

CONF 190 – Advisory Seminar
COURSE SYLLABUS – Fall 2012

Class Day/Time: Tuesday, 12:00 – 1:15

Location: Innovation Hall, Room 316

Instructor: Jane Walker

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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/>).

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. to discuss opportunities for study abroad, internships, and jobs;
7. to discover ways to develop job skills and practice job search skills

Class Participation

This class is taught in a seminar format. Class participation is essential. 25% 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. You can earn 2 points each class period. 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

Five times during the semester, you will be assigned a topic to write about. Each response should be appropriately considered with a clear and concise reflection of the topic of discussion. It will be evaluated on completeness and effort. Responses should be approximately one double-spaced page in length, with attention to grammar and proofread for errors.

Outside Events

To broaden your knowledge of the CAR community, you are required to attend a minimum of two CAR events outside of the classroom during the semester. Your grade for each outside event will be based on a summary/reflection paper (summary of the event and reflection of what you learned, gained, or enjoyed by attending) – proofread for grammar and errors, and one page in length. **This paper is not necessary if you report to the class the details of the event and your observations.**

Exit Interview

In place of a final, this course will require an exit interview. Our last class period will be November 27. Each student will need to email the professor to set up an appointment for his/her interview. All appointments should be set by November 27 and completed by December 14. At that meeting, we will discuss final resumes, research proposals, final academic plans including field experience, and evaluate the course effectiveness. Please allow 45 minutes for the meeting.

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.

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 can be successfully completed if you manage your time effectively, 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 | 25 |
| Reflective Writings (5 X 3 pts) | 15 |
| Academic Plan | 10 |
| Job Exploration & Resume | 20 |
| Group Project | 10 |
| Outside Event Reflection (2 X 5) | 10 |
| Exit Interview | 10 |

Grading Scale

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|---|--------|
| P | 80-100 |
| F | 0-79 |

Schedule

A course schedule is provided below. 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 | Submit in class/online | Homework |
|------|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8/28 | Introduction, S-CAR History, Interviews, Website, ning CARmunity | | <p>*Review the S-CAR website; specifically the undergraduate tab</p> <p>*Identify an internship that you would be interested in applying – be prepared to describe the position to the class.</p> |
| 9/4 | Internships Field Experience Peer Mediators Dialogue & Diff | Internship Posting | *Reflective Writing #1: Describe your work experience to date. What has it taught you about yourself? With this in mind, what career path do you envision taking and what would be your “dream job”? |
| 9/11 | Brown Bag | Reflective Writing #1 | <p>*Reflect on last week's class covering field experience. What questions do you have? Be prepared to ask panelists about the process, academic credit, their work readiness, balancing with school, assigned responsibilities, etc.</p> <p>*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. Pick 3 to submit as those you would consider.</p> |
| 9/18 | Field Experience Panel Discussion Elevator Speeches | <p>*Prepare at least 2 questions for field experience panelist.</p> <p>*List of 3 minors you would consider with an explanation about each elaborating on pros/cons, career path, or other consideration affecting your decision.</p> | *Consider values that are most important to you – values at your core. Write Reflective Writing #2 identifying at least 3 values and giving examples for each describing how those values impact your decisions. |
| 9/25 | Critical Thinking Considering Minors Skills Classes Academic Planning Basics Undergraduate Research | Reflective Writing #2 | <p>*Dialogue 25th</p> <p>*Reflective Writing #3: What is Conflict Analysis and Resolution? What will it qualify you to do? Why did you choose this major? Submit Oct 2</p> <p>*Begin reflecting on academic coursework for remaining semesters.</p> |

| Date | Topics | Submit in class/online | Homework |
|-------|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10/2 | Values Academic Integrity Introduce Group assignment | Reflective Writing #3 | *No class 10/9 *Plan academic coursework considering minors, skills classes, semester course availability, field experience plan, etc. *Begin group project on research |
| 10/16 | Brown Bag | Submit draft of Academic Plan with questions | *Continue group project on research – submit topic ideas next class. *Prepare a draft of your resume to edit in class |
| 10/23 | Resume Formats Resume Sections Effective Resumes Samples Dos and Don'ts | *Bring a resume draft to edit in class. *Submit your topic idea for a research proposal | *Dialogue 23 rd / Lynch Lecture 24 th * Find a job in a CAR related field which you could apply to with a Bachelor's degree. Highlight the job qualifications and traits. *Revise your resume to apply specifically to the job posting you select. *Continue group project on research |
| 10/30 | Job Skills and Marketing your CAR experience Career Options Graduate School Why are you qualified? | *Submit job posting with required qualifications/traits identified. *Submit your revised resume specific to that job | *No class 11/6 *Finalize your research paper proposal and submit online by 11/6. *Reflective Writing #4: Did the group process enhance your final proposal? If yes, specifically, how? If no, how could the group have been organized to make it more effective? What could you have personally done to better help members of your group? What are your thoughts on the usefulness of group work and it's place in the work world? |
| 11/6 | Evaluation of Group Work | *Research Paper Proposal *Reflective Writing #4 | *Make final edits to resume and resubmit |
| 11/13 | Brown Bag | *Submit Final Resume for review via email | *Dialogue 15 th *Reflective Writing #5: Review the Brown Bag lunches. What do you see as their value? How might they be improved? Will you try to attend next semester? Why or why not? |
| 11/20 | TBA | *Reflective Writing #5 | No homework |
| 11/27 | Peer Review of Resumes Course Wrap-up | *Schedule Exit interview | *Complete Exit Interview |