

Syllabus: Pro Seminar in Foresight (Fore 6319)

Spring 2015

Course Time: Monday 5:30-8:30 pm US Central Time

Course Location: Cameron 109 (not the usual Cam 229 classroom). AdobeConnect:

<http://uh.adobeconnect.com/proseminar/>

Instructor: Andy Hines

Office Hours: by appointment

Prerequisites: Introduction to Foresight

***Getting ready for launch by
exploring the field, honing skills, and personal planning***

The Pro Seminar in Foresight is typically last or almost the last course that most students take in the foresight program.

- Its primary objective is to help students make the transition from student to professional. Even those who will not become full-time futures professionals still need to begin practicing their old careers in new ways.
- A secondary objective is to cover topics that have not been discussed sufficiently in the regular curriculum, such as professional values/ethics and professional skills, e.g., presentation, publication, training and consulting.

Seminar one of the most complex, but most interesting courses. A lot of the work is done in “virtual” class (presentations, discussion, etc.) via AdobeConnect and our classroom (room 109 in the Cameron Building this semester). Please ensure that you have a place with a strong Internet connection and that you have a headset with microphone, and if possible, a webcam, so we can see one another.

Please note that in this course are expected to submit assignments on time (there is no draft or final portfolio in this class). Feedback will be provided at the time of submission, and assignments can be re-submitted once.

The class is organized into three modules:

1. a field module, reviewing the futures field and its issues one last time
2. a skills module, learning and/or reinforcing a set of professional skills
3. a personal module, preparing for professional practice

Required Texts

There are three books for this class (all can be purchased online)

1. Field Module:
 1. Any book about futures field, its theories, or methods (not about the future itself—trends, etc.) that we have not used as a text. You will report on it to the rest of the class. Ask instructor to email the *APF Bibliography* if you need some

suggestions. Please check with the instructor for approval of your book before you purchase it.

2. Skills Module: Choose one
 1. Peter Block, *Flawless Consulting*
 2. Alan Weiss, *Million Dollar Consulting*
 3. David Maister et al, *The Trusted Advisor*
 4. Mahan Khalsa, *Let's Get Real or Let's Not Play: The Demise of Dysfunctional Selling and the Advent of Helping Clients Succeed*

3. Personal Module:
 1. Verne Wheelright, *It's Your Future...Make it a Good One!*

Activities

See separate "Schedule" document.

Grading

Most weeks have at least one assignment. They are typically due the next week, but deadlines are extended for assignments that require some time, such as interviewing and questionnaires. Feedback with a grade is provided at that time -- assignments may be revised and submitted once after that.

The final day that assignments will be accepted is **Thursday May 7th**. Student must note any revisions made from the weekly submission by putting those revisions in a different color font.

The final grade is an average of assignments (80%) and discussion posts (20%). Late assignments are 10 points off for being a week or late more. The penalty for late assignments doesn't increase, so there is no [good] excuse for failing to turn in an assignment.

3-Point Discussion Post Scoring

For discussion posts, we are going to try a "3-point" system: You get 1 point for your own post, 1 point for a substantive reply to a colleagues post, and one point for being on time. If you are late, you can still earn two of the three points – you simply miss the on-time bonus point.

Each assignment is weighted equally, as is the Learning Essay, which receives an automatic A and which is read only after the grades are submitted. The assignments are:

1. Book Review Handouts
2. Informational interviews
3. Futurists Code
4. Futurist in the Media
5. Futures Field Framework
6. Consulting Book Questions
7. Publication
8. Stump Speech
9. Personal strategic plan
10. Topical Presentation

11. Marketing Plan

Weekly activities and assignments (most, but not all) are due at the end of each week—i.e., midnight Wednesday before the Thursday's class. Submissions turned in on time and adequate quality receive 100 points. Submissions turned in late lose ten points for each week late.

Grading Criteria

- 90-100 points **A Far Exceeds Expectations:** Demonstrates exceptional mastery of concepts, expression, and application of course materials.
- 80-89 points **B Solid Competence:** Demonstrate ability to meet specifications of assignments and evaluation criteria.
- 70-79 points **C Minimally Met Expectations:** Demonstrates marginal performance on assignments and meeting evaluation criteria.
- 65-69 points **D Serious Deficits in Competence:** Unacceptable performance on assignments and meeting evaluation criteria.
- <65 points **F Failure to Meet Expectations:** Inadequate effort on assignments and meeting evaluation criteria.

Interaction

The course is conducted online. Grading and assignments are housed on Blackboard (www.uh.edu/blackboard). Daily interaction (except for assignments) will be conducted on Canvas: (<https://canvas.instructure.com/>). All instructions, materials and submissions are done through the websites.

Classes are held on Thursday evenings via AdobeConnect, or listen to an archived recording of the class. Adobe Connect offers two-way voice interaction and a shared desktop..

Academic honesty policy All UH students are responsible for knowing the standards of academic honesty. Please refer to the UH catalog. Plagiarism, using research without citations or using a created production (such as other people's words) without quotations or citations, will result in a grade penalty or failure of the course. Internet sources must be credited according to the sites recommended citation guideline if available. If no citation guideline is provided by the web source, then the date, URL site owner, and author must be included with the web material used.

Disabilities: Students who require individualized accommodations for this course must inform the professor in order that appropriate arrangements can be made. For information about services provided by The Center for Students with Disabilities, please call 713-743-5480.

Incompletes: A grade of "I" is given only in cases of documented emergency or special circumstances late in the semester, provided that the student has been making satisfactory progress. An Incomplete Grade Contract must be completed.

Withdrawals: Refer to class schedule for dates to withdraw without evaluation from a course. Last day to withdraw drop or with a “W” for Spring 2015 is February 4th.