Syllabus: POGO580-01: How to prepare a White House level briefing

August 29-October 1-, 2018
Wednesdays 4:30PM-7:15 PM
Founders Hall ROOM 311
Office hours: By Appointment

Instructor: OLDS, JAMES L.
Email: jolds@gmu.edu
Phone: 703-993-3700
Office Location: Founders Hall Room 629

All on-line activities of the class, including study questions, virtual office hours, and discussions will take place on Blackboard.

Course Objectives: To be able to deliver a professional White House level briefing

Learning Outcomes:

- Understanding the White House as a stakeholder
- "Tick Tocks" and Roll outs
- What level of detail is appropriate?
- Tailoring a brief
- Handling Q&A
- To use a short 'slide deck' presentation to present a brief and to respond coherently to audience questions

Additional Reading Material: Assigned weekly on Blackboard

Grading:
This is a graduate seminar class. Therefore, class participation is expected and will count significant towards the final grade. Homework will be a study question which must be answered on-line in writing each week. Two power point presentations of approximately 10 minutes (no more than 5 slides) to be prepared by each student without collaboration and presented to the class. Each presentation will be based on the individual student's personal research into some aspect of the on-going national brain projects around the world. The slide deck will be submitted with notes (in power point). The first presentation will serve as a midterm exam. The last presentation will serve as your final exam and will be presented to the class. In addition, active participation in class discussions will be a significant component of the final grade.

Deliverables with grade value: 10% Homework, 10% class participation, 30% midterm slide deck, 50% final slide deck.
ACADEMIC INTEGRITY
G MU is an Honor Code university; please see the University Catalog for a full description of the code and the honor committee process. The principle of academic integrity is taken very seriously and violations are treated gravely. What does academic integrity mean in this course? Essentially this: when you are responsible for a task, you will perform that task. When you rely on someone else’s work in an aspect of the performance of that task, you will give full credit in the proper, accepted form. Another aspect of academic integrity is the free play of ideas. Vigorous discussion and debate are encouraged in this course, with the firm expectation that all aspects of the class will be conducted with civility and respect for differing ideas, perspectives, and traditions. When in doubt (of any kind) please ask for guidance and clarification.

GMU EMAIL ACCOUNTS
Students must use their Mason email accounts to receive important University information, including messages related to this class. See http://masonlive.gmu.edu for more information.

OFFICE OF DISABILITY SERVICES
If you are a student with a disability and you need academic accommodations, please see me and contact the Office of Disability Services (ODS) at 993-2474. All academic accommodations must be arranged through the ODS. http://ods.gmu.edu

OTHER USEFUL CAMPUS RESOURCES:

WRITING CENTER: A114 Robinson Hall; (703) 993-1200; http://writingcenter.gmu.edu

UNIVERSITY LIBRARIES “Ask a Librarian”
http://library.gmu.edu/mudge/IM/IMRef.html

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS): (703) 993-2380;
http://caps.gmu.edu

UNIVERSITY POLICIES
The University Catalog, http://catalog.gmu.edu, is the central resource for university policies affecting student, faculty, and staff conduct in university academic affairs. Other policies are available at http://universitypolicy.gmu.edu/. All members of the university community are responsible for knowing and following established policies.

CLASS POLICIES:

- **Cell phones, pagers, and other communicative devices are allowed in this class but only for the purposes of accomplishing the learning objectives of the course. Laptops or tablets (e.g. iPads) may be permitted for the purpose of taking notes only. Engaging in activities not related to the course (e.g. gaming, email, chat, etc.) will result in a significant reduction in your participation grade.**

- **Regarding electronic devices (such as laptops, cell phones, etc.), please be respectful of your peers and your instructor and do not engage in activities that are unrelated to class. Such disruptions show a lack of professionalism and may affect your participation grade.**

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<tr>
<th>Week 1</th>
<th>The modern White House as an ecosystem</th>
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POGO 580-02 Fall 2018
<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>Week 2</td>
<td>How to always be ready to brief. What to have in your “back pocket”</td>
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<td>Week 3</td>
<td>Slide deck culture in DC and the White House</td>
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<td>Week 4</td>
<td>Briefing performance workshop with scenarios</td>
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<td>Week 5</td>
<td>Handling the White House</td>
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<td>Week 6</td>
<td>Q&amp;A under pressure</td>
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<td>Week 7</td>
<td>Final Presentations</td>
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