

**Instructor's Syllabus and Course Requirements
Online Spring 2022**

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Course: Intelligence and National Security Studies (INSS 4390 Senior Capstone)

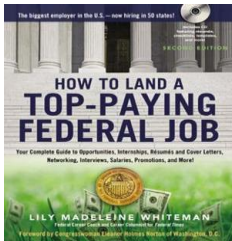
CRN: 25162

Office Hours: Virtual Office Hours are by appointment

***I will respond to all emails within 24-48 hours of receipt. Please keep in mind that I reside in the Mountain Standard Time (MST) Zone*.**



How to Land a Top-Paying Federal Job (New York: American Management Association, 2012).



LEARNING MANAGEMENT SYSTEM: All course content is delivered via the UTEP Blackboard course management system. You can view all materials related to this course on Blackboard (except for the textbook).

IMPORTANT NOTE: Distance education demands a considerable amount of self-discipline and motivation. You will enjoy a flexibility to work and study at times that fit your personal schedule; however, you must still meet weekly course deadlines. If you feel you require the structure of a classroom in order to stay engaged, then this class is not for you. Setting up regular times to sit down and focus your attention on the course materials is essential to success. We realize you are balancing many issues in your life and have chosen distance learning as an option to fit your individual circumstances. All students are required to check Blackboard regularly for announcements and/or changes to the syllabus.

Course Description:

Students will learn about the various pathways to security studies-related careers and how to prepare for those careers. Students will develop the necessary knowledge and skills to successfully apply for graduate studies or employment in the security field. Topics addressed will include career opportunities in the intelligence and national security communities, the security clearance process, resume writing, job interviewing, and preparing writing samples and personal statements.

Course Objectives:

- Students will learn about post-graduate opportunities in the intelligence and national security fields.
- Students will explore university-affiliated resources that can assist them with the application process.
- Students will each develop a writing sample, resume, statement of purpose, and cover letter to include in their application portfolios.
- Students will be able to identify graduate schools or organizations tailored to their individual career goals.

Assignment grading assessments will be weighted in the following way:

Activity or Assignment	Point Value
Job Exploration Tool	10
Navigating Intelligence Websites	10
Chapter reflections (7x5points)	35
Professional Interview and Paper	20
Professional Portfolio	25
Total Points	100 Points

*Late assignments will not be accepted. No extra credit available to catch up. *

90-100 points	A
80-89 points	B
70-79 points	C
60-69 points	D
0-59 points	F

COURSE REQUIREMENTS:

Students are required to read the weekly articles and or textbook chapters. Students will demonstrate professional written and oral communication skills through discussions, oral briefings, small group activities, or written products. Students are required to complete and submit assignments on or before due date in Blackboard.

NETIQUETTE:

You must maintain an academic attitude and uphold UTEP policies. Being disrespectful, using profanity or unprofessional behavior will not be tolerated. All online communications must be composed with fairness, honesty and tact.

ACADEMIC DISHONESTY:

Academic dishonesty is a serious matter. At UTEP “any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, any act designed to give unfair advantage to a student or any attempt to commit such acts”. Students suspected of any of these violations will be referred for further investigation.

STUDENTS WITH DISABILITIES:

If a student has or suspects he/she has a disability and needs an accommodation, he/she should contact the Center for Accommodations and Support Services at (915) 747-5148.

COVID-19 PRECAUTIONS:

Even though this course is scheduled for online modality, if you plan to visit the UTEP campus please familiarize yourselves with the COVID-19 precautions: Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, so that we can work on appropriate accommodations. If you have tested positive for COVID-19, you are encouraged to report your results to covidaction@utep.edu, so that the Dean of Students Office can provide you with support and help with communication with your professors. The Student Health Center is equipped to provide COVID 19 testing.

DROP POLICY:

The course drop policy for this class is the same as the official policy for the University. The policy is set out in the University catalog as well as the class schedule. In conjunction with this policy, the instructor may exercise the right to drop a student from the course roll if the student has an excessive number of unexcused absences, is perpetually tardy in arriving to class, and/or consistently fails to complete class assignments as directed.

CLASS SCHEDULE AND ASSIGNMENTS:

<p>Week One 03/14/22 to 3/19/22</p>	<p>Reading: “Intelligence as a Career,” https://www.afio.com/publications/AFIO_2017_Careers_Booklet.pdf;</p> <p>Reading: “Applying Online Successfully,” https://www.intelligencecareers.gov/NSA/Applying_Online_Doc.pdf,</p> <p>Reading: <i>Whiteman</i>, Ch. 2: “The Search is On: Finding Openings,” 31-72.</p> <p>Assignments: Details for the following assignments can be found in the content section in Blackboard.</p> <p>-Introductions Due 03/19/2022</p> <p>-Job Exploration Tool Due on 03/19/2022</p> <p>-Chapter 2 Reflection Due on 03/19/2022</p>
<p>Week Two 03/21/22 to 03/26/22</p>	<p>Reading: <i>Whiteman</i>, Ch. 4: “Location... Location... Location: Working in Agency Headquarters Offices vs. Field Offices,” 85-94.</p> <p>Reading: <i>Whitman</i>, Ch. 6: “Those!@#! Vacancy Announcements,” 108-123.</p> <p>Reading: <i>Whiteman</i>, Ch. 7: “The Basics of Security Clearances,” 124-139.</p> <p>Reading: The Security Clearance Process: https://www.afio.com/publications/Security_Clearance_Process_Answers_by_CRS_Sept2013.pdf</p> <p>Assignment: Details for the following assignments can be found in the content section in Blackboard.</p> <p>-Navigating Intelligence Websites Due 03/26/2022</p> <p>-Chapter 4, 6, 7 Reflections Due 03/26/2022</p>
<p>Week Three 03/28/22 to 04/02/22</p>	<p>Reading: <i>Whiteman</i>, Ch. 15: “Acing your Interviews,” 183-208.</p> <p>Reading: <i>Whiteman</i>, Ch. 16: “Commanding a Top-Dollar Salary,” 327-346.</p> <p>Assignments: Details for the following assignments can be found in the content section in Blackboard.</p> <p>-Professional Interview Recommended for This Week</p> <p>-Chapter 15 and 16 Reflections Due 04/02/2022</p>

<p>Week Four 04/04/22 to 04/09/22</p>	<p>Reading: <i>Whiteman</i>, Ch. 9: “Your Bragging Writes,” 160-195.</p> <p>Reading: <i>Whiteman</i>, Ch.13: “Cover Letters that Open Doors,” 165-178.</p> <p>Assignments: Details for the following assignments can be found in the content section in Blackboard.</p> <p>-Chapter 9 and 13 Reflections Due 04/09/2022</p> <p>- Professional Interview Paper Due 04/09/2022</p>
<p>Week Five 04/11/22 to 04/16/22</p>	<p>Reading: <i>Whiteman</i>, Ch. 10: “Mastering Online Applications,” 135-142.</p> <p>Readings: <i>Whiteman</i>, Ch. 11: “Crafting Irresistible Resumes,” 211-246.</p> <p>Reading: <i>Whiteman</i>, Ch. 12: “Application Essays (KSAs and ECQs) Who Needs ‘em? 247-248.</p> <p>Assignments: Details for the following assignments can be found in the content section in Blackboard.</p> <p>-Chapter 10, 11 and 12 Reflections Due 04/16/2022</p>
<p>Week 6 04/18/22 to 04/23/22</p>	<p>Reading: <i>Whiteman</i>, Ch. 17: Responding to Agency’s Decision,” 222-229.</p> <p>Assignments: Details for the following assignments can be found in the content section in Blackboard.</p> <p>- Chapter 17 Reflections Due 04/23/2022</p>
<p>Week 7 04/25/22 to 04/29/22</p>	<p>Reading: <i>Whiteman</i>, Ch. 18: “The fed Get Ahead Guide”, 232 –266.</p> <p>Reading: How to Launch a Successful Portfolio Career: http://www.greenspanadvisory.com/content/uploads/sites/4/2020/07/M-Greenspan-HBR-Portfolio-Career-Article.pdf</p> <p>Reading: Career Opportunities in Think Tanks,” http://glenn.osu.edu/career/guides-resources/career-guides/Career%20Opportunities%20in%20Think%20Tanks.pdf</p>

	<p><u>Assignments:</u> Details for the following assignments can be found in the content section in Blackboard.</p> <ul style="list-style-type: none">-Chapter 18 Reflections Due 04/29/2022-Professional Portfolio Due 04/29/2022
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