

CONF 314 – Advisory Seminar
COURSE SYLLABUS – Spring 2015

Class Day/Time: Tuesday, 12:00 – 1:15

Location: Innovation, Room 316

Instructor: Jane Walker

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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. 40% 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. 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	40
Academic Plan	10
Job Exploration, Values, & Resume	25
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
1.20	Introduction, Behavioral Interviewing; Emotional Quotient; Website, ning, Newsletters, & Outside Events	Behavioral Interviewing	*Review the S-CAR website; specifically the undergraduate tab *Research the key to work happiness *Plan upcoming events to attend
1.27	Student Organizations: Peer Mediators Dialogue & Diff AGORA Interests, Values, Skills, & Integrity	ICR: What is the Key to Work Happiness	*Research the top "in demand" job skills for graduates seeking jobs in social science fields. *Locate and update resume. Submit 4 copies next class.
2.3	Skills & Values	ICR: Top Job Skills that are "in demand" Submit 4 copies of Resume	*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.
2.10	Brown Bag Location: JC Room A	Submit an essay that explains your core values (3) with examples of their importance.	*Research Resume formats, tips, and recommendations. Pay particular attention to conflicting information.
2.17	Events Discussion Resume Formats, Sections, Dos, and Don'ts	One Outside Event Should be completed ICR: Discrepancies in Resume Writing Advice Peer Review of Resumes	*Revise and update your resume considering research and suggested edits *Plan upcoming events to attend *Research people in the field who are doing work that you are interested in doing (e.g. working for USIP, State Department, a non-profit, etc.)
2.24	Field Experience: Undergraduate Research	ICR: Who would you like to talk to and why? What are they doing and how did they get there?	*Continue revision of resume *Attend an outside event *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.

Date	Topics	Graded	Homework
3.3	Academic Planning: Considering Minors Skills Classes Topics Classes Arlington Fellows	<i>ICR: Academic Planning</i>	*Consider Academic Plan *Finalize academic coursework plan considering minors, skills classes, semester course availability, field experience plan, etc. *Email / meet with Instructor about questions
3.17 3.10 No class	Brown Bag Location: JC Room A	Submit Academic Plan with questions	*Revise and update your resume considering research and suggested edits * 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.
3.24	Events Discussion Field Experience: Study Abroad	Submit Job/Internship Posting with description	*Finalize Resume using job/internship posting
3.31	Field Experience: Internships	<i>Submit Resume via email</i>	*Write 2-3 questions you would most like answered by an S-CAR alum about post-graduation opportunities
4.7	Post Graduate Opportunities	<i>ICR: Identify 3 agencies/organizations to follow – what they do and why you are interested in them</i>	*Consider information provided about field experience, conduct additional research about options, and submit a plan that gives options from 2 categories of field experience.
4.14	Brown Bag Location: JC Room A	<i>Submit field experience options via email</i>	
4.21	Undergraduate Conference Location: George's (JC, 3rd floor)		*Research the personal pitch / elevator speech and prepare for class demonstration
4.28	Events Discussion Personal Pitches Course Wrap-up	<i>Personal Pitch Final Outside Events</i>	*Contact Professor with any remaining questions or concerns

Topical Reflections / Discussions:

	_____ /40
➤ 1.20 Behavioral Interviewing	_____ /4
➤ 1.27 Key to Work Happiness	_____ /4
➤ 2.3 Job Skills	_____ /4
➤ 2.17 Resume Writing/Peer Review	_____ /4
➤ 2.24 Person of Interest	_____ /4
➤ 3.3 Minors/Classes of Interest	_____ /4
➤ 3.24 Job hunt insight	_____ /4
➤ 3.31 Field Experience	_____ /4
➤ 4.7 Post Grad Plan	_____ /4
➤ 4.28 Personal Pitch	_____ /4
➤ *Additional Outside Event	_____ /4
➤ *Office Visit with Instructor	_____ /4
<i>*denotes optional extra credit</i>	

Events:

	_____ /25
2.10 Brown Bag 1 _____	
3.17 Brown Bag 2 _____	
4.14 Brown Bag 3 _____	_____ /9
4.21 Undergraduate Conference	_____ /4

Outside Events: *(Choose from Career Services, Center for Global Ed, and Fellowship Office Info Sessions, Grad School Fairs, Job Fairs, Dialogue Events, Peer Mediation Meetings, NVMS Events, USIP Events, AGORA meetings, Relevant Film Screenings or Brown Bag Lectures, Any SCAR Events, Informational Interviews, etc.)*

#1 – _____	_____ /4
#2 – _____	_____ /4
#3 – _____	_____ /4

Academic Plan (due 3.17)

_____ /10

Resume

2.3 (4) copies of Resume Draft	_____ / 4
2.10 Value Statement	_____ /10
3.24 Job Posting	_____ / 3
Final Resume	_____ / 8

_____ /25

Total

_____ /100