

Term Information

Effective Term Autumn 2024

General Information

Course Bulletin Listing/Subject Area Political Science
Fiscal Unit/Academic Org Political Science - D0755
College/Academic Group Arts and Sciences
Level/Career Undergraduate
Course Number/Catalog 3950
Course Title Careers in Political Science
Transcript Abbreviation CAREERS POLI SCI
Course Description Designed to help students explore different career paths related to Political Science, engage with professionals working within a range of careers, and build a portfolio in preparation for entering the job market
Semester Credit Hours/Units Fixed: 3

Offering Information

Length Of Course 14 Week, 12 Week, 8 Week, 7 Week, 6 Week, 4 Week
Flexibly Scheduled Course Never
Does any section of this course have a distance education component? No
Grading Basis Letter Grade
Repeatable No
Course Components Lecture
Grade Roster Component Lecture
Credit Available by Exam No
Admission Condition Course No
Off Campus Never
Campus of Offering Columbus, Lima, Mansfield, Marion, Newark

Prerequisites and Exclusions

Prerequisites/Corequisites
Exclusions
Electronically Enforced Yes

Cross-Listings

Cross-Listings

Subject/CIP Code

Subject/CIP Code 45.1001
Subsidy Level Baccalaureate Course
Intended Rank Freshman, Sophomore, Junior, Senior

Requirement/Elective Designation

The course is an elective (for this or other units) or is a service course for other units

Course Details

Course goals or learning objectives/outcomes

- Successful students develop an understanding of different career paths political practitioners have taken to be successful.
- Successful students develop a basic understanding of how to attain a job in politics and a realistic grasp of what day-to-day work may entail.

Content Topic List

- Researching jobs in Political Science
 - Advanced degrees: Law School or Graduate School?
 - Crafting a resume
 - Networking
 - Informational Interviews
 - Writing Cover Letters
 - Private Sector Careers
 - Public Sector Careers
 - Non-Profit Careers
 - Interviewing
 - Internships
- No

Sought Concurrence

Attachments

- POLITSC 3950 Careers in PS Syllabus.pdf: Syllabus POLITSC 3950
(Syllabus. Owner: Smith, Charles William)
- Curriculum Map BA Poli Sci.pdf: Curriculum Map BA Poli Sci
(Other Supporting Documentation. Owner: Smith, Charles William)
- Curriculum Map BA World Politics.pdf: Curriculum Map BA World Politics
(Other Supporting Documentation. Owner: Smith, Charles William)
- Curriculum Map BS Poli Sci.pdf: Curriculum Map BS Poli Sci
(Other Supporting Documentation. Owner: Smith, Charles William)

Comments

COURSE REQUEST
3950 - Status: PENDING

Last Updated: Vankeerbergen, Bernadette
Chantal
12/22/2023

Workflow Information

| Status | User(s) | Date/Time | Step |
|------------------|---|---------------------|------------------------|
| Submitted | Smith, Charles William | 12/05/2023 12:54 PM | Submitted for Approval |
| Approved | Caldeira, Gregory Anthony | 12/05/2023 01:37 PM | Unit Approval |
| Approved | Vankeerbergen, Bernadette Chantal | 12/22/2023 10:39 AM | College Approval |
| Pending Approval | Jenkins, Mary Ellen Bigler Hanlin, Deborah Kay Hilty, Michael Neff, Jennifer Vankeerbergen, Bernadette Chantal Steele, Rachel Lea | 12/22/2023 10:39 AM | ASCCAO Approval |



POLITSC 3950: Careers in Political Science

Autumn Semester 2024

Course Overview

Instructors:

Gregory Leslie and/or Janet Box-Steffensmeier
Emails: Leslie.172@osu.edu and Box-Steffensmeier.1@osu.edu
Office Hours: Anytime! Request by email.

Course Time & Credits:

Tuesday & Thursday, 2:20-3:40 PM
3 Credit Hours

Course Description:

What can you do with a degree in Political Science? As it turns out, quite a lot. In this course, we will examine the various career paths open to students with an undergraduate degree in Political Science, practice the interpersonal and analytical skills you'll need to successfully start down one of these paths, and generate the written materials you'll need along the way. The course is designed to help students explore different career paths related political science, engage with professionals working within a range of careers, and build a portfolio in preparation for entering the job market.

A major goal of this course is to provide students with first-hand accounts of the different paths political practitioners have taken to be successful. Students should walk away with a basic understanding of how to attain a job in politics and a realistic grasp of what day-to-day work may entail.

Class Structure:

The class will meet twice a week on Tuesday and Thursday. Every Tuesday, we will cover an aspect of exploring a career students could go into with a degree in Political Science. This includes guiding students in exploring what kind of career they are drawn to as well as how to search for, apply to, and interview for jobs within a range of career paths. Tuesday's sessions will combine lectures with classroom discussion and exercises. Throughout the course, Tuesday's sessions will also be organized around guiding students through building a portfolio of materials related to a career search, including a resume and cover letter.

Each Thursday, we will welcome a guest speaker from a different industry (politics, law, business, tech, etc). For approximately the first hour of each class, we will have guest speakers with us to discuss their personal and professional experiences and insights. During this time, students are expected to be fully engaged and to pose questions for the speaker (more on that later). While guest speakers will be permitted to discuss their work from whatever angle they choose, the following three questions will generally guide our conversations:

1. What are some skills/ideas you learned as a political science major that have helped you be successful? What are some of the things you did, or wish you did in undergrad that prepared you for success in your current career (e.g., internships, writing skills, GRE or LSAT prep, summer programs, research, etc.)?
2. What does a day of work look like for you in your current profession? What skills do you employ to help you be successful that you enjoy? What sort of tasks do you least enjoy in your work?
3. Are there any moments of “constructive failure” that you would be willing to share? If so, what was the goal or expectation you failed to achieve/live up to? How did you react to that failure? And how did you address and learn from that failure going forward?

Again, the most important component of this class, and the main expectation of each student, is that they will be present and engaged during these guest visits so that they can absorb a plethora of information about how to actually attain employment, and what doing those jobs is actually like.

After guest speakers, we will have an opportunity to debrief and discuss the major takeaways from the talk. I will also typically elaborate on weekly topics and provide guidance on assignments.

Grading:

15% - Attendance
 10% - Weekly Questions
 25% - Weekly Career Homework Assignments
 25% - Weekly Guest Speaker Write-Ups
 25% - Final Professional Portfolio

Grade Scale:

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|-------------|-------------|
| 93–100: A | 73–76.9: C |
| 90–92.9: A- | 70–72.9: C- |
| 87–89.9: B+ | 67–69.9: D+ |
| 83–86.9: B | 60–66.9: D |
| 80–82.9: B- | Below 60: E |
| 77–79.9: C+ | |

Class Participation & Assignments

Attendance (15%):

Attendance is required for this class. Top Hat will be used to be counted as present. Each student is entitled to one “no-fault” absence, where points will not be lost if you miss a day with no notification. If you require a second absence, please just send me an email sometime before class letting me know you

cannot make it, and in almost all cases that will be sufficient. A third excused absence can be granted but only for more serious issues. Of course, things happen in life (and these are difficult times), so if you need to miss a third day please reach out to me as soon as you can and we may work toward some corroboration of the issue.

Weekly Questions (10%):

Students are required to submit at least one question per week for the guest speakers. You will submit the questions ahead of time on Carmen; this will help ensure that you have prepared an engaging question for our guests, rather than struggling to think of a question on the spot. Of course, you may submit as many questions as you like and are not limited to one per week. While any question will suffice, please try to incorporate the specific story and history of the speaker when suggesting a question. Specific questions that interrogate the guest speaker's particular insights are preferred!

Weekly Career Homework Assignments (25%):

Each week, you will complete a homework assignment related to that week's topic. These homework assignments will take different forms, including career self-assessments and informational interview questions, as well as drafts of material which will be built upon for your final professional portfolio (see below). Each weekly assignment will be discussed on the Tuesday session for that week's topic and will be due at 11:59 PM EST on the following Tuesday. All homework assignments will be submitted on Carmen.

Weekly Write-Ups (25%):

Every Thursday at 11:59 PM EST, a very brief summary and/or reflection will be due which details the knowledge learned from the previous week's guest speakers. All write-ups will be submitted on Carmen. These should be between 250-500 words, and should approximate a free writing exercise, rather than a constrained academic piece. Students may simply summarize the guest speakers' talks or write about parts of their experience that they found interesting or surprising. All submitted write-ups will receive full credit, but I will be checking to make sure they reflect an active engagement with the speaker's material. In that way, these write-ups will operate as the major enforcement mechanism for whether or not students are paying attention. If the write-ups seem to be overwhelmingly general and indicate students are not paying attention to the speakers, then weekly quizzes may be adopted in lieu of write-ups.

Final Professional Portfolio (25%):

Your final assignment will be a professional portfolio that includes a resume, a cover letter for a job that you have selected, an informational interview report, an individual development plan, and a research memo on the career that you have selected. Each of these five components will count for 5% of your final grade, for a total of 25% of your final grade. The full portfolio will be due on **December 6**.

- **Resume (5%):** The resume included in your portfolio should be an updated, final version of the initial draft that you submit at the end of Week 4 (more instruction will be given during Week 2). The final version should incorporate feedback from me.
- **Career Research Report (5%):** The career research report should be an overview of a particular career path of your choice. The report should be approximately five pages and incorporate what

you have learned about that career path throughout the semester, including from our guest speakers. The memo should serve as a guide for how to enter that career path. What does the career entail and how does it relate to political science? What are the prospects for getting a job within that career path and who are the major hirers? What additional education or training is required for that career, if any? What does the application and interview process for that career look like? What does progression look like within that career path?

- **Individual Development Plan (5%):** Your individual development plan should be a memo of approximately five pages detailing your goals and plans to reach them over the next two, five, and ten years. Where do you see yourself at each of these stages? What is your desired career path and what do you need to do to achieve it? What courses should you take before you graduate OSU? Do you plan to attend graduate school or law school? If so, which schools/programs are best suited to your desired career path? How will you search for jobs in your desired career?
- **Informational Interview Report (5%):** After conducting an informational interview, students will write a brief report (approximately two pages) summarizing the interview and what they learned from it. More information will be provided in Week 6.
- **Cover Letter (5%):** The final component of your portfolio should be a cover letter that you could use when applying for a job in your chosen career path. More information will be given in Week 7.

Readings:

We will have two required books for this course:

Bolles, Richard N. *What color is your parachute? your guide to a lifetime of meaningful work and career success*. Ten Speed Press, 2022.

This book is a good general guide to assessing what kind of career you might be interested and how to pursue that career. Please be sure to get the 2022 version of the book.

Cressey, Laura E. *Careers in international affairs*. Georgetown University Press, 2014.

While this book is oriented toward careers related to international affairs, much of the content is applicable to careers in political science in general.

Additional readings will be posted on Carmen within the corresponding week's folder.

POLITSC 3950 AU 2024 Course Schedule

| Week, Dates | Topics | Speakers, Readings, Assignments, Deadlines |
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| Week 1 8/20-8/23 | Introduction to Careers in Political Science | Tuesday, August 20: Lecture & Discussion: Syllabus & Course Introduction |
| | | Thursday, August 22: What are careers in Political Science? (No speaker) <ul style="list-style-type: none"> • Readings due: <ul style="list-style-type: none"> ○ “Choosing a Career” – Chapter from American Political Science Association Guidebook ○ “Majoring in Success: A Guide to Effective Career Engagement” - Tip Sheet from OSU College of Arts & Sciences Center for Career Success https://asccareersuccess.osu.edu/sites/default/files/2022-05/TipSheet_CareerManagement2022c.pdf ○ “What Can You Do with A Political Science Degree?” article from Forbes |
| | | Assignments: <ul style="list-style-type: none"> • Order the two required books |
| Week 2 8/26-8/30 | Researching Jobs in Political Science | Tuesday, August 27: Lecture & Discussion: Speaker: Marketing/PR/Communications Director TBD <ul style="list-style-type: none"> • Readings Due: <ul style="list-style-type: none"> ○ Parachute Chapters 1-3 ○ Lewis, Gregory B. "Do political science majors succeed in the labor market?" PS: Political Science & Politics 50, no. 2 (2017): 467-472. |
| | | Thursday, August 29: Guest Speaker: Marketing/PR/Communications Director TBD |
| | | Assignments: <ul style="list-style-type: none"> • Weekly questions for guest speaker – due by 11:59 PM EST on Wednesday 8/28 • Homework Assignment: Initial Job Memo: write a 1-2 page memo discussing one or more careers related to political science that you are interested in. What about this career interests you? How does it relate to political science? Due by 11:59 PM EST Friday, 8/30 |
| Week 3 9/2-9/6 | Self-Assessment | Tuesday, September 3: Lecture & Discussion: Self-Assessment and the Flower Exercise <ul style="list-style-type: none"> • Readings Due: <ul style="list-style-type: none"> ○ Parachute Chapters 4-6 ○ Bunte, Jonas B. "Why do students enroll in Political Science courses?." PS: Political Science & Politics 52, no. 2 (2019): 353-360. |

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| | | <p>Thursday, September 5: Guest Speaker: Campaign Manager/Speechwriter TBD</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Weekly questions for guest speaker: due by 11:59 PM EST on Wednesday 9/4 • Guest Speaker Week 2 write-up due by 11:59 PM EST on Friday, September 6 • Homework Assignment: Initial Self-Assessment Memo: write a two-page memo discussing what you have learned after completing the Flower Exercise. What types of careers does the exercise indicate may be a good fit for you? What do you think of these results? Due 11:59 PM EST on Friday, September 6 |
| Week 4 9/9-9/13 | Law School or Grad School: Do I need Another Degree? | <p>Tuesday, September 10: Lecture & Discussion: “Do I need another degree for my career?”</p> <ul style="list-style-type: none"> • Readings Due: <ul style="list-style-type: none"> ○ Cressey Chapters 1, 9 ○ Parachute Chapter 7 |
| | | <p>Thursday, September 12: <u>Law Panel Day</u></p> <ul style="list-style-type: none"> • Speakers: TBD, Public Defense/Criminal Law; TBD, Corporate Law; TBD, Environmental or Medical Law; TBD, Paralegal |
| | | <p>Assignments:</p> <ul style="list-style-type: none"> • Weekly questions for guest speaker: due by 11:59 PM EST on Wednesday 9/11 • Guest Speaker Week 3 write-up: due by 11:59 PM EST on Friday 9/13 • Homework Assignment: Given the results of last week’s self-assessment, write a short memo (1-2 pages) outlining what career path you are interested in and the educational requirements for that career. |
| Week 5 9/16-9/20 | Resumes | <p>Tuesday, September 17: Lecture & Discussion: How to Craft a Resume</p> <ul style="list-style-type: none"> • Readings Due: <ul style="list-style-type: none"> ○ Cressey Chapter 2 ○ “How to Craft a Resume that Stands Out” article from Harvard Business Review ○ “Core Resume Sections for a College Student” tip sheet from OSU College of Arts & Sciences Center for Career Success https://ascareersuccess.osu.edu/sites/default/files/2021-06/Core%20Resume%20Sections.pdf |
| | | <p>Thursday, September 19: Guest Speaker: Elected Official/Legislator/Board Member TBD</p> |
| | | <p>Assignments:</p> <ul style="list-style-type: none"> • Weekly questions for guest speaker: due by 11:59 PM EST on Wednesday 9/18 • Guest Speaker Week 4 write-up: due by 11:59 PM EST on Friday 9/20 • Homework Assignment: draft resume (see Carmen for more details): due by 11:59 PM EST on Friday, 9/20 |
| Week 6 | Networking | <p>Tuesday, September 24: Lecture & Discussion: Networking and Social Media</p> <ul style="list-style-type: none"> • Readings Due: <ul style="list-style-type: none"> ○ Parachute Chapter 8 |

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| 9/23-9/27 | | <ul style="list-style-type: none"> ○ “Getting Started with Networking” tip sheet from OSU College of Arts & Sciences Center for Career Success https://asccareersuccess.osu.edu/sites/default/files/2021-06/Getting%20Started%20With%20Networking.pdf ○ “Networking By the Year” article from Affordable Colleges <p>Thursday, September 26: Guest Speaker: Political Reporter/Journalist TBD</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Weekly questions for guest speaker: due by 11:59 PM EST on Wednesday 9/25 • Guest Speaker Week 5 write-up: due by 11:59 PM EST on Friday 9/27 • Homework Assignment: create a LinkedIn profile and submit a one-page memo outlining your strategy in creating an online presence with a link to the LinkedIn profile: due by 11:59 PM EST on Friday 9/27 |
| Week 7 9/30-10/4 | Informational Interviews | <p>Tuesday, October 1: Lecture & Discussion: The Informational Interview</p> <ul style="list-style-type: none"> • Readings Due: <ul style="list-style-type: none"> ○ Knight, Rebecca (2016). "How to get the most out of an informational interview." Harvard Business Review. ○ "5 Questions to Ask During an 'Informational Interview'" article from Harvard Business Review ○ “Conducting an Informational Interview” tip sheet from OSU College of Arts & Sciences Center for Career Success https://asccareersuccess.osu.edu/sites/default/files/2021-06/Conducting%20an%20Informational%20Interview.pdf <p>Thursday, October 3: Guest Speaker: Judge/Arbitrator TBD</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Weekly questions for guest speaker: due by 11:59 PM EST on Wednesday 10/2 • Guest Speaker Week 6 write-up: due by 11:59 PM EST on Friday, 10/4 • Homework Assignment: write a two-page memo identifying at least one career or employer to target for an informational interview. Include a list of the major questions to ask during the informational interview. Due by 11:59 PM EST on Friday 10/4. While writing this memo, make plans to make an appointment for an informational interview by November 1. |
| Week 8 10/7-10/11 | Cover Letters & Autumn Break | <p>Tuesday, October 8: Lecture & Discussion: Cover Letters</p> <ul style="list-style-type: none"> • Readings Due: <ul style="list-style-type: none"> ○ “Writing Cover Letters” tip sheet from OSU College of Arts & Sciences Center for Career Success https://asccareersuccess.osu.edu/sites/default/files/2021-06/Writing%20Cover%20Letters%20-%20Communicating%20with%20Employers.pdf ○ "How to Write a Cover Letter That Sounds Like You" article from Harvard Business Review |

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| | | <p>Thursday, October 10: Autumn Break, no class</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Guest Speaker Week 7 write-up: due by 11:59 PM EST on Friday, October 11 • Homework Assignment: Prepare a cover letter for a job in the career path of your choice (see Carmen for additional instructions). Due by 11:59 PM EST on Friday, 10/11 |
| <p>Week 9 10/14- 10/18</p> | <p>Private Sector Careers I</p> | <p>Tuesday, October 15: Lecture & Discussion: How to Find a Private Sector Job</p> <ul style="list-style-type: none"> • Readings Due: <ul style="list-style-type: none"> • Cressey Chapters 6-7 • “7 Strategies A New College Graduate Should Use to Land a Good Job” article from Forbes • “Guide: Job Search for Introverts” article from Job-hunt.org <p>Thursday, October 17: Guest Speaker: Financial/Management Analyst TBD</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Weekly questions for guest speaker: due by 11:59 PM EST on Wednesday 10/16 • Homework Assignment: Pick a private-sector career you find interesting. Write a memo of approximately two pages describing that career path. What does that career entail and how does it relate to political science? What education qualifications does that career require? Who are the major employers in that field? What about this career interests you? Refer back to your Flower Exercise and self-assessment. Due by 11:59 PM EST on Friday, 10/18 |
| <p>Week 10 10/21- 10/25</p> | <p>Private Sector Careers II</p> | <p>Tuesday, October 22: Lecture & Discussion: How to Apply for a Private Sector Job</p> <ul style="list-style-type: none"> • Readings Due <ul style="list-style-type: none"> ○ Cressey Chapters 8, 10 ○ “Apply to a Job, Even If You Don’t Meet All Criteria” article from Harvard Business Review ○ “How to Make Your Job Application Stand Out” article from Forbes <p>Thursday, October 24: Speaker: Data Analyst TBD</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Weekly questions for guest speaker: due by 11:59 PM EST on Wednesday 10/23 • Guest Speaker Week 9 write-up: due by 11:59 PM EST on Friday 10/25 • Homework Assignment: For the private sector career path you wrote about last week, this week write a two-page memo outlining your strategy for searching for and applying for a job within that career. What would you need to do in order to apply for and be considered qualified for this career? How could you network to improve your prospects? Due by 11:59 PM EST on Friday, 10/25 |

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| Week 11 10/28- 11/1 | Public Sector Careers I | <p>Tuesday, October 29: Lecture & Discussion: How to Find a Public Sector Job</p> <ul style="list-style-type: none"> • Readings Due: <ul style="list-style-type: none"> ○ Cressey Chapter 3 ○ Chapters 1-2 in Kopp, Harry W., and John K. Naland. Career diplomacy: Life and work in the US Foreign Service. Georgetown University Press, 2021. ○ “8 Steps to Land a US Federal Government Job” article from Job-hunt.org. ○ “Creating Saved Searches on USAJOBS.gov” tip sheet from OSU College of Arts & Sciences Center for Career Success https://asccareersuccess.osu.edu/sites/default/files/2021-06/USAJobs%20Saved%20Searches%20.pdf |
| | | <p>Thursday, October 31: Guest Speaker: Diplomat/Foreign Service Officer TBD</p> |
| | | <p>Assignments:</p> <ul style="list-style-type: none"> • Weekly questions for guest speaker: due by 11:59 PM EST on Wednesday 10/30 • Guest Speaker Week 10 write-up: due by 11:59 PM EST on Friday, November 1 • Homework Assignment: Homework assignment: Pick a public-sector career you find interesting. Write a memo of approximately two pages describing that career path. What does that career entail and how does it relate to political science? What education qualifications does that career require? Is the career path at the federal, state, or local level? What about this career interests you? Refer back to your Flower Exercise and self-assessment. Due by 11:59 PM EST on Friday, November 1 • By now, you should have an appointment set for an informational interview. |
| Week 12 11/4- 11/8 | Public Sector Careers II | <p>Tuesday, November 5: Lecture & Discussion: How to Apply for a Public Sector Job</p> <ul style="list-style-type: none"> • Readings Due: <ul style="list-style-type: none"> ○ Cressey Chapter 4 ○ Chapters 10-11 in Kopp, Harry W., and John K. Naland. Career diplomacy: Life and work in the US Foreign Service. Georgetown University Press, 2021. ○ “How do I apply for Federal employment?” from the U.S. Office of Personnel Management ○ “Applying to jobs on USAJOBS.gov” tip sheet from OSU College of Arts & Sciences Center for Career Success https://asccareersuccess.osu.edu/sites/default/files/2021-07/USAJOBS-Application-Instructions.pdf |
| | | <p>Thursday, November 7: Guest Speaker: Policy Analyst TBD</p> |

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| | | <p>Assignments:</p> <ul style="list-style-type: none"> • Weekly questions for guest speaker: due by 11:59 PM EST on Wednesday 11/6 • Guest Speaker Week 11 write up: due by 11:59 PM EST on Friday 11/8 • Homework Assignment: For the public sector career path you wrote about last week, this week write a two-page memo outlining your strategy for searching for and applying for a job within that career. What would you need to do in order to apply for and be considered qualified for this career? Does the position require a security clearance? If the application entails an exam such as the Foreign Service Officer Test, what will you do to prepare? Due by 11:59 PM EST on Friday 11/8 |
| Week 13 11/11- 11/15 | Non-Profit & Academic Careers | <p>Tuesday, November 12: Lecture & Discussion: Non-Profit & Academic Careers</p> <ul style="list-style-type: none"> • Readings Due: <ul style="list-style-type: none"> ○ Cressey Chapter 5 ○ Introduction and Chapter 1 in Ross, Andrew. "Nice work if you can get it." In Nice Work If You Can Get It. New York University Press, 2009. ○ "Is a Nonprofit Job Right for You?" article from Harvard Business Review |
| | | <p>Thursday, November 14: Guest Speaker: Non-Profit Director/Project Manager TBD</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Weekly questions for guest speaker: due by 11:59 PM EST on Wednesday 11/13 • Guest Speaker Week 12 write-up: due by 11:59 PM EST on Friday, November 15 • Homework Assignment: Pick a non-profit, academic, or other career path (outside of government and private sector) that you are interested in. Write a memo of approximately two pages describing that career path. What does that career entail and how does it relate to political science? What education qualifications does that career require? What about this career interests you? Refer back to your Flower Exercise and self-assessment. Due by 11:59 PM EST on Friday, November 15 |
| Week 14 11/18- 11/22 | The Interview Process | <p>Tuesday, November 19: Lecture & Discussion: The Interview Process</p> <ul style="list-style-type: none"> • Readings Due: <ul style="list-style-type: none"> ○ Parachute Chapter 9 ○ "Interview Checklist" tip sheet from OSU College of Arts & Sciences Center for Career Success https://ascareersuccess.osu.edu/sites/default/files/2021-06/Interview%20Preparation%20Checklist.pdf ○ "Executing a Successful Phone or Video Interview" tip sheet from OSU College of Arts & Sciences Center for Career Success: link |
| | | <p>Thursday, November 21: Guest Speaker: Government Affairs Director TBD</p> |

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| | | <p>Assignments:</p> <ul style="list-style-type: none"> • Weekly questions for guest speaker: due by 11:59 PM EST on Wednesday 11/20 • Guest Speaker Week 13 write-up: due by 11:59 PM EST on Friday, November 22 • Homework Assignment: select a career and write a two-page pre-interview report in preparation for an interview for that career. With which organization are you interviewing? What is the typical structure of an interview with that organization? What questions do you expect to be asked, and what questions do you plan to ask? Due by 11:59 PM EST on Friday, November 22 |
| Week 15 11/25- 11/29 | Internships & Thanksgiving Break | <p>Tuesday, November 26: Lecture & Discussion: Internships</p> <ul style="list-style-type: none"> • Readings Due <ul style="list-style-type: none"> ○ “Determining if an Internship is Right for You” tip sheet from OSU College of Arts & Sciences Center for Career Success https://ascareersuccess.osu.edu/sites/default/files/2021-06/Is%20an%20Internship%20Right%20for%20You.pdf ○ “Succeeding as an Intern” tip sheet from OSU College of Arts & Sciences Center for Career Success https://ascareersuccess.osu.edu/sites/default/files/2021-06/Succeeding%20as%20an%20Intern.pdf |
| | | <p>Thursday, November 28: Thanksgiving Break, no class</p> |
| | | <p>Assignments:</p> <ul style="list-style-type: none"> • Guest Speaker Week 14 write-up: due by 11:59 PM EST on Friday, November 29 • By now, you should have selected a career path to write about for your final portfolio. You should also have conducted or at least scheduled your informational interview by this point. |
| Week 16 12/2- 12/6 | So You’ve Been Offered a Job...Now What? | <p>Tuesday, December 3: Lecture & Discussion: Job Offers & Negotiations + Course Debrief</p> <ul style="list-style-type: none"> • Readings Due: <ul style="list-style-type: none"> ○ Parachute Chapter 10 ○ “Responding to Salary Offers” tip sheet from OSU College of Arts & Sciences Center for Career Success https://ascareersuccess.osu.edu/sites/default/files/2021-06/Responding%20to%20Salary%20Offers.pdf ○ “The Ultimate Guide to Negotiating Your Salary” article from MoneyGeek |
| | | <p>Assignments:</p> <ul style="list-style-type: none"> • Homework Assignment: write a two-page memo reflecting on the semester. When you started the semester, what career path were you drawn to? Has this changed over the course of the semester? Did you find the self-assessment |

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| | | exercise and guest speakers useful for thinking about the career you want? Due by 11:59 PM EST on Friday, December 6 |
| | | Final Portfolio due by 11:59 PM EST on Tuesday, December 10 |

Academic Policies

Academic integrity policy:

See **Descriptions of major course assignments**, above, for my specific guidelines about collaboration and academic integrity in the context of this class.

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term “academic misconduct” includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct: <http://studentlife.osu.edu/csc/>.

If I suspect that a student has committed academic misconduct in this course, I am obligated by university rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the university’s Code of Student Conduct (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the university.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Other sources of information on academic misconduct (integrity) to which you can refer include:

- Committee on Academic Misconduct web page (go.osu.edu/coam)
- Ten Suggestions for Preserving Academic Integrity (go.osu.edu/ten-suggestions)

Copyright for instructional materials:

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Statement on Title IX:

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleix@osu.edu.

Commitment to a diverse and inclusive learning environment:

The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

Land acknowledgement:

We would like to acknowledge the land that The Ohio State University occupies is the ancestral and contemporary territory of the Shawnee, Potawatomi, Delaware, Miami, Peoria, Seneca, Wyandotte, Ojibwe and Cherokee peoples. Specifically, the university resides on land ceded in the 1795 Treaty of Greenville and the forced removal of tribes through the Indian Removal Act of 1830. I/We want to honor the resiliency of these tribal nations and recognize the historical contexts that have and continue to affect the Indigenous peoples of this land.

More information on OSU's land acknowledgement can be found here: <https://mcc.osu.edu/about-us/land-acknowledgement>.

Your mental health:

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life's Counseling and Consultation Service (CCS) by visiting ccs.osu.edu or calling 614-292-5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on-call counselor when CCS is closed at 614-292-5766 and 24 hour emergency help is also available 24/7 by dialing 988 to reach the Suicide and Crisis Lifeline.

Accessibility accommodations for students with disabilities

Requesting accommodations

The university strives to maintain a healthy and accessible environment to support student learning in and out of the classroom. If you anticipate or experience academic barriers based on your disability (including mental health, chronic, or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion.

If you are isolating while waiting for a COVID-19 test result, please let me know immediately. Those testing positive for COVID-19 should refer to the [Safe and Healthy Buckeyes site](#) for resources. Beyond five days of the required COVID-19 isolation period, I may rely on Student Life Disability Services to establish further reasonable accommodations. You can connect with them at slds@osu.edu; 614-292-3307; or slds.osu.edu.

Religious accommodations:

It is Ohio State's policy to reasonably accommodate the sincerely held religious beliefs and practices of all students. The policy permits a student to be absent for up to three days each academic semester for reasons of faith or religious or spiritual belief.

Students planning to use religious beliefs or practices accommodations for course requirements must inform the instructor in writing no later than 14 days after the course begins. The instructor is then responsible for scheduling an alternative time and date for the course requirement, which may be before or after the original time and date of the course requirement. These alternative accommodations will remain confidential. It is the student's responsibility to ensure that all course assignments are completed.

For more information about religious accommodations at Ohio State, visit odi.osu.edu/religious-accommodations.