**Course Goals**

By the end of this course students should be proficient in the following areas. The first one is to understand the basics of chairing and administering committees in our program. Basic knowledge of Roberts Rules of Order will be internalized and will be useful for understanding and participating in myriad professional meetings in the future, from zoning boards to Congress. Another goal is to train students in the organization and efficient operation of a large conference, another life skill. A final goal is the expectation that students will be proficient in instructing their high school delegates in committee in parliamentary procedure and conference protocol, to teach as well as supervise debate, as well as in other conference related operations. Last, Big Three administrative personnel are recruited and trained by this class! This year they are:

Khoi Tran- Secretary General  
Zack Grieger- Director General  
Tilysha McKenney - Coordinator General

All of the above are equal in status. Please give them your full support!!!!!!!!!!!!!!!!!!!!!!!

**Students with Disabilities**

Winthrop University is dedicated to providing access to education. If you have a disability and need classroom accommodations, please contact Gena Smith, Coordinator, Office of Disabilities Services, at 323-3290, as soon as possible. Once you have your Professor Notification Form, please call me so that I am aware of your accommodations well before the first assignment or test.

**Academic Misconduct**

The Winthrop University Political Science Department abhors all forms of academic misconduct, and faculty members investigate all incidents of suspected cheating. This policy includes, but is not limited to, using turnitin.com. Please consult the Winthrop
University handbook for further information and specific policies on plagiarism. See http://www.winthrop.edu/plsc/PLAGIARISM%20AND%20MISCONDUCT.doc

**Course Explanation**

Welcome to the class that helps train Secretariat members for the Winthrop Conference in late March. The idea for this course is to initially train in a small group and then meet in parallel with the Thursday night class, although since 261 is a one hour class, all of you would not have stay from 6:30 to 8:15 every Thursdays until the Conference. Out of class studying is minimal, but practicing is necessary and will take time. Class members will take turns chairing and performing other duties. We will discuss with the Secretary General on the best way to meet, so there might be fewer/shorter meetings at the beginning of the semester to enable longer ones at the end, when debate practice is at its height. We also will discuss ways to efficiently run the Conference, hopefully with skills that will be useful for your future. The core text for this class is based on Robert’s Rules of Order, actually our Winthrop manual on these rules, as well as materials concerning conference preparation and administration. While this experience may not be a formal service-learning course, its aim to give real life skills for future professional activities.

**Enrichment activity:** We are signed up for the Third SRMUN Model United Nations in Charlotte in April 9-11, 2013. Students in this class have first place although others may join us as well, especially those who have taken 362 in the fall. Participation is mandatory but not graded. See http://www.srmun.org/charlotte/. We may consider other activities as well, such as World-quest in Charlotte or other regional activities-if the budget and other time constraints permit.

**Decorum in the classroom:** Please turn off all electronic devices in class, except for laptops engaged in solely class-related activities. Decorum also means an emphasis on polite and diplomatic behavior when administering committees, whether on Thursday nights or at our three day conference. Learning to be firm but polite in a pressure driven venue is one of the key goals of this course. Being on time is super important when administering the Thursday night sessions, in short be there at least 15 minutes early to make sure that all materials are available and keep in touch with the Big Three if there are problems, such as missing placards.

**Grades and Assignments:** we may experiment with different assignments to enhance class performance and efficiency in committee

Two quizzes: 30%
Participation in Wednesday class: 15% (being there really counts!)
Participation in Thursday night sessions: 20% (being there when called on really counts!)
Participation in Conference: 25%
Reflection Paper: 10%
Grading Scale

A     93-100             B-   80-82           D   60-69
A-    90-92               C    77-79           F   59 or less
B+   87-89                C    73-76
B     83-86                C-   70-72

Absence Policy

Class attendance is extremely important, as the grade distribution above indicates. You cannot participate if you are not in class. Over 3 absences will result in a grade a letter lower than you would have otherwise obtained. Five absences equals a failed grade. As I said to you in your 260 days, you need to clear your schedule for the Conference, March 25-March 27, Winthrop Model United Nations XXXIX. Submit our Conference Notification Form to your professors promptly to explain your potential conference absence well in advance. Note there are two forms for the two conferences.

Drop Date Policy  As our class ends before the official date of the semester, students must drop Before February 16th, three weeks before the normal drop date for other classes. After this date, professors can NOT give a “N” grade for any reason; only the Registrar can judge deserving withdrawals. Needless to say, please decide promptly whether to stay or continue in this course for all our sakes.

Syllabus Change Policy- I reserve the right, often in consultation with our Secretary General, to make changes to the schedule below. We will be experimenting for example with the best ratio of small to large class training. We also may experiment with ways to incorporate volunteer Secretariat members into our proceedings, as I know some students want to help even though this course would not fit their schedule.

Email and Blackboard- Be sure you are on the class listserv and also materials for class will be on Blackboard for the first time.

Please let me know if you are confused by the different times and places of the schedule below, particularly if we make adjustments to where we meet and practice.

January 14- Class introduction: Discussion of class scheduling/practice for semester, such as the incorporation of volunteer Secretariat members. The Notes section below is intended for in-class adjustments to the schedule or other concerns.

Notes_________________________________________________________________________

January 21- Diagnostic (no credit) quiz on rules to help on assignments. Review of responsibilities for the semester.

Notes_________________________________________________________________________
January 22- Meet and greet 260 class (Kinard 018 at 6:30) in combination with the Big Three full timers. Your enthusiastic participation may encourage fence-sitters to stay in the course! In short this class is there in part to be elder statespersons/advisors/mentors/recruiters. This is very important.

Notes


Notes

January 29: Mock Debate by 261/Sectretariat members. (Kinard 018 at 6:30) on Thursday. Make this debate a good and motivational experience for the class!!! I would like this debate to run at least half an hour, after the 260 class takes their first test. More discussion of conference duties. 261 class to help explain their experiences at the night session.

Notes


Notes

February 11- Practice chairing, rapping, and other duties. At some point, we will cease meeting on Wednesday and concentrate on Thursdays.

February 12-First Debate for 260 class! 261 will be split up into teams while the rest of the class practices in a spare room. This will be SOP for the rest of the semester.

Notes

February 18-Discussion of Conference planning, equipment, and concerns There is a “constitution” for Secretariat members to understand on Blackboard, as well as the operations of the entire conference. Future Big Three applicants take note!

February 19 (Thursday)-Debate help with class in their Second debate.

Notes

February 25 –clicker review and practice: this could be moved to Thursday.

February 26-Debate help with class in their Third debate
**March 4** - 2nd Quiz on conference basics. Review of program for conference

**March 5** - Help with debate practice in the **fourth** debate!!!! Clickers to be used!

**March 11** - Debate Practice and **HELPING WITH LOGISTICS OF THE CONFERENCE, SUCH AS MOVING AND ORGANIZING MATERIALS WITH THE BIG THREE.** Such efforts will mainly occur in the Model UN office.

**March 12** - Help with debate practice in the **fifth** debate. More clicker practice.

**March 16-20** - Spring Break-Try to practice with note-cards or anything that works for the Conference the week we return!!!!!!!!! This year we have to be ready sooner!

**March 23, 24** - Help with debate practice on Monday and Tuesday nights in Tillman. No afternoon MUN classes for 260 or 261! Also note that the Big Three will ask you for help getting ready for the conference in various ways, based on planning done on March 11.

**March 25-27** - Model UN XXXIX! We need everyone to be as professional and well trained as possible for this experience. Note that there will be three main locations for the conference: Tillman, Tuttle Dining Room, and the DiGorgio Center unless changes occur.

**April 16th** - Very short class for evaluations and fun awards in Kinard 018 at 7 pm. Conference/class reflection is due as well. Try to recruit for 362 and 261!

Thank you for your support of Winthrop Model United Nations!