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Spring 2005

DIPL 4113/7113 SA U.S. Foreign Service

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SETON HALL UNIVERSITY
SCHOOL OF DIPLOMACY AND INTERNATIONAL RELATIONS
US FOREIGN SERVICE-SPRING 2005
DIPL4113, 7113 SA
1 credit

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Adjunct Professor

McQuaid Hall

John C. Whitehead School of Diplomacy and
International Relations
Seton Hall University

Classroom-Kozlowski Hall 115

Tuesdays, 9:30 a.m.-12:30 p.m.

Office Hours: Tuesday, by app't.

Under the Americans with Disabilities Act and Section 504 of the Civil Rights Restoration Act, students at SHU who have a disability may be eligible for accommodations in this course. Should a student require such accommodations, he or she MUST self-identify at the Office for Disability Support Services (DSS), Room 67, Duffy Hall, provide documentation of said disability, and work with DSS to develop a plan for accommodations. The DSS phone number is 973-313-6003.

COURSE DESCRIPTION

This purpose of this course is to prepare students for the Foreign Service Written Examination and Assessment Procedure. Entry into the Foreign Service is a multistage process that can take up to 12 months. The focus of this course is to pass the initial threshold of the written exam that consists of the following components: Job Knowledge, English Expression, Biographic Information Questionnaire, and Written Essay (graded pass/fail). In addition, since Foreign Service Candidates are requested to select a career track on the day of the written exam, an overview of the work of a Foreign Service Officer will also be provided.

The Foreign Service Exam is presently being offered once a year. An exam date has not been established for 2005. Registration for the Foreign Service Exam can be done on line at www.careers.state.gov. (click on Foreign Service Officer and Register for exam)

SEMINAR CLASS DATES:

Tuesdays, 9:30a.m.-12:30 p.m.

January 11

January 18

January 25

February 1

February 8

COURSE HANDOUTS

The Job Knowledge section of the FS exam has been divided into 15 different subject areas by the test givers. While it is impossible to become an expert on everything, by strategically focusing on areas that have been tested and most probably will be tested again, a candidate can increase his/her chances of passing the exam

Handouts for class will include but not be limited to the following:

Copy of U.S. Constitution with Analysis
Copy of Amendments with Analysis
Essay Questions

COURSE RESOURCES & TEXTS

Selected test references from Foreign Service Study guide have been placed on reserve in SHU's Library under this course listing. Required texts are listed below and available at the SHU bookstore.

(1)Jentleson, Bruce, *American Foreign Policy, The Dynamics of Choice in the 21st Century*(ISBN 0-393-97934-2(pbk.)

(2)Steinberg, Pwitz, Floyd, Lane, *American Foreign Service Exam* (ISBN 0768907055)

(3)Study Guide FSWE 2004 *

(4)American Foreign Service Association, *Inside a U.S. Embassy How the Foreign Service Works for America, 2d Ed.*

ISBN:0-9649488-2-6 (2003)*

(5)Strunk, William & White, E.B., *The Elements of Style* (ISBN 020530902X)

*These study guides are available directly from the Foreign Service website for purchase on line.

Please note parts of the exam will be taken during class. It is essential to have the study guide prior to the beginning of the seminar.

GRADING and COURSE REQUIREMENTS

This seminar will be letter graded as follows:

Attendance:	20%
FS Entry Process, Cones, Constitution Quizzes:	20%
President Presentation:	20%
Written Essay-Maps:	20%
Simulation:FS Oral Exam	20%

Attendance is mandatory and students are expected to arrive and depart on time.

In the case of an emergency please contact professor by e-mail or by cell phone 973-699-8502. (E-mail is preferred.)

Foreign Service Prep
Class 1
January 11, 2005
**FOREIGN SERVICE CULTURE
CONES AND CONSTITUTION**

(1) General Strategy Regarding Exam

- -backburner plan, may take 12 –18 months for entire process
- -candidates are eligible for entrance into a FS officer class after security clearance/depending on need of Service
- -must pick cone preference on exam day
- -no penalty for guessing
- -20 years old, bring picture I.D. If your NJ driver's license does not have a picture, bring a passport as well as SHU i.d.
- Job Analysis 1997 - exam questions must relate to work of FSO

(2) FSO is a generalist, 5 Cones/Functional Areas of Specialization

- Management
- Consular
- Political
- Economic
- Public Diplomacy

Hiring: FY2003 – 103 Management, 81 Consular, 113 Econ, 119 Pol, 124 Public Diplomacy

(3) Presidential Quiz

(4) U.S. Constitution and Amendments (with analysis)

Assignment: Prepare for test on Cones and Constitution Quiz, use classnotes and texts

***Inside the U.S. Embassy, pages 8, 18-21, 26-27, 48-51, 56-64, 100
Arco pages 30-39, Jentleson, Chapters 1-2***

Foreign Service Prep
Class 2
January 18, 2005
JOB KNOWLEDGE

- (1) Constitution and Cone Quiz
- (2) Job Knowledge Section of Foreign Service Exam
- (3) Practice Exam
- (4) Intellectual curiosity approach; See answers 1-65 Job Knowledge Section
- (5) Introduction to Grolier Multimedia Encyclopedia
www.gi.grolier.com/presidents
- (6) Assignment on research of 4 presidents plus historical topic/oral report due in class

**Assignment: *Arco*, pages 57-74, *Jentleson*, Chapters 3-4,
Research on 4 presidents, Present oral report to class on 1 president.
Oral Report due on February 1, 2005.**

Foreign Service Prep
Class 3
January 25, 2005
ENGLISH EXPRESSION & WRITTEN ESSAY

- (1) Strunk & White Review
- (2) Biographical Information Questionnaire
 - it's o.k. to be a student
 - be honest, accurate and brief
 - write a sentence/phrase to support answer
 - looking for embellishers/bs'ers

English Essay Exam Review-graded pass/fail

Review outline of answer
note good essay writing instructions
make OBVIOUS transitions so the graders will see it
PRESENT YOUR POINT OF VIEW CLEARLY AND SUPPORT IT
-obvious structure and clear thesis
write out thesis/repeat
-one of practice choices may be an exam option

Assignment: *Arco* p.97-142 (Model Exam 1), *Jentleson*, Chptr 5. Read remaining Strunk and White.

Foreign Service Prep
Class 4
February 1, 2005
ORAL REPORTS ON PRESIDENTS

(1) Oral Reports on President

(2) Consular Hot Seat

Assignment: *Arco*, pages 193-238, *Jentleson*, Chapter 6

Foreign Service Prep

February 8, 2005

Class 5

ORAL ASSESSMENT/CONSULAR CASE/MAPS

(1) Foreign Service Culture

- Lockerbie/specific threat – must notify local organizations which have registered with the Embassies-disseminate information

- when in doubt-assume U.S. Citizenship

- monitoring role—helps U.S. Citizens, even if laws cannot be changed
Emergency Services to American Citizens SIG

- Privacy Act of 1974

- Child Custody Issuesp.21

(note: Hague Convention)

Destitute Americans –Loan Program—American Express and sending \$

Arrest Cases p.52

T or F

The consular officer must rely upon his own judgment as to whether he should visit an American citizen detained abroad.

F

The arrestee's RIGHT to prompt communications with his consul is guaranteed by article 36 of the Vienna Consular Convention and any applicable bilateral consular treaty. The consular's officer's duty to achieve prompt and regular access to the prisoner is set forth in the FAM.

Note: verify Citizenship

(2) Task Force or Mini-Country Team

Gargon University—country of Erewhon

4-5 Students participate per country team

(3) Consular case in Peru

Writing and Quantitative Exercise-cable style=reporter style