

Humphrey Institute of Public Affairs

PA 5910: DEVELOPING YOUR PUBLIC SERVICE CAREER

Fall 2007 (1 credit, S/N only)

8:15 to 9:30 AM, Wednesdays, Room 15 Humphrey Center

Instructors: Lynne Schuman, Director of Career Services
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To make an appointment with either Lynne or Martha, go to www.hhh.umn.edu/career and click on [Make an Appointment](#)

This course provides Humphrey students with the knowledge and analytic tools to manage their own career development. Students look at the changing nature of public work and public service career options. They analyze and document their individual interests, skills and abilities and create a career exploration plan. Finally, they meet professionals from a variety of public service careers in a series of panel discussions.

Methods of Evaluation: 100 points total. To achieve an S in this class, students must complete all assignments and accumulate 70 points or more. Points will be deducted for assignments turned in after class ends on the due date, with 1 point deducted for each day the assignment is late, unless special arrangements are made in advance. **Incompletes will not be granted without special permission and a written contract arranged in advance.**

1. 30 Points: Researching, scheduling, conducting and evaluating an informational interview (1-2 page evaluation of experience) **Due between mid-October and early December (no later than December 5).**
2. 20 Points: Creating a professional, polished resume. You may attend a resume workshop (see separate schedule) and/or work with a career adviser in 225 Humphrey to design a resume that promotes your strengths. **First draft due October 31. Final draft due November 21.**
3. 50 Points: Identifying Your Career Options: A reflection on the changing nature of public work, a summary of your possible goals and resources, and a plan for exploring your career options, including information on your personal work style preferences. (Guideline: 3 - 5 pages) **Due December 12**

Required materials: Herminia Ibarra, [Working Identity](#), plus Humphrey career guide: *Creating Careers That Matter* (on-line). In addition, specialized handouts and summaries will be provided on other career topics. Students will also be required to take the Myers-Briggs Type Indicator

(MBTI) personality inventory (no cost).

Schedule

SEPTEMBER 5: Changing Global Environment/Changing Public Service

Assignment: Friedman, The World Is Flat, Summary (handout) Additional readings to be determined.

SEPTEMBER 12: Speaker Panel: Working in Federal Government

Assignment: Ibarra, Working Identity, Chapters 1 &2
Creating Careers That Matter, Introduction

SEPTEMBER 19: Speaker Panel: Working with State Agencies

Assignment: Ibarra, Chapters 3 &4
Creating Careers That Matter, Getting Started

SEPTEMBER 26: Using working styles in career planning: MBTI

Assignment: Handout on MBTI interpretation
Ibarra, Chapter 5

OCTOBER 3: Successful informational interviewing

Assignment: Creating Careers That Matter
Ibarra, Chapter 6 **Start setting up informational interview now**

OCTOBER 10: Speaker Panel – Public Work in the Private Sector

Assignment: Ibarra, Chapter 7

OCTOBER 17: Identifying and naming your professional skills

Assignment: Creating Careers That Matter

OCTOBER 24: The Art of Career Exploration

Assignment: Ibarra, Chapter 8
Creating Careers That Matter

OCTOBER 31: Speaker Panel – Working in Nonprofits

First draft of resume due

NOVEMBER 7: Speaker Panel – Working with Elected Officials

NOVEMBER 14: Interviewing with confidence

Assignment: Creating Careers That Matter

NOVEMBER 21: Interview Practice Sessions

Final draft of resume due

NOVEMBER 28: Speaker Panel – Working in Local Government

DECEMBER 5: Speaker Panel - Working in University Research/Administration/Outreach

Informational Interview summaries final deadline

DECEMBER 12: Reflecting on your career explorations

Identifying Your Career Options due