

University of Georgia  
GRSC 7001

## Professional Development for Security Policy Practitioners

Time: Thursdays 12:45 – 2:00

Place: Baldwin Hall, Rm #480 (Punaro Room)

Instructor: Joshua Massey

Email: [jnmassey@uga.edu](mailto:jnmassey@uga.edu), Office: 110 E. Clayton St., Rm #613

Office Hours: Thursdays 2:00 – 3:00 and by appointment

### **Course Summary**

This seminar is designed to enhance the graduate school success and professional development of Master of International Policy (MIP) students as well as assist them with preparing for careers across the national security enterprise. Core topics include UGA graduate student resources, the ethical conduct of research, mentoring, time-management, well-being, conflict resolution, an introduction to federal grants and cooperative agreements and the security clearance process. Furthermore, an emphasis will be placed on crafting professional application materials. To optimize engagement and active learning, the seminar will feature visits from external speakers within the U.S. government, international organizations, and the private sector. These speakers will offer practical advice related to the seminar's core topics as well as provide students with a first-hand account of their experiences working across various agencies in the U.S. national security enterprise. To further elucidate the core topics, the seminar will examine the career trajectory of Samantha Power, former U.S. Ambassador to the United Nations and the current Administrator of the U.S. Agency for International Development.

### **Books**

#### *Required*

Power, Samantha. 2019. *The Education of an Idealist: A Memoir*. New York: HarperCollins.

#### *Recommended*

Adler, Mortimer J. and Charles Van Doren. 1972. *How to Read a Book*. New York: Simon and Schuster.

Strunk, William Jr. and E. B. White. *The Elements of Style*. Penguin Books.

I expect you to complete all assigned readings before the date they are discussed in class. I may assign a few additional articles throughout the semester. These readings will be accessible through the University of Georgia library system or will be provided by the instructor.

**Grading****Course Requirements and Grading Components**

Professionalism	50%	Daily
Professional Portfolio	25%	Thursday, Nov 13 <sup>th</sup>
Policy Memo	25%	Thursday, Nov 20 <sup>th</sup>

**Grading Scale**

94.00 to 100.00	=A	74.00 to 77.99	=C
90.00 to 93.99	=A-	70.00 to 73.99	=C-
87.00 to 89.99	=B+	67.00 to 69.99	=D+
84.00 to 87.99	=B	64.00 to 67.99	=D
80.00 to 83.99	=B-	60.00 to 63.99	=D-
77.00 to 79.99	=C+	Below 60.00	=F

***Professionalism (50%)***

A student's professionalism grade is determined by one's class participation, attitude toward and enthusiasm for the topic and assignments, contribution to lectures and discussion, interaction with peers and guest speakers, engagement in group activities, personal conduct and correspondence with instructors and all class members. I expect you to be collegial and respectful during all seminar discussions and group activities. Finally, attendance and punctuality are the hallmarks of professionalism. **Unexcused absences will impact your final grade.**

***Professional Portfolio Assignments (25%)***

Throughout the semester students will be required to craft various career-oriented documents, for example, an elevator pitch, resume, cover letter, and responses to common interview questions as well as develop a LinkedIn profile. Additionally, students will research and collect information on a select number of agencies and organizations where they aspire to work or intern. The instructor will announce these weekly assignments at the end of each class. Students must email weekly career assignments to the instructor **no later than 12:00pm (eastern) on the Thursday the assignment is due.** These assignments will be refined and compiled into a personal professional portfolio to be turned in at the beginning of class on **Thursday, November 13<sup>th</sup>, 2025.**

***Final Policy Memo (25%)***

The final policy memo is an introspective exercise resulting in the identification and prioritization of insights gleaned from the seminar's readings, discussions, assignments, and guest speakers. Specifically, the memo must describe 2 – 4 aspects of the course that the student found helpful, and/or plans to adopt to facilitate their graduate school and career success. Although the assignment is due on the final day of class, students are encouraged to keep a weekly journal that outlines important aspects of the readings and guest engagements. The final policy memo must conform to the MIP Policy Memo Format attached to this syllabus and posted on eLC. Students must email the instructor their final policy memo by **12:00 pm (eastern) on Thursday, November 20<sup>th</sup>, 2025** and bring a hard copy to class.

## **Administrative Issues**

The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary. Please contact me during the first week of the term if you have a conflict that will prevent you from attending class or completing an assignment on the scheduled date. Make-up assignments are only offered for university-excused absences.

Academic Honesty: All academic work must meet the standards contained in the University of Georgia's "Culture of Honesty" ([http://www.uga.edu/honesty/ahpd/culture\\_honesty.htm](http://www.uga.edu/honesty/ahpd/culture_honesty.htm)). You are responsible to inform yourself about those standards before performing any academic work. My policy for academic dishonesty is very simple: Don't plagiarize: If you turn in a written assignment that is (in part) not your own work you will receive a failing grade for the course. Disciplinary proceedings to dismiss you from the University may be initiated against you. I will not tolerate academic dishonesty.

Artificial Intelligence: Unless explicitly authorized by the instructor, generative artificial intelligence (GAI) based technologies, must not be used to generate responses for student assignments.

Special Accommodations: The University of Georgia seeks to provide students with disabilities the opportunity to fully participate in educational programs and services. In keeping with this philosophy, it is University policy that students with documented disabilities receive reasonable accommodations through access to classroom information. If you require **special accommodations** because of a university-documented condition, please contact me during the first two weeks of the semester and we can work with the Disability Resource Center in order to achieve a positive outcome.

Prohibition on Recording Lectures: In the absence of written authorization from the UGA Disability Resource Center, students may not make a visual or audio recording of any aspect of this course

## **Important Dates**

August 13 <sup>th</sup> -29 <sup>th</sup> :	Drop Add
October 6 <sup>th</sup> :	Midterm
October 31 <sup>st</sup> :	Fall Break
November 12 <sup>th</sup> :	Withdrawal Deadline
November 26 <sup>th</sup> -28 <sup>th</sup> :	Thanksgiving Break
December 3 <sup>rd</sup> :	Reading Day

**Course Overview**: The syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.

## **Week 1, August 14<sup>th</sup>**

Course Introduction and overview.

**Week 2, August 21<sup>st</sup>**

Topic: UGA Graduate Resources & Ethical Integrity in Research and Scholarship

Guests: SPIA Research and Instruction Librarian, UGA Libraries

Review: UGA Libraries website: <https://www.libs.uga.edu/>

Readings: Power, Ch. 1-4

Time Management & Well-being

Sawhney, Vasundhara. January 2023. *How to Manage Your Time: Our Favorite Reads*.  
<https://hbr.org/2023/01/how-to-manage-your-time-our-favorite-reads>.

Daley, Ian. November 2021. *3 Practical Ways to Be More Productive*.  
<https://hbr.org/2021/11/3-practical-ways-to-be-more-productive>.

Simula, Brandy. February 2023. *Use the Science of Flourishing to Increase Your Well-Being*.  
<https://hbr.org/2023/02/use-the-science-of-flourishing-to-increase-your-well-being>.

\*Due: UGA Personal Integrity Pledge

**Week 3, August 28<sup>th</sup>**

Topic: UGA Career Center and Resumes

Guests: Ms. MK Miller, SPIA Liaison, UGA Career Center

Review: <https://career.uga.edu/>

Readings: Power, Ch. 5-8

\*Due: Elevator Pitch

**Week 4, September 4<sup>th</sup>**

Topic: National Security Enterprise Internships

Guest: MIP Internship Panel

Readings: Power, Ch. 9-12

\*Due: Resume

**Week 5, September 11<sup>th</sup>**

Topic: National Nuclear Security Administration (NNSA) Graduate Fellowship Program (NGFP)

Guest: Mr. Walt Sansot, Senior Advisor, Pacific Northwest National Lab

Review: <https://www.pnnl.gov/projects/ngfp>

Readings: Power, Ch. 13-16

\*Due: LinkedIn Profile

**Week 6, September 18<sup>th</sup>**

Topic: Security Clearance

Mentoring

Ravishankar, Rakshitha. October 2023. *Finding the Right Mentor: Our Favorite Reads*. <https://hbr.org/2023/10/finding-the-right-mentor-our-favorite-reads>.

Stetler, Susan. May 2022. *Want to Advance in Your Career? Build Your Own Board of Directors*. <https://hbr.org/2022/05/want-to-advance-in-your-career-build-your-own-board-of-directors>

\*Due: Agency and Organization Research I

**Week 7, September 25<sup>th</sup>**

Topic: Education of an Idealist- Part I

Conflict Resolution

Peterson, Randall, Priti Shah, Amanda Ferguson, and Stephen Jones. May 2024. 4 *Common Types of Team Conflict –and How to Resolve Them*. <https://hbr.org/2024/05/4-common-types-of-team-conflict-and-how-to-resolve-them>.

Davey, Liane. October 2023. The Conflict Resolution Skills Every Project Manager Needs. <https://hbr.org/2023/10/the-conflict-resolution-skills-every-project-manager-needs>.

Readings: Power, Ch. 17-18

**Week 8, October 2<sup>nd</sup>**

Topic: Department of Energy-Office of Science Laboratories, Pacific Northwest National Lab (PNNL)

Guest: Brittany Robertson, Chemist, Pacific Northwest National Lab, Richland, WA

Review: <https://www.pnnl.gov/>

Readings: Power, Ch. 19-22

**Week 9, October 9<sup>th</sup>**

Topic: Cover Letter

Readings: Power, Ch. 23-26

\*Due: Agency and Organization Research II

**Week 10, October 16<sup>th</sup>**

Topic: Government Consulting Careers

Guest: Warren Stembridge, Senior Advisor, Intelligence National Security Solutions, Amentum

Review: Amentum website: <https://www.amentum.com/>

Readings: Power, Ch. 27-30

**Week 11, October 23<sup>rd</sup>**

Topic: Women, Peace and Security

Guest: Hannah Proctor

Review: <https://oneearthfuture.org/en>

Readings: Power, Ch. 31-32

\*Due: Cover Letter

**Week 12, October 30<sup>th</sup>**

Topic: Southern Company

Guest: Lincoln Wood, Clean Transportation Manager, Southern Company

Review: <https://www.southerncompany.com/>

Readings: Power, Ch. 33-35

**Week 13, November 6<sup>th</sup>**

Topic: World Bank and Carter Center

Guest: Alys Willman, Consultant, World Bank and Carter Center

Review:

World Bank website: <https://www.worldbank.org/en/home>

Carter Center website: <https://www.cartercenter.org/>

\*Due: Responses to Common Interview Questions

**Week 14, November 13<sup>th</sup>**

Topic: The Education of an Idealist- Part II

Readings: Power, Ch. 36-40 and Afterword

\*Due: Professional Portfolio

**Week 15, November 20<sup>th</sup>**

Course Wrap-up

\*Due: Policy Memo

**Thanksgiving Break, November 27<sup>th</sup> – 29<sup>th</sup> UGA**