COURSE DESCRIPTION:
This one credit course will help students answer that perennial question: what do people do with a Political Science/Public Administration degree? Drawing on both our alumni network and friends of Rockefeller College, each class session will feature a different guest speaker to introduce students to a range of careers that began in the Political Science or Public Administration classroom. Using readings, our guests’ resumes, and other tools, students will understand the connection between the work they do in the classroom and on campus, and the large array of paths available after graduation. The course will also provide students an opportunity to practice and fine-tune behaviors linked to success in internships, graduate schools and careers.

COURSE OVERVIEW:
Each class will meet for 55 minutes. In most cases, the first few minutes will be taken up by the introduction of the speaker, delivered by a student cohost, followed by the formal presentation/conversation initiated by our visitor (for approximately 25 minutes). The next 20 minutes will be devoted to a Q&A session with the class. This portion will be initiated and facilitated by a student cohost. The last 5 minutes of class will allow a few students to have an informal conversation with our guest.

Most guests will be available to continue the conversation with a small group of students over lunch at the Patroon Room directly after the class (if a student is not on a meal plan, Rockefeller College will pay for their meal).

COURSE LEARNING OUTCOMES:
- Appreciate the connection between post-graduate success and academic opportunities and behaviors in college
- Become familiar with the on-campus resources available for thinking ahead
- Acquire the tools to thoroughly investigate different post-graduate paths
- Develop self-presentation skills that will assist you in professional settings

REQUIRED READINGS:
All readings will be posted on the Blackboard website.

ATTENDANCE/CLASS PARTICIPATION:
This class depends on your active engagement in the classroom and online prior to the class. Your attendance will be graded. A perfect score each week will be obtained if you arrive to class on time and give our guest presenters your engaged attention for the full length of their visit. There are no make-up assignments for missed classroom time.
ASSIGNMENTS

Questions:
Before each class you will review the presenter’s biography/resume/CV, read the assigned reading, and submit on the Blackboard Question Assignment three questions that you would like to pose to the guest speaker for that week. **Submissions are due the Tuesday before class by 3:00PM.** You will not receive credit for late submissions.

Journal:
After each class you will be required to submit a short reflection to your Blackboard Journal. You can address the speaker’s career path and how it relates to your interests, comment on the reading, or provide your observation of the class. Each entry should be between 150 and 200 words. **Submissions are due by the Saturday after the class by 5PM.**

Cohosting:
For one class session during the semester you will have a role as a cohost for our guest presenter. Working in teams of 2 or 3, students will share the responsibilities of introducing our guest, facilitating the classroom Q and A, and writing the thank you note on behalf of the cohost team and for the class more broadly. Members of the cohost team will be given priority in joining the presenter for lunch at the Patroon Room in the campus center. There are details associated with each of these cohost roles posted on our class blackboard page.

Network Analysis and Interviewing Preparation:
One of the classes mid semester will require students to prepare for and practice an interview introduction. And, since so many of our presenters will stress the importance of networking, students will map their own network and identify the types of behaviors that can help them strengthen and grow it.

Alumni contact:
At some point during the semester each of you is required to have a more personal conversation with an alumnus whose career is one that they would like to understand better. Attending a lunch after class and adding a paragraph of discussion about that contact to your journal for the week fulfills this assignment; if the lunchtime proves to be difficult given your schedule, we will help you find a suitable alternative. **Let us know by October 4th if we need to work with you individually to identify an alumni contact.**

Resume:
Your current resume should be submitted to David Trowbridge, Rockefeller College’s Coordinator of Undergraduate Internships, for a critique early in the semester. Your revised resume will be submitted via Handshake. **Your initial resume must be submitted by October 24th at 5PM to David Trowbridge at dtrowbridge@albany.edu. Most students benefit from an in person, one on one meeting to develop or critique their resume. You may reach out to him to schedule a meeting. Your revised version must be uploaded to Handshake by the end of the day on December 10th. You must meet each deadline to receive full points for the resume.**

Handshake:
All students are required to begin to develop their profile on the University’s career services online job listing site. **Handshake** allows you to search for internships and jobs, post your


resume, submit cover letters, and schedule interviews. **Your Handshake account must show some intentional activity prior to our December 5th class to receive credit.**

**Reflection Paper:**
Considering the 10 visitors this semester, the assigned readings connected to their careers, skill development workshops in class, your alumni contact conversation, and the careers and connections you see in Handshake, identify a particular career that interests you. Describe the career, how you came to be interested and why, what you have learned about it as you have explored it more deeply, the current and long-term impact of the position, and what your next few steps should be to position yourself to head down that path. The written reflection should be at least 3 pages and no longer than 5 pages, double spaced, and include at least three references (cited in the text of the reflection and listed in a work cited page at the end of the paper, which will not be part of the total page count). **Papers are due on Blackboard by Wednesday December 12 at 11:59PM.**

**EXTRA CREDIT:**
**Letters to the Successors:**
Please share your thoughts on the semester—its presenters, format, assignments, or any other detail—in the form of a letter to next semester’s students. Your thoughtful responses will help shape future iterations of this course. **This assignment must be submitted by Wednesday, December 12th at 11:59PM in order to receive 20 extra credit points.**

All written work in the class will be graded. You should strive to make all of the assignments flawless in presentation.

**GRADING**
- Attendance: 260 points
- Questions: 100 points
- Journals: 100 points
- Cohost: 50 points
- Your Network: 60 points
- Interview Prep: 60 points
- Alumni Contact: 50 points
- Resume: 75 points
- Handshake: 75 points
- Reflection Paper: 200 points

**CLASS GRADES**
- A: 920-1030
- A-: 900-919
- B+: 870-899
- B: 830-869
- B-: 800-829
- C+: 770-799
- C: 730-769
- C-: 700-729
- D: 600-699
- E: Below 600

**ACADEMIC HONESTY**
Under no circumstances should you submit someone else’s work as your own. This includes, but is not limited to: copying text from another student on tests or papers, copying text from internet sites (e.g. Wikipedia, Sparknotes) or other sources without quotation marks and full citations, or submitting your own work from another course. Cheating on an exam or plagiarizing written work will result in course failure and referral of the case to a university committee. For more information, please see the undergraduate bulletin: [http://www.albany.edu/undergraduate_bulletin/regulations.html](http://www.albany.edu/undergraduate_bulletin/regulations.html).
REASONABLE ACCOMMODATION
Reasonable accommodations will be provided for students with documented physical, sensory, systemic, cognitive, learning and psychiatric disabilities. If you believe you have a disability requiring accommodation in this class, please notify the Director of Disabled Student Services (BA219, 518-442-5490). That office will provide the course instructor with verification of your disability, and will recommend appropriate accommodations (http://www.albany.edu/disability/current.shtml). If you wish to discuss academic accommodations for this course, for the above reasons or other cases including religious holidays, inform the instructor at the beginning of the term. Reasonable accommodations are generally established well in advance and are rarely granted retroactively.

ACADEMIC SUPPORT SERVICES (LIBRARY ROOM 94)
Academic support services arrange individual and group tutorials as well as study skills workshops on time management, how to improve your concentration, essay exam skills, listening skills, and overcoming procrastination. Visit their website: http://www.albany.edu/oaae/index.shtml.

COURSE OUTLINE

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<thead>
<tr>
<th>Date</th>
<th>Presenter</th>
<th>Position</th>
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<tbody>
<tr>
<td>08/30</td>
<td>Mitch Pawluk</td>
<td>Associate, Harris Beach LLP</td>
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<tr>
<td>09/06</td>
<td>Hildreth, Berkovich</td>
<td>Syllabus, Roles, etc.</td>
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<tr>
<td>09/13</td>
<td>Jim McGlynn</td>
<td>Deputy Chief Counsel, Office of House Counsel, Massachusetts House of Representatives</td>
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<td>09/20</td>
<td>*** No Class ***</td>
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<tr>
<td>09/27</td>
<td>Yalitza Negron</td>
<td>Director of Internships and Careers Services</td>
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<td>10/04</td>
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<td>10/11</td>
<td>Mary Anne Schmitt-Carey</td>
<td>President of Say Yes to Education, Inc.</td>
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<tr>
<td>10/18</td>
<td>Tina Chang</td>
<td>Criminal Investigator, US Department of Commerce, Bureau of Industry and Security</td>
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<td>10/25</td>
<td>Nick Paradiso</td>
<td>VP of Government Relations and Partner Services, National Heritage Academies</td>
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<td>11/01</td>
<td>David Verbraska</td>
<td>Vice President, Worldwide Policy &amp; Public Affairs, Pfizer, Inc.</td>
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<td>11/08</td>
<td>Darren Ashworth</td>
<td>Director, Product Operations, Amazon</td>
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<td>11/29</td>
<td>Barbara VanEpps</td>
<td>Deputy Director of New York Conference of Mayors</td>
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<tr>
<td>12/06</td>
<td>Hildreth, Berkovich</td>
<td>Last Class – Reflections, Feedback</td>
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