives options from 2 categories of field experience.
<b>11.18</b>	Brown Bag	<b><i>Submit field experience options</i></b>	<i>*Optional Activity – research ways to improve your online presence and take action to do so.</i>
<b>11.25</b>	Undergraduate Conference	<i>Optional: email professor providing information on action taken to improve online presence and/or provide link</i>	*Research the personal pitch / elevator speech and prepare for class demonstration
<b>12.2</b>	Events Discussion Personal Pitches Course Wrap-up	<b><i>Personal Pitch Final Outside Events</i></b>	*Contact Professor with any remaining questions or concerns