POLS 594 Pre-professional Seminar in Public Administration  
Spring 2016  
Tuesday 1:00 p.m. -1:50 p.m.  
Faner 3075

Dr. LaShonda Stewart  
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Office Hours: Monday 10-10:50

Note: I am happy to meet with you outside office hours. Please contact me for an appointment.

Course Objectives: Consistent with the rules of the MPA Program, the objectives of this course are centered on five core areas, which include the following:

• to help students design and defend their research paper  
• to aid students in managing their portfolio  
• to assist students in developing professionally  
• to teach students how to analyze, synthesize, think critically, solve problems and make decisions  
• to advance students’ articulation and application of a public service perspective

Student evaluation:

This course is graded on a “S/U” metric. Thus, students are required to fulfill all of the requirements for the course by the end of the academic semester in order to receive an “S” grade. Otherwise, students will earn a “U”.

Attendance Policy:

You are required to attend EVERY class. Failure to do so without prior approval of the instructor may lead to failure of the course. Since the class meets only once a week, for 50 minutes, an unexcused absence will result in a “U” for the course. There will be no penalty for documented medical absences and other allowable absences according to university policies, but, as with all absences, the lack of class attendance will affect student progress and, hence, performance. In order to receive an approval for medical or University related absences, students must submit documentation to the professor upon their return to class. Documentation will not be accepted thereafter.
**Class Schedule**

**Week 1:** Syllabus Review, portfolio introduction, fill out Comprehensive Exam Registration Form

**Week 2:** D2L Portfolio Instruction

**Weeks 3-5:** Developing your portfolio design
- Develop vision of student as a public service leader
- Identify work products expressing student’s competencies and public service goals
- Recognize values that student associates with public service
- Demonstrate knowledge and skills critical to student’s public career
- Document student achievements of selected competencies

**Weeks 5-10: Focus on career building skills:**
- Presentations by Career Services on resume and cover letter writing in addition to job interview skills.
- Prepare a resume and cover letter. Both must be submitted through D2L by 4/5/16.
- Students take the MBTI and have a discussion about their “personality type” in class
- **In-service students** focus on in-service paper. The in-service papers are due 4/26/16. Failure to submit the paper at this time could lead to failure of the course.
- **Pre-service students** conduct a mock interview at Career Services. These must be completed by 4/26/16. Failure to complete the mock interview by this time could lead to failure of the course.
- Submit the first comprehensive outline of the portfolio for critique and feedback.

**Week 11-end of the semester: Complete portfolio design, prepare for Comprehensive Exam:**
- Finalize components of portfolio
- Present a comprehensive portfolio design to the class and interested faculty members.
  Failure to submit and present a comprehensive portfolio will lead to failure of the course.
  Presentations will take place during the last three class sessions (April 19 & 26, May 3).
  Instructor will decide which date students present to the class.
- Complete exit interview. Post-graduation advisement.

**Emergency Procedures:** Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program.
Emergency response information is available on posters in buildings on campus, available on the BERT website at www.bert.siu.edu, Department of Public Safety's website www.dps.siu.edu (disaster drop down) and in the Emergency Response Guidelines pamphlet. Know how to respond to each type of emergency.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. **It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.** The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.

**Disability Support Services:** The rules and regulations set by DSS will be followed by all faculty within the Public Administration Program. Once a student turns in DSS Accommodations Card to the instructor, the requirements made by DSS will be followed “if they are consistent with fundamental course requirements and pedagogical intent” as is stated on the card.

**Please see the Spring 2016 SIU Syllabus attachment.**