

INTL 8295: CAREERS IN INTERNATIONAL POLICY

SPRING 2017

Tuesdays, 3:30-6:15PM, CITS 4th Floor Conference Room (Holmes/Hunter Academic Building)

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Holmes/Hunter Academic Building: Room 120B

COURSE DESCRIPTION:

This course is exclusively designed for MIP ISN students since it covers the necessary components in securing a job in the policymaking/implementation sphere, specifically in the area of nuclear non-proliferation. The class includes sessions on resume development, cover letter construction, policy writing, proposal writing, effective presentation skills, the security clearance process, writing funding proposals, and how best to approach employers in the nuclear non-proliferation community. In addition, we hope to include visits from external speakers from different offices within the U.S. government (e.g., State, Defense, Energy, CIA, National Nuclear Security Administration, etc.), foreign governments, international organizations, policy implementing organizations, the private sector, and others to offer career advice and recruitment for MIP students from their respective institutions.

Expected learning outcomes from this course include an understanding of:

- Different types of writing in the policy sphere
- Presentations for policymakers
- The security clearance process for U.S. government
- Different types of careers in nuclear non-proliferation
- The dos and don'ts of interviews
- Effective resume development
- Cover letter construction
- How to approach employers in the nuclear non-proliferation community
- Differences in the private and public sectors
- How to write effective funding proposals

TOPICAL OUTLINE FOR THE COURSE:

The course syllabus is a general plan for the course; deviations announced to the class by the instructors may be necessary. A detailed course schedule can be found in the following pages, but a topical outline for the course includes lectures on the following:

1. Careers in nuclear non-proliferation
2. Differences in the private and public sectors
3. How to approach employers in the nuclear non-proliferation community
4. The security clearance process for the U.S. government
5. Compelling resumes
6. Designing a persuasive cover letter
7. How to write effectively for the policy community
8. Practice job interviews
9. Developing effective job presentations
10. How to write effective funding proposals

READINGS:

There are a plethora of books and online resources available on how to write an effective resume, cover letter, policy memos/briefs, but there are none targeted towards the nuclear non-proliferation/international security policy field. The overall goal of this class is to prepare MIP ISN students for a career in international policy. As such, the reading requirements for this class will be minimal, but there will be many assignments (to make up for the lack of reading).

Students are expected to keep up to date with current global affairs through the reading of international newspapers (e.g., The New York Times, The Wall Street Journal, The Financial Times, The Guardian, etc.), magazines (e.g., The Economist, The New Yorker, Time, etc.), and relevant journals, including *Arms Control Today*, *Bulletin of The Atomic Scientists*, *Foreign Affairs*, *Foreign Policy*, *International Security*, *The Nonproliferation Review*. Reading from these different international outlets will provide you with a deeper understanding of topics confronting international security policymakers.

GRADING:

The course is assessed by:

1. Sample email reaching out to a prospective employer (10%)

Students will submit a 1-2 paragraph sample email in which they are writing to express interest in working with a particular researcher and why they think they would be a good fit to work with him/her. The researcher that you write to has to be a real-life person, and the job/research you want to do with him/her has to be related to international security and nuclear non-proliferation.

This assignment is due in class on **Tuesday, January 31. Late submission will result in a grade of zero for this assessment.**

2. Resume and cover letter (15%)

Students will submit a 1-page resume and a 1-page cover letter TWICE throughout the semester. The first submission – the draft – will be in response to the work you want to do with the researcher identified in assignment #1. This will be due in class on **Tuesday, February 28**. The second submission – the final version – will be in response to a job posting you have found that you wish to apply to. This will be due in class on **Tuesday, March 28. Late submission will result in a grade of zero for this assessment.**

3. Policy Briefs/Memos (15%)

Students will prepare 2 x 1-page policy briefs on any current international security/non-proliferation policy issue. **Policy brief 1 is due in class on Tuesday, March 14; Policy brief 2 is due in class on Thursday, April 4. Late submission will result in a grade of zero for this assessment.**

4. Job Interview (20%)

Students will conduct two mock interviews with one another in class: one as the employer, the other as the job candidate. Roles/dates will be assigned during week one of class. **Failure to participate in this exercise will result in a grade of zero for this assessment.**

5. Job Presentation (20%)

Students will prepare a 7-10 minute presentation on the following question: "If President Trump offered unlimited resources to fund work related to international security and non-proliferation, what would you do?". **These powerpoint presentations are due by email on April 11 by 9AM. Late submission will result in a grade of zero for this assessment.**

6. Funding proposal (20%)

Students will prepare a funding proposal on reducing the risks posed by nuclear materials (which was an actual recent RFP). This proposal should address the following:

- **Project Title:** Provide a one-sentence project title that succinctly describes the project and outcome.
- **Project Summary:** Provide a brief and specific summary of what you propose to accomplish (max 200 words).
- **Project's statement of need:** What is the need to be met by your research? Why is this significant? What do you intend to demonstrate or prove? Please offer concrete examples (max 400 words).
- **Methodology:** Briefly describe the project and include major activities and desired objectives and deliverables. What is the path to policy influence (max 250 words)?
- **Outreach plan:** Who are the target audiences for this work? Present the plan for reaching these audiences and driving a broader conversation on this issue. What outcomes do you expect for the project, both immediate and long-term (max 250 words)?
- **Budget and schedule/timeline:** What is the estimated overall cost of the project? On what specific activities will the money be spent? When will project activities take place? Are there other complementary sources of support either current or potential (max one page)?
- **Sustainability:** Provide a detailed summary of the lasting impact of the proposed activity (max 200 words).

This assignment is due in class on **Tuesday, April 25. Late submission will result in a grade of zero for this assessment.**

In addition: BI-MONTHLY JOB UPDATES:

Twice a month, students will be expected to come to class to share at least two relevant job postings they have found that are relevant to the MIP Program.

DEADLINES:

These deadlines are absolute – **NO EXTENSIONS ARE GIVEN**. Failure to turn in any assignments by the due dates will result in a grade of zero for that assignment. In order to avoid a penalty for late submission of any assignment, you must have evidence of extenuating circumstances (e.g., a doctor's note for illness). This must be submitted to the course instructor prior to the time of the deadline.

Regular attendance is expected. 2 unexcused absences will be permitted, but the instructor must be notified of each absence ahead of class. ½ final letter grade penalty will incur for each additional unexcused absence. Valid excuses include illness (doctor's note required) and family emergencies.

Punctuality to class is a must. If you have a situation where you will be habitually late, please notify the instructor as soon as possible. Repeat latecomers will incur a ½ final letter grade penalty.

No computer use/cellphones during class. You must silence, and put away, any and all wireless devices you bring to class.

I will use the 100-point grading system. Students will receive a letter grade for their final grade according to the following cutoffs:

A ≥ 93; A- ≥ 90; B+ ≥ 87; B ≥ 83; B- ≥ 80; C+ ≥ 76; C ≥ 70; C- ≥ 68; D ≥ 60; F < 60

OFFICE HOURS:

My office is 120B Holmes/Hunter Academic Building. Office hours are by appointment. Please e-mail me for an appointment at szk@uga.edu.

ACADEMIC HONESTY POLICY:

As a University of Georgia student, you have agreed to follow the University's academic honesty policy, "A Culture of Honesty," and the Student Honor Code. All academic work must meet the standards contained in "A Culture of Honesty" found at: <http://ovpi.uga.edu/academic-honesty/academic-honesty-policy>. Lack of knowledge of the academic honesty policy is not a reasonable explanation for a violation. Questions related to course assignments and the academic honesty policy should be directed to the instructor.

RETURN OF GRADED WORK

The aim is to return graded work within 2 weeks after the submission date. Papers will be returned to you with an indicative letter grade, ranging from A-F. **ONCE A GRADE IS AWARDED, UNDER NO CIRCUMSTANCE WILL IT BE CHANGED.**

Course Schedule and Deadlines

DATE	TOPIC	DEADLINES
January 10	Introduction and class overview	
January 17	Careers in nuclear non-proliferation	Job update due
January 24	Differences in the private and public sectors – Mr. Brian Starks	
January 31	How to approach employers in the non-proliferation community	Job update due
February 7	The security clearance process for the U.S. government – Ms. Erin Johnson (RAND)	Sample email due
February 14	Compelling resumes	Job update due
February 21	Designing a persuasive cover letter	
February 28	How to write effectively for the policy community (including a brief introduction to writing grant proposals)	Draft resume and cover letter due Job update due
SPRING BREAK: March 6-10		
March 14	Preparing for a job interview	Policy brief 1 due Job update due
March 21	Practice job interviews	
March 28	Practice job interviews	Final resume and cover letter due Job update due
April 4	Developing effective job presentations	Policy brief 2 due
April 11	Practice job presentations	Job update due
April 18	Writing effective grant proposals	Job update due
April 25	Final guidance	Funding proposal due