New Course Request

Indiana University

IUB - IUPUI Campus

Check Appropriate Boxes: Undergraduate credit [x] Graduate credit [ ] Professional credit [ ]

1. School/Division **Public & Environmental Affairs**

2. Academic Subject Code **SPEA**

3. Course Number **V 320** (must be cleared with University Enrollment Services)

4. Instructor **Donna McClean**

5. Course Title **Current Events and General Politics**

Recommended Abbreviation (Optional) (Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): **Fall 2011**

7. Credit Hours: Fixed at _____3_____ or Variable from ________to ________

8. Is this course to be graded S-F (only)? Yes ___ No [x]

9. Is variable title approval being requested? Yes ___ No [x]

10. Course description (not to exceed 50 words) for Bulletin publication: **Washington Leadership Program only.**

    Course examines Federal decision makers: who they are, how they operate, and their career paths. Speakers are from health care, finance, transportation, environment, homeland security, etc. Students attend Congressional hearings and write legislative briefs.

    Course concludes with a mock congressional hearing role playing by students.

11. Lecture Contact Hours: Fixed at _____3_____ or Variable from ________to ________

12. Non-Lecture Contact Hours: Fixed at ________ or Variable from ________to ________

13. Estimated enrollment: ______28_____ of which ______0%____ percent are expected to be graduate students.

14. Frequency of scheduling: **each semester** Will this course be required for majors? No

15. Justification for new course: **Course has been taught as SPEA-V 450 topics course for over 20 consecutive years as part of the IUB Washington Leadership Program. It needs to be identified with a specific course number.**

16. Are the necessary reading materials currently available in the appropriate library? Yes

17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.

18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by: 

[Signature]

Department Chairman/Division Director

Date 6-23-10

Approved by: 

[Signature]

Dean

Date 6/20/10

Chancellor/Vice-President

Date

University Enrollment Services

Dean of Graduate School (when required)

Date

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.
WASHINGTON LEADERSHIP PROGRAM:  
CLASS SYLLABUS – SPEA-V 320  
Current Events & General Politics

Instructor: Donna McLean  
Office: 202.448.9580  
Cell (in case of emergency) 202.299.4992  
Email: dm@donnama.com

This class will be held to the same high academic standards as on-campus classes. The classes will be conducted on Friday mornings. However, for a variety of reasons, we may have to alter class time and I appreciate in advance the class’ understanding.

Class Location:  
Classes will be held in a number of locations. The main classroom locations is at the office of Cornerstone Government Affairs (300 Independence Avenue, SE, Use either Capitol South or Union Station Metro).

The course will include a number of guest speakers which will mean we will travel to different locations. Those locations will be discussed in class. Some of the Friday lectures may change – be prepared to be flexible. Most of the Friday speakers are high ranking government or private organization employees with very demanding schedules which may require last minute changes. I will send an e-mail 24 hours prior to the class to confirm the time and location of the class.

Class Attire:  
When we are meeting at the two classroom locations for a lecture on Mondays or Tuesday by Ms. McLean, casual clothes are welcome. However, appropriate work attire is required when we have guest speakers. Many of our guest speakers are high-ranking government officials, and we will be meeting them in their offices. For men, this would require a tie and/or suit coat, proper slacks, and business shoes. For women, proper business attire includes slacks or skirt, jacket and appropriate shoes. If a student comes to a Friday class with a guest speaker wearing jeans, tennis shoes, flip flops, or other non-business attire, the instructor may ask him/her to leave and the student will receive an unexcused absence for the class.

Grading:  
This class will be conducted as a seminar which is different from most approaches to undergraduate classes. The class is participatory in design and will have only one in-class exam. Your active participation in the seminar is crucial. I expect you to be prepared to discuss the reading material required for each class.

For the Mock Hearing assignment, you will be judged on your team’s performance. Each member of a team will present to me an evaluation of the other team members as to their contribution.
IU student ethics policies apply to these classes, including policies on plagiarism. The professor has the right to review your work with electronic plagiarism testing software (turnitin.com) and will do so if plagiarism on any level is suspected. Plagiarism can result in a failure of the assignment or the entire class.

I retain the right to change the above grading method if the participatory approach to learning is determined not to be an adequate measure of student’s performance.

Students will be graded based on the following:

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Events &amp; General Politics (Friday Morning Classes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test score</td>
<td>25%</td>
</tr>
<tr>
<td>Hearing Memo</td>
<td>15%</td>
</tr>
<tr>
<td>Participation w/Guest Speakers</td>
<td>15%</td>
</tr>
<tr>
<td>Mock Hearing</td>
<td>30%</td>
</tr>
<tr>
<td>Individual contribution/team project</td>
<td>10%</td>
</tr>
<tr>
<td>Attendance and document print-outs</td>
<td>5%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Attendance:** Because I cannot compare the importance of one person’s need to miss one class versus another, there is a strict attendance policy – each student is given a “free” absence to use as they wish (this includes for illness). If the student misses more than one class, his/her participation grade will be reduced. The student may regain some of their participation grade if he/she missed the class for work related issues and submits a memo on a subject approved by the Professor. During this semester, students will be invited to a variety of events, opportunities, and work obligations that may interfere with class. Regardless of the conflict, the attendance policy stands. Note that missing the Mock Hearing assignment is extremely problematic as there is no substitute for participating in this class activity.

**ALL INDIANA UNIVERSITY RULES AND REGULATIONS APPLY TO STUDENTS ENROLLED IN THE WASHINGTON LEADERSHIP PROGRAM.**

**Supplies:**
- Everyone needs a three ring binder to keep reading assignments
- Everyone needs to read the Washington Post = either get a subscription or read at your work == the Washington Post Express (that is given away for free on the metro) is NOT acceptable.
- See the book needed for class below.
**Reading Assignments:**

- One of the goals of the class is to expose students to the many government and private resources on-line. Therefore, there is only one book required for this class. However, students are expected to print-out reading assignments and keep them in a three ring binder. **When I take attendance, I will confirm that you have a printed version of the reading assignment** in your three ring binder. Students will also be expected to read the *Washington Post* daily and a selection of materials needed to complete their team projects. Additional readings may be assigned by the professor to cover breaking news stories.

- **The Intern Files: How to Get, Keep, and Make the Most of Your Internship**, by Jamie Fedorko is required for the class. This book is available at the IU bookstore (but may not be located with traditional class textbooks) and on line.

**Participation in Friday Guest Lectures:**

- Many Friday classes will include guest lecturers who are either current top Government Officials or former Government Executives. You are expected to prepare for the Friday lecture (Donna may assign reading material) and be ready to participate by asking questions. Topics discussed may be included in the final exam.

**Memo summarizing a Congressional Hearing:**

- Attend a Congressional hearing on a subject of your choice, write a **two page** summary memo (see format below). You will be graded on the quality of your wiring and your ability to provide a substantive summary in 2 pages. **This is Due Monday, February 23rd.**

**Mock Hearing:**

- The class will prepare and participate in a Mock Hearing. Students will be required to choose one of 5 roles: Member of the House of Representatives, Committee Staff, Administration, witness and support staff, Interest group and support staff (there will be two interest groups with opposing views). Hearing date **Friday, April 10th** – subject to room availability in Congress) You will be graded on your ability to research your role, provide the necessary substance, and act within the typical characteristics that would be required by your role. If you have a conflict with this date, inform Donna ASAP as scheduling is difficult and this assignment has no alternative to participating in the Mock Hearing.

**Exam:**

- There is one end of semester exam taken in class on **Monday, April 27th.** Questions on the exam will be a combination of issues we covered in class, topics discussed by our guest speakers, and information provided by fellow students during the Issue Presentations (realize your internship lasts until the Thursday of this week!)
Meeting with Donna

Over the past few years, the WLP class size has gotten larger and the ability for me to meet individually with students has become more difficult. Every semester, I make myself available as much as possible to students who want to discuss class issues or career issues. My schedule is busy, but I try accommodating student requests during work hours, before work hours and after work hours. However, if we are having difficulty scheduling a meeting and one of the reasons is that you are not available during the work week, you may need to make a special request to meet with your professor during work hours.

CLASS SCHEDULE:

Friday, January 23 – Class at Cornerstone Government Affairs, 9:30
Orientation Assignment -- There are several parts of this assignments to be turned in February 6th.

1. Checklist – See last page of Syllabus – tab each section
2. Complete a one page summary of your internship, including where you are working, what you want to achieve during your semester, and what will be the hot policy topics in your office during your semester (bills pending, regulations pending, re-organizations, change in leadership, etc). Use the class memo format.
3. Map out your organization to the highest elected official (this will probably be the US President, Speaker of the House or President of the Senate). If you are working in a non-government office, you have one of two options: 1) choose your organization to map out with staff names and titles up to the president, and include the Board if there is one; or 2) choose an office in a federal agency that matches your subject area of interest and map out that office to the President. This should be done by hand. Attach to your organizational chart to your one page summary. The goal here is to understand the relationship of your office to the larger organizational structure.
4. In the subject area that you work in, identify the authorizing and appropriations committees that have your jurisdiction. Go to those web sites and print out the full committee and/or subcommittee members. Attach those pages to your one page summary. Note if you identify your “subject area” as the environment, you will have many committees to research. It would probably be more appropriate to choose a narrower subject, such as “clean water.”
5. Visit the Web site of the Agency or organization of your internship. Print out a few pages from the Web site, including the mission or goals, and attach to your assignment.
6. Identify daily or weekly publications that are crucial in your office – for instance, if you are working on the hill, the publications Roll Call or The Hill are newspapers that are very important; at EPA, a publication called “Inside EPA” can be very helpful in following relevant issues. Work with your sponsor to develop a list of relevant publications you should be reading. Attach the list to your memo
Reading:

- How Our Laws Are Made – House of Representatives Document 108-93 -- This is a great resource, if you can print all 67 pages, great! If not, print pages 1-19 (through section VII). Go to http://thomas.loc.gov/ --- this is the Library of Congress document search web site – look to the right and click on “Legislative Process” and that will lead you to the document.

Friday, January 30th – Guest Speaker TBD

Friday, February 6th Class at Cornerstone 6:30: The Budget Process – Part I: The President’s Request
Topics to discuss:
- State of the Union Address
- The Budget Process – Why is it so important?
- General Budget Terms – Discretionary, Mandatory, Budget Authority, Receipts, User Fees, Outlays, Deficit, Debt, Baseline, etc.
- The President Budget Process
- What is the Office of Management and Budget?
- President’s Budget Documents as Resources

Reading:

- Go to the White House web site, under President’s Budget, find the 2008 President’s Budget request. When you see a list of Budget Documents, open the report titled Budget System and Concepts (print pages 389 to 410)

Friday, February 13th – Guest Speaker TBD

Friday, February 20th – Guest Speaker TBD

Friday, February 27th – Guest Speaker TBD

Friday, March 6th – Guest Speaker TBD

Friday March 13 – Class at Cornerstone, 9:30 am
Legislative Drafting Assignment
- Who drafts legislation?
- How to draft basic legislation
- Review of legislative drafting assignment

Friday, March 20th – Guest Speaker TBD
**Friday,** April 3rd – Guest Speaker TBD

**Friday,** April 10th, Mock Hearing – House Office Building

**Wednesday,** April 15th – Class at Cornerstone – 6:30
Managing by Results – The Presidential Management Agenda and the Government Performance and Results Act (GPRA)
Topics to discuss:
• Discuss Mock Hearing
• What is GPRA?
• What was the PMA and PART?
• What about the Obama Performance Czar?
• How Permanente is Managing by Results?

Reading:
House Committee on Government Reform hearing “What Happened to GPRA? A Retrospective Look at Government Performance and Results” Thursday, September 18, 2003. Review the entire hearing proceeding; print out one witness testimony to discuss in class (we may replace this reading requirement with an Obama Administration assignment)

**Friday,** April 17th – Guest Speaker TBD

**Friday,** April 24th – Guest Speaker TBD

**Monday,** April 27th -- Class at Cornerstone 6:30 – Exam – final class.
Honor Student Requirements

For Honor Students you have the following due dates for your project. Unlike projects for the core part of the course, this project requires cooperation with your supervisor and coworkers. If you need to adjust a due date due to issues in your office, please let Donna know ASAP.

You may have to set aside a separate appointment with Donna to talk through your project and the requirements. It is your responsibility to give Donna several days notice if you need an appointment and to be available according to her schedule and your office requirements.

**Friday, February 6** provide a written summary to Donna of your internship and your honors project. Identify clearly what you are doing Monday through Thursday for your base internship and the additional project that you will be producing for the honors project.

**Friday, March 6** provide a draft outline to Donna of your current project and what you can provide for your poster board presentation for the Colloquium on the 17th.

**Friday, March 13** provide a photo of your poster board in its current state and discuss with Donna the changes that you will make for the final presentation. (Just bring in the camera that you used to take the digital photo).

**Tuesday, March 17** bring a poster board displaying your honors project and stand by the poster board to answer questions colloquium guests might have regarding your project.

**Monday, April 13** bring in draft report and stay after class to discuss any edits or additions your project may need.

**Monday, April 20** your project is due.
Memo Format:

MEMORANDUM

September 16, 2009

To: Donna McLean (We may write to other government officials)
    Professor, Indiana University
From: Your name
    Your title at work
Subject: Make the subject short, but include enough information so that it adds to
    the purpose of your memo

The beginning of the document should quickly explain the purpose of the memo. For your first assignment, I would suggest it read something like: My internship is in the office of the Secretary of the Interior and finding funds to prevent and fight forest fires will be my area of focus. For the hearing memo, you must tell the reader the date and time of the hearing, the Committee (or subcommittee) that held the hearing and the title of the hearing.

The text should be single spaced. Paragraphs should be indented. Of course, use your spell check! I encourage the use of bullets which:

- Help to identify a list of important facts using the smallest amount of space;
- Force the writer to organize his/her thoughts into priorities; and
- Improve the overall flow of the document.

When I specify a page limit on the assignment, I mean it. I will not read any text written past the page limit and any information provided beyond the page limit will not be considered for your grade. Use 12 point font.

You should read your memo sentence by sentence and ask yourself “does this sentence add any new information for the reader?” If the answer is “No”, then the sentence should be deleted. Do not include unnecessary information for the reader, such as “The Senator arrived late and out of breath. He was wearing a bright blue suit that appeared out of place in such a stately hearing room.” The only information that might be remotely helpful is the fact that the Senator was late. If he was yelling at the witness, that would be important since it would communicate his level of passion or commitment.

Please, read your memo and remove any unnecessary words.

Your conclusion should be clear including any decision that you want your reader to make. You will be graded on your professional writing style, if the memo would be acceptable in a professional office, and how much substance you can include in a two page memo.
**Orientation Checklist:**

Your name: __________________________

Tab each section of your assignment:

| 1. One Page Memo regarding your internship                  |
| 2. Organization Chart (mark your location)                  |
| 3. House Authorization Full Committee                       |
| 4. House Authorization Subcommittee                         |
| 5. House Appropriations Full Committee                      |
| 6. House Appropriations Subcommittee                       |
| 7. Senate Authorization Full Committee                      |
| 8. Senate Authorization Subcommittee                        |
| 9. Senate Appropriations Full Committee                     |
| 10. Senate Appropriations Subcommittee                      |
| 11. Web site page from your current internship              |
| 12. Identify Daily or Weekly publications                   |

Please highlight and explain how your attachments meet the requirements of the assignment. Particularly in the Committees you choose, please clearly identify the subject that you are identifying and the relevant jurisdiction of the Committees.