

Career Explorations in Public Service – 40.834.429

School of Public Affairs and Administration

Rutgers University-Newark

Course Syllabus (subject to change) – 02 January 2018

Please consult Blackboard for the most recent syllabus

Sebastian R. Jilke, PhD

sebastian.jilke@rutgers.edu

Classroom: tba

Office: CPS 326

Office hours: by appointment

Meeting time: Fridays, 10:00 – 11:20am

Meeting Dates: 1/19/2018
2/23/2018
3/23/2018
4/27/2018

COURSE DESCRIPTION

Career Explorations in Public Service helps students develop a strong foundation for career decision planning through career inventories, research on careers, and personal reflection. The course provides opportunities and resources for students to seek career information related to academic and occupational interests, which form the foundation for sound career decision-making. Students will receive career management skills to effectively identify, compete, and secure professional career opportunities. Students are guided through individual and group exercises that assist in identifying needs, values, wants, interest, and abilities. Students also learn job search, networking, and interview skills in preparation for an internship or career search.

COURSE OBJECTIVES

This course is designed to provide an opportunity for students to study and consider the scope for careers in public and nonprofit organizations, by:

- Identifying different occupational subfields, such as applied research, public and nonprofit management, public sector management consulting, and international public service;
- Outlining career paths through exemplars, practitioner experiences, and panel discussions;
- Reviewing online recruiting services, other resources, and professional networking strategies;
- Preparing for employment/internship application processes (organization research, resumes, interviews, etc.).

REQUIRED TEXTBOOK AND MATERIALS

NONE

GRADING POLIY

A	90-100	B	80-84	C	70-74
B+	85-89	C+	75-79	F	Below 70

COURSE POLICIES

Attendance is required.

The **syllabus** serves as a general outline. I reserve the right to deviate from any part of the plan as necessary. Students will be notified of any such modifications.

Except for significant intervening circumstances (e.g., medical emergencies or death in the family), **late assignments** will be downgraded (10% for the first day, and 5% for every following day), and I will not adjust deadlines for individuals.

If students have a **grade dispute**, they should submit a one-page memo presenting evidence for their case within 10 business days of receipt of the grade. Based on the memo, the original assignment will be reconsidered.

In order to get the most out of the class for everybody, please **turn off your cellphone** – or silence the ringer – during class. Text messaging, emailing, and surfing the web is prohibited during class.

In terms of the **writing style** of your professional memos, you may use either APA or Chicago style, but please be consistent within the document. In-text citations are preferred to footnotes or endnotes. Writing clarity and quality are considered in grading. Please use a standard font such as Arial, Calibri, or Times New Roman. Pages should use 1-inch margins, double-spaced, with 12 point fonts. If you think you need help with your writing, talk to the professor. There are resources on campus to help you. Also feel free to contact SPAA's writing coach, Terry Hall, at tlh135@scarletmail.rutgers.edu.

ACADEMIC INTEGRITY POLICY

Students must follow the school's integrity policy: <http://academicintegrity.rutgers.edu>. Please be aware that plagiarism and any forms of cheating will never be excused under any circumstances – **I will check each assignment carefully using plagiarism detection software**. Violation of these policies leads to immediate failure of the course.

DISABILITY SERVICES

Students who are in need of disability-related academic accommodations must register with the Office of Disability Services (ODS). Students with authorized disability-related accommodations should provide a current Accommodation Authorization Letter from ODS. Accommodations are not provided retroactively, so please provide them as early as possible. For further information, please consult <https://ods.rutgers.edu>.

COURSE SCHEDULE

Session 1: 19 January 2018	Introduction to the course and overview
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Please bring a printed hard-copy of the syllabus to class.

Session 2: 23 February 2018	Career Paths in Public Affairs
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Session 3: 23 March 2018	Recruitment Process
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Session 4: 28 April 2019	Application Process
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