

**Instructor's Syllabus and Course Requirements
Online Spring 2021**

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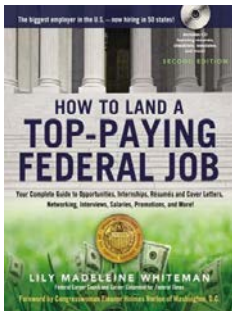
Course: Intelligence and National Security Studies (INSS 4390 Senior Capstone)

CRN: 25705

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.

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
Online Responses (4x5 points)	20
Statement of Purpose / Cover letter / Resume	15
Interview Practice and Writing Reflection	20
Professional Portfolio	25
Total Points	100 Points

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 BB.

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:

You must STAY AT HOME and REPORT if you (1) have been diagnosed with COVID-19, (2) are experiencing COVID-19 symptoms, or (3) have had recent contact with a person who has received a positive coronavirus test. Reports should be made at screening.utep.edu. If you know of anyone who should report any of these three criteria, you should encourage them to report. If the individual cannot report, you can report on their behalf by sending an email to COVIDaction@utep.edu.

For each day that you attend campus—for any reason—you must complete the questions on the UTEP screening website (screening.utep.edu) prior to arriving on campus. The website will verify if you are permitted to come to campus. Under no circumstances should anyone come to class when feeling ill or exhibiting any of the known COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, and alternative instruction will be provided. Students are advised to minimize the number of encounters with others to avoid infection.

Wear face coverings when in common areas of campus or when others are present. You must wear a face covering over your nose and mouth at all times in this class. If you choose not to wear a face covering, you may not enter the classroom. If you remove your face covering, you will be asked to put it on or leave the classroom. Students who refuse to wear a face covering and follow preventive COVID-19 guidelines will be dismissed from the class and will be subject to disciplinary action according to Section 1.2.3 Health and Safety and Section 1.2.2.5 Disruptions in the UTEP Handbook of Operating Procedures.

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 03/15/21 to 3/21/21</p>	<p><u>Reading:</u> “Intelligence as a Career,” https://www.afio.com/publications/AFIO_2017_Careers_Booklet.pdf;</p> <p><u>Reading:</u> “Applying Online Successfully,” https://www.intelligencecareers.gov/NSA/Applying_Online_Doc.pdf,</p> <p><u>Reading:</u> <i>Whiteman</i>, ch. 2: “The Search is On: Finding Openings,” 31-72.</p> <p><u>Assignments:</u> Details for the following assignments can be found in the content section in Blackboard.</p> <p>-Introductions Due 03/21/2021</p> <p>-Job Exploration Tool Due on 03/21/2021</p> <p>- Online Response Questions # 1 Due on 03/21/2021</p>
<p>Week Two 03/22/21 to 03/27/21</p>	<p><u>Reading:</u> <i>Whiteman</i>, ch. 4: “Location... Location... Location: Working in Agency Headquarters Offices vs. Field Offices,” 85-94.</p> <p><u>Reading:</u> <i>Whitman</i>, ch. 6: “Those!@#! Vacancy Announcements,” 108-123.</p> <p><u>Reading:</u> <i>Whiteman</i>, ch. 7: “The Basics of Security Clearances,” 124-139.</p> <p><u>Reading:</u> The Security Clearance Process: https://www.afio.com/publications/Security_Clearance_Process_Answers_by_CRS_Sept2013.pdf</p>

	<p><u>Assignment:</u> Details for the following assignments can be found in the content section in Blackboard.</p> <p>-Navigating Intelligence Websites Due 03/27/2021 -Online Response Questions # 2 Due 03/27/2021</p>
<p>Week Three 03/29/21 to 04/03/21</p>	<p><u>Reading:</u> <i>Whiteman</i>, ch. 15: “Acing your Interviews,” 183-208. <u>Reading:</u> <i>Whiteman</i>, ch. 16: “Commanding a Top-Dollar Salary,” 327-346.</p> <p><u>Assignments:</u> Details for the following assignments can be found in the content section in Blackboard.</p> <p>-Professional Interview Due 04/03/2021 - Interview Paper Due 04/03/2021</p>
<p>Week Four 04/05/21 to 04/10/21</p>	<p><u>Reading:</u> <i>Whiteman</i>, chs. 9: “Your Bragging Writes,” 160-195. <u>Reading:</u> <i>Whiteman</i>, ch 13: “Cover Letters that Open Doors,” 165-178.</p> <p><u>Assignments:</u> Details for the following assignments can be found in the content section in Blackboard.</p> <p>- Statement of Purpose Due 04/10/2021 - Cover Letter Due 04/10/2021 - Online Response Questions # 3 Due 04/10/2021</p>
<p>Week Five 04/12/21 to 04/17/21</p>	<p><u>Readings:</u> <i>Whiteman</i>, ch. 11: “Crafting Irresistible Resumes,” 211-246.</p> <p><u>Reading:</u> <i>Whiteman</i>, ch. 10: “Mastering Online Applications,” 135-142.</p> <p><u>Reading:</u> <i>Whiteman</i>, ch. 12: “Application Essays (KSAs and ECQs) Who Needs ‘em? 247-248.</p> <p><u>Assignments:</u> Details for the following assignments can be found in the content section in Blackboard.</p> <p>-Resume/CV Due 04/17/2021 -Career Center Appointment Due 04/17/2021</p>

<p>Week 6 04/19/21 to 04/24/21</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>-Online Response Questions # 4 Due 04/24/2021</p> <p>- Professional Portfolio Draft Due 04/24/2021</p>
<p>Week 7 04/26/21 to 05/02/21</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>Assignments: Details for the following assignments can be found in the content section in Blackboard.</p> <p>-Professional Portfolio Due 05/01/2021</p>