

Political Science Capstone  
PS 4800–101, 102, & 103 Spring 2016  
Mondays 5:00–6:00 p.m.  
Location: Anne Belk Hall 119

Dr. Ellen M. Key  
Department of Government and Justice Studies  
Appalachian State University  
Boone, NC 28608  
*Phone:* (828) 262-7916  
*Email:* keyem@appstate.edu  
*Office:* Anne Belk Hall 350K  
*Office Hours:* Mondays and Wednesdays 11:00 a.m.–12:00 p.m.,  
Tuesdays 9:00 a.m.–12:00 p.m. (virtual),  
Thursdays 9:00 a.m.–11:00 a.m. (virtual), and by appointment

The purpose of the course is to provide students with an opportunity to synthesize their knowledge and experiences gained as a political science major. The class has four objectives. The first is to prepare a strong resume that highlights your skills and accomplishments. The second is to develop an impressive cover letter that convinces potential employers to seriously consider you for a position/internship. The third is to create a well-crafted writing sample based upon a paper previously written in a political science class. The final objective is to encourage you to examine what you would like to do after graduating from Appalachian State University and design a plan to help achieve it. As part of the General Education program, the class has the following learning outcomes:

1. Construct persuasive arguments in increasingly complex contexts
2. Successfully integrate disparate concepts and information when interpreting, solving problems, evaluating, creating, and making decisions
3. Articulate and comprehend effectively, using verbal or non-verbal communication suitable to topic, purpose, and audience
4. Use writing effectively to discover and develop ideas and to articulate positions in contexts of increasing complexity.

## 1 Required Text

There are no books assigned for this class. Students will work on specific projects, utilizing university resources, to successfully complete the assigned tasks. Supplementary material will be posted on AsULearn or distributed via e-mail if necessary. All class communication will be sent to the e-mail address on file with the university. **Students are expected to check this account daily.**

The class will meet as a whole most Mondays for students to present their work, discuss outcomes, and prepare for the next task.

## 2 Course Requirements

- *Participation:* (20%)
- *Resume:* (20%)
- *Writing Sample:* (20%)
- *Cover Letter:* (20%)
- *Revised packet of resume, wrting sample, and cover letter:* (20%)

*Attendance and Participation:* Students are expected to attend every class. Students who arrive after the attendance sheet has been collected will be counted as absent. **Accumulation of three (3) absences in a semester will lower your final grade by two (2) letter grades.**

Students who miss class are responsible for all material missed. The quality (not just quantity) of class participation will be considered when computing the student's final grade. Remember: simply showing up is not enough to get credit for participation.

*Late Assignments:* **I do not accept late assignments.**

*Grading Scale:* Letter grades will be assigned according to the scale below:

- 100-94 = "A"
- 93-90 = "A–"
- 89-87 = "B+"
- 86-84 = "B"
- 83-80 = "B–"
- 79-77 = "C+"
- 76-74 = "C"
- 73-70 = "C–"
- 69-67 = "D+"
- 66-64 = "D"
- 63-60 = "D–"
- Below 60 = "F"

*A final word on grading:* I will impose a 24-hour moratorium on the discussion of grades beginning when a graded assignment is returned. In addition to this waiting period, all concerns regarding graded work must be presented in writing.

Final grades will only be rounded up in the case of decimals, e.g. an 85.4 will round to an 86. An 89.0 *will not* be rounded to a 90. This policy is non-negotiable. Please plan accordingly.

"Lack of preparation on your part does not constitute an emergency on my end."

- Unknown Origin

"Do or do not, there is no try."

- Yoda

### 3 Classroom Policies

For additional and more detailed policies, please visit <http://academicaffairs.appstate.edu/syllabi>

*Electronic Devices:* **Laptop and tablet computers may not be used during class time.** Students are expected to silence their cell phones and refrain from talking, texting, or otherwise using their phones for the duration of the class period. Students who violate the electronics policy will receive a grade of zero (0) for their final participation grade. If you feel you will not be able to abide by this policy, please leave your electronic devices at home so you won't be tempted.

No audio or image recording is allowed in the classroom without the express written consent of the instructor.

*Email:* Writing a professional email is an important skill one should master before graduation. All emails to the instructor should include the following: a subject line briefly explaining the topic of the email and that it pertains to PS 3001; a greeting more professional than "Yo" or "Hey;" a clear question or request; and should identify the sender by name. **Emails lacking any of these criteria will not be returned.** Most emails will be returned within 24 hours on weekdays and 48 hours on weekends, although circumstances may arise which delay response time.

*Office Hours:* Office hours are as listed on the top of the syllabus. Students who are having difficulty with the course materials and/or assignments are encouraged to see me during office hours or schedule an appointment to meet with me outside of office hours. Please note that office hours are for clarification of material, not for recreating a lecture. In other words, if you miss a class please make sure your first course of action is to read the required readings and obtain the lecture notes from a classmate rather than coming to office hours and asking me to "re-do" the lecture. I am always happy to spend time with students clarifying materials, provided they have made an independent effort to comprehend the material.

#### *A List of Do's and Don'ts (Mostly Don'ts)*

Do's:

- Attend all classes.
- Read all of the assigned material before class.
- Participate in class discussion.
- Ask for help as soon as you feel yourself falling behind—not the evening before an exam or paper.

Don'ts:

- Don't ask me if you have to do something. I will always tell you no—but keep in mind there are always consequences for failing to do it.
- Don't ask me how to get an A in this course. The syllabus clearly states how to achieve this desired outcome—accumulate 94% (or more) of the total available points.
- Don't ask me if something we are discussing in class is important. Assume if we are talking about it that it is important.
- Don't complain if you are tardy and miss a quiz or other in-class assignment. Chronic lateness is your problem, not mine.
- Don't ask me to email you anything. Most things will be placed on ASULearn. If you are absent, it is your responsibility to get it and this does not mean asking me for it.
- If you miss class for any reason, don't ask me if you missed something important. Assume you missed something important and figure out how you are going to obtain that information.

- Don't text or talk on your cell phone, sleep, talk to your fellow classmates, read the newspaper, check your email, Facebook, Twitter, GChat/IM, Yik Yak, shop online, or do work or reading for another class during class time. If you feel compelled to engage in any of these activities, STAY HOME (seriously).

## 4 Americans with Disabilities Act

Appalachian State University is committed to making reasonable accommodations for individuals with documented qualifying disabilities in accordance with the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. If you have a disability and may need reasonable accommodations in order to have equal access to the University's courses, programs and activities, please contact the Office of Disability Services (828.262.3056 or [www.ods.appstate.edu](http://www.ods.appstate.edu)). Once registration is complete, individuals will meet with ODS staff to discuss eligibility and appropriate accommodations. Please notify me as soon as possible if you require any accommodations related to a disability.

## 5 Academic Integrity

Each student must pursue his or her academic goals honestly and be personally accountable for all submitted work. Representing another person's work as your own is always wrong. Faculty are required to report any suspected instances of academic dishonesty to the Office of Student Conduct. For more comprehensive information on academic integrity, including categories of academic dishonesty, please refer to the academic integrity code website at <http://studentconduct.appstate.edu/pagesmith/2>

## 6 Course Schedule

*\* This syllabus serves a general plan for the course; deviations announced by the instructor may be necessary.*

11-Jan : Introduction to the Capstone class

18-Jan : NO CLASS — State Holiday

25-Jan : Careers in My Major

1-Feb : Internships, Jobs, and Resumes

8-Feb : NO CLASS - Work on your draft resume this week

15-Feb : NO CLASS Take your draft resumes to the Resume Clinic

- 11:00am 1:00pm, W 5:00pm-7:00pm
- Contact Table, 1st floor Student Union

22-Feb : NO CLASS — go to CareerFest – **RESUME DUE ONLINE 2/22 by 5pm**

- February 25th 2:00pm -6:00pm, Reception 6:30 pm- 8:30 pm
- Holmes Convocation Center
- Dress professionally and bring copies of your resume to CareerFest

Feb-29 : Post-graduate study

7-Mar : NO CLASS — Spring Break

14-Mar : Writing Sample Pro-Tips

21-Mar : Cover Letters

28-Mar : NO CLASS — State Holiday

4-Apr : Networking

11-Apr : **WRITING SAMPLE DUE – Upload online by 5pm and bring hard copy to class**

18-Apr : Interviews – **COVER LETTER DUE ONLINE by 5pm**

25-Apr : NO CLASS – Do a practice interview at the Career Center

- Make appointment through CareerGear

2-May : NO CLASS – Work on revisions for final packet

9-May : **UPLOAD FINAL VERSIONS OF RESUME, WRITING SAMPLE, AND COVER LETTER TO ASULEARN BY 5PM**