

University of Georgia
GRSC 7001

Professional Development for Security Policy Practitioners

Time: Thursdays 2:55 – 4:15

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

Instructor: Joshua Massey

Email: jnmassey@uga.edu, Office: 110 E. Clayton St., Rm #613

Office Hours: Thursdays 2:00 – 4:00 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 former 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 12 th
Policy Memo	25%	Thursday, Nov 19 th

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. **Tardiness and absences impact your final grade (more importantly, they impact your reputation).**

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 12th.**

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 19th** 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). 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 17 th – 21 st :	Drop Add
October 5 th :	Midterm
October 30 th :	Fall Break
November 11 th :	Withdrawal Deadline
November 23 rd – 27 th :	Thanksgiving
December 2 nd :	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 20^h

Course Introduction and overview.

Week 2, August 27th

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

Guests: TBD, UGA Libraries

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

Readings: Power, Ch. 1-4

*Due: UGA Personal Integrity Pledge

Week 3, September 3rd

Topic: UGA Career Center and Resumes

Guests: TBD, UGA Career Center

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

Readings: Power, Ch. 5-8

Gallo, Carmine. Oct 3, 2018. "The Art of the Elevator Pitch", *Harvard Business Review*.
<https://hbr.org/2018/10/the-art-of-the-elevator-pitch>

*Due: Elevator Pitch

Week 4, September 10th

Topic: National Security Enterprise Internships

Guest: MIP Internship Panel

Readings: Power, Ch. 9-12

*Due: Resume

Week 5, September 17th

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

Guest: TBD, Pacific Northwest National Lab

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

Readings: Power, Ch. 13-16

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: LinkedIn Profile

Week 6, September 24th

Topic: Education of an Idealist- Part I

Readings: Power, Ch. 17-18

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>.

Week 7, October 1st

Topic: Nuclear Threat Initiative (NTI)

Guest: TBD

Review: www.nti.org

*Due: Agency and Organization Research I

Week 8, October 8th

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

Guest: TBD

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

Readings: Power, Ch. 19-22

Week 9, October 15th

Topic: Cover Letter & Security Clearance

Readings: Power, Ch. 23-26

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>.

*Due: Agency and Organization Research II

Week 10, October 16th

Topic: Intelligence Community & Consulting Careers

Guests: TBD

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

Readings: Power, Ch. 27-30

Week 11, October 22nd

Topic: Women, Peace and Security

Guest: TBD

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

Readings: Power, Ch. 31-32

*Due: Cover Letter

Week 12, October 29th

Topic: Southern Company

Guest: TBD

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

Readings: Power, Ch. 33-35

Week 13, November 5th

Topic: Interview Prep

Interviewing

Lyons, Marlo. September 2024. 4 Ways to Make a Connection with Your Interviewer.
<https://hbr.org/2024/09/4-ways-to-make-a-connection-with-your-interviewer>

HBR Editors. September 2024. The HBR Guide to Standing Out in an Interview.
<https://hbr.org/2024/09/the-hbr-guide-to-standing-out-in-an-interview>.

Schwarzberg, Joel. November 2024. How to Answer “Why Should We Hire You?” in an Interview. <https://hbr.org/2024/11/how-to-answer-why-should-we-hire-you-in-an-interview>.

*Due: Responses to Common Interview Questions

Week 14, November 12th

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: Professional Portfolio

Week 15, November 19th

Topic: The Education of an Idealist- Part II

Readings: Power, Ch. 36-40 and Afterword

*Due: Policy Memo

Thanksgiving Break, November 27th – 29th UGA