

POLS 4358 Special Topics in Public Administration
Honor Society & Leadership
Spring 2017

Instructor: Dr. Taeko Hiroi

Office: Benedict Hall 312

Office Hours: M 1:30-2:30, W 1-2, and by appointment

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Course Description

The goal of this special topics course is to help motivated students develop skills and gain experiences for leadership, teamwork, and self-evaluation through active participation in the activities organized by the Epsilon Epsilon Chapter of Pi Sigma Alpha, The National Political Science Honor Society (PSA), while allowing them to earn academic credits. Through academic projects and community-service activities, PSA provides a wealth of opportunities for students to apply their knowledge and skills learned in the classroom to a practical setting. The experience will prepare students to meet the challenges of today's fast-paced and highly competitive academic and professional career environments. The skills students obtain will help set the stage for an exciting career in successfully managing and leading organizations.

Course Objectives

Upon the successful completion of the course, you will be able to:

- 1) apply knowledge and skills learned in the classroom in professional settings;
- 2) manage and lead people and organizations;
- 3) more clearly define personal career goals;
- 4) have a stronger resume that will demonstrate your leadership qualities; and
- 5) identify areas for future knowledge and skill development.

Requirements for Registering for the Course

- 1) Be an inducted PSA member in good standing by the end of the Spring semester;
- 2) Minimum 3.0 GPA in political science and overall;
- 3) Commitment to active participation and leadership role in PSA events; and
- 4) Instructor approval is needed for enrollment.

Course Requirements

PSA membership: This course requires you to be an active member of PSA and be in good standing. If you are not yet an inducted member, you need to be inducted into national membership by the end of this semester. Please refer to PSA's bylaws for requirements for induction and active membership.

Expectations: By registering for this course, you are committed to actively participating in PSA activities. This requires that you regularly attend PSA meetings, hold leadership positions, play

leading roles in various activities, and support other PSA activities as a good team member. In addition, you need to complete the following assignments.

Assignment #1: Resume writing. Turn in your resume to me by Week 2. In a separate paper, discuss where you would like to strengthen your resume.

Assignment #2: Strategic plan of the Semester. Write a plan of activities and goals to accomplish through this course using PSA activities during this semester. Submit your plan by Week 4.

Assignment #3: World leader report. Think about a world leader who has inspired you. Write a short (1-2 pages) paper discussing why and how s/he is (was) inspiring, what leadership qualities the individual possesses (possessed), and what impacts s/he has made. Submit by Week 7.

Assignment #4: Inspiring quotes. Find five most inspiring quotes. Submit the typed quotes with citations by Week 9.

Assignment #5: Reflective journal entries (throughout the semester; submit all by May 3). Keep a reflective journal of your PSA activities. Writing about your experiences is an excellent way for you to remember and reflect on your experiences. Each reflective journal entry should be a maximum of one page, typed, and professionally written. It should discuss:

- date and location of an activity;
- participants and your role;
- the particular activity accomplished;
- how it meets your semester goal(s);
- problems encountered and efforts toward resolution; and
- your assessment and concluding remarks (e.g., future improvement, follow-ups, etc.)

The number of reflective journal entries will vary depending on your PSA activities. In general, you should write at least one entry for each *major* event or activity you perform. Some of the learning experiences will occur during planning and preparation phases. You should write a journal entry any time a key event or learning experience occurs. There is no need to write a journal entry for every meeting that will happen.

Assignment #6: Outcome and self-evaluation report (due by May 3). Write a report on the outcomes and self-evaluations of your activities and accomplishments through PSA during this semester. The report should state your semester goals (as defined at the beginning of the semester), summarize activity objectives and your roles, and assess, using defined metrics, how successful you were in carrying out activity objectives and in light of your semester goals. It should also discuss areas for future development. The report should be typed using 12 pt font, double-spaced, and professionally written. The report should not exceed five pages.

Assignment #7: Revised resume (due by May 3). Revise your resume to reflect your activities and development during the semester.

Grade

Participation (quality and quantity)—20%
Assignment #1: Resume writing—5%
Assignment #2: Semester plan—10%
Assignment #3: World leader report—10%
Assignment #4: Inspiring quotes—5%
Assignment #5: Reflective journal entries—30%
Assignment #6: Outcome and self-evaluation report—15%
Assignment #7: Revised resume—5%

Academic Dishonesty Policy

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another person's as one's own. And, collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. Violations will be taken seriously and will be referred to the Office of Student Life for possible disciplinary action. Students may be suspended or expelled from UTEP for such actions. Refer to <http://sa.utep.edu/osccr/academic-integrity/> for further information.

Disabilities

Reasonable accommodations will be made for students with limitations due to disabilities, including learning disabilities. Please see me personally within the first two weeks to discuss any special needs you might have. If you have a documented disability and require specific accommodations, you will need to contact the Center for Accommodations and Support Services (CASS) (formerly known as the Disabled Student Services Office) in 302 Union East within the first two weeks of classes. CASS can also be reached in the following ways:

Web: <http://sa.utep.edu/dsso/>
Phone: (915) 747-5148 voice or TTY

E-Mail: dss@utep.edu
Fax: (915) 747-8712