

**Syllabus**  
**Northern Illinois University**  
**Political Science Career Development Workshop**  
**POLS 393 – Section 0001**  
**Fall 2017**

**Class Time** – Fridays 1:00 p. to 3:00 p. (Dates listed below.)

**Class Location** – DuSable 464

**Office Hours** – 2:00–4:30 T, W, & TH; and by appointment. Contact April Davis at 815-753-1012 to set an appointment.

**Course Objective:** Exploration of career options for political science majors. This one-credit course will assist students with the identification of career paths, the development of skills (e.g., resume creation, interviewing techniques, adopting professional attitudes and behavior), and provide coaching on resume -building and engaging in co- and extra-curricular activities while pursuing the major.

**Course Requirements:** There are several considerations used to determine your grade:

- a. resume assignment (two parts)
- b. participation in mentorship program
- c. participation in class (two parts)
- d. attend two networking opportunities and writing two reflection papers

Students will also be expected to attend each of the six (2 hour) class meetings, plus an evening reception. There may be assigned readings circulated in advance of specific class dates. When these occur the readings will be made available through the class Blackboard site. There is no required textbook for this class.

Grading Scale:

A (380-400 Points)	A- (360-379 Points)	B+ (350-359 Points)
B (330-349 Points)	B- (320-329 Points)	C+ (310-319 Points)
C (270-309 Points)	D (240-269 Points)	F (< 240 Points)

**Resume Assignment:** The resume will be handed in twice during the semester. Students must bring a hard copy of the resume to class on the date of the resume workshop (specified below). The first resume assignment is worth 25 points and the second time the resume is turned in it is worth 75 points. In both instances the resume should be submitted through Blackboard. Only the first time is a hard copy brought to class required.

**Participation in Mentorship Program:** Students will attend a mentorship reception and meet with their assigned career mentor a minimum of two times during the fall semester. Do it and earn 100 points. Note: It will be possible to earn partial credit.

**Participation in Class:** The participation grade has two components. The first is attendance and is worthy 50 points and the second is participation in classroom activities and is also worth 50

points. “Classroom activities” may involve some role playing.

**Reflection Papers:** The two reflection papers are worth 50 points each. These should be between 400 and 600 words in length and elaborate what you learned from each of the two networking events that you attend. Importantly, papers must be typed, double-spaced, with font Times New Roman-12. Margins should be 1¼ inches left and right and 1-inch top and bottom. Students should include a cover page that identifies themselves and the event they attended. These are due by the last day of the semester (see course schedule below), however, it is recommended that you turn them in at the class period following the event that you attended. A grading rubric at the end of this syllabus provide additional details.

### Class Schedule

Date	Topic
09/08/2017	Course Introduction; Students Discuss Career Aspirations; Students Fill in Mentorship Applications; Student Organizations Affiliated with the Department of Political Science; Networking Events (Fall 2017)
09/22/2017	<b>Dr. Brain Pillsbury</b> - Career Services Resume Building Workshop. <b>Draft Resume Due</b>
10/06/2017	<b>Roslyn Snell</b> – Human Resources Interviewing and Creating Great First Impressions <b>Mentorship Reception</b> – Fanatico’s 7:00 to 9:00 p.
10/20/2017	<b>Representative Bob Pritchard</b> – Political Careers. <b>Dr. Yolanda King</b> – Applying for Law School
10/27/2017	<b>NIU Alum Scott Reimers</b> – Working for State Government <b>Dr. Michael Clark</b> – Applying for Graduate School
11/10/2017	– Creating Opportunities for Yourself – Guest Speakers TBD <b>Final Resume and Reflection Papers Due.</b>

**Disclaimer** – Due dates, class schedules and reading assignments are all subject to change. Regular attendance in class will assure that students will have all the needed information to successfully complete the course.

**Academic Honor Code:** *Academic dishonesty:* In preparing for your work and meeting the requirements of this course, you are expected to adhere to all the rules, regulations, and standards set forth by the Department of Political Science, Northern Illinois University, and the scholarly community. This statement encompasses intentional and unintentional plagiarism; cheating on examinations; using, purchasing, or stealing others’ work; misusing library materials; and so forth. The NIU Undergraduate Catalog states:

*Good academic work must be based on honesty. The attempt of any student to present as his or her own work that which he or she has not produced is regarded by the faculty and administration as a serious offense. Students are considered to have cheated if they copy the work of another during an examination or turn in a paper or an assignment written, in whole or in part, by someone else. Students are guilty of plagiarism, intentional or not, if they copy material from books, magazines, or other sources without identifying and acknowledging those sources or if they paraphrase ideas from such sources without acknowledging them. Students guilty of, or assisting others in, either cheating or plagiarism on an assignment, quiz, or examination may receive a grade of F for the course involved and may be suspended or dismissed from the university. (Undergraduate Catalog)*

If you are not sure what constitutes plagiarism, ask. Ignorance will not be tolerated as an excuse. If you are unaware of how to cite properly, visit <http://polisci.niu.edu/polisci/audience/plagiarism.shtml>.

**Accommodations for Students with Disabilities:** Northern Illinois University is committed to providing an accessible educational environment in collaboration with the Disability Resource Center. Any student requiring an academic accommodation due to a disability should let his or her faculty member know as soon as possible. Students who need academic accommodations based on the impact of a disability will be encouraged to contact the Disability Resource Center if they have not done so already. The Disability Resource Center is located in the 4th floor of the Health Services Building, and can be reached at 815-753-1303 [v], 815-753-3000 [TTY] or email at [drc@niu.edu](mailto:drc@niu.edu)

Name: \_\_\_\_\_

**Grading Rubric for First Resume Assignment  
POLS 393 – Fall 2017**

Assignment is submitted on time (0 - - - - - 25 pts.) \_\_\_\_\_

Name: \_\_\_\_\_

**Grading Rubric for Second Resume Assignment  
POLS 393 – Fall 2017**

Resume is submitted on time (0 - - - - - 50 pts.) \_\_\_\_\_

Resume is well-written + proofreading issues (0 - - - - 25 pts.) \_\_\_\_\_

Total Score \_\_\_\_\_

Name: \_\_\_\_\_

**Grading Rubric for Attendance  
POLLS 393 – Fall 2017**

Student has no unexcused absences and is punctual (0 - - - - -50) \_\_\_\_\_  
(Each unexcused absence will result in a 10 point deduction and each instance of arriving late to class or leaving early will result in a 5 point deduction).

Name: \_\_\_\_\_

**Grading Rubric for Classroom Participation  
POLLS 393 – Fall 2017**

Student participates each afternoon in some fashion (0 - - - - -40) \_\_\_\_\_

The quality of the student input (0 - - - - -10) \_\_\_\_\_

Total Score \_\_\_\_\_

Name: \_\_\_\_\_

**Grading Rubric for Reflection Papers  
POLLS 393 – Fall 2017**

All students start with a score of “50”:

A – minus 5 for each instance of inaccurate information provided.

B – minus 5 for sloppy delivery of the written word.

Total Score \_\_\_\_\_