

**SAMPLE SYLLABUS OUTLINE**  
**Capstone Workshop**

**Full Course Title:** Henry L Stimson Center Budgeting for Foreign Affairs and Defense Program: Achieving National Security in Times of Austerity

**Course Title for Registration System:** Stimson Center: National Security Under Austerity

**Course Number:** SIPAU#### [Course Number and section will be assigned.]

**Faculty Advisor:** Austin Long

**Columbia Email Address:** al2866@columbia.edu

**Meeting Dates/Times:** [The Office of Academic Affairs will assign a regular class meeting time for the workshop, and the faculty member and class are expected to meet regularly (generally once a week, just like any other course). You will be asked to suggest two or three preferences for date/time.]

**Location:**

**Office Hours:**

**Credits:** 3

**Prerequisites**

**Course Overview (must include following):**

**Brief description of client:** The Stimson Center's Budgeting for Foreign Affairs and Defense program vision is to improve American national security at a lower cost to the American people. We seek to strengthen the capacity and capability of the US government to frame, resource, and execute foreign and national security policies and programs.

We provide pragmatic options for strengthening civilian foreign policy institutions and providing discipline and focus to defense institutions, with a particular focus on human and fiscal resources, structures, and planning and budgeting processes, and authorities. We communicate our analyses and proposals to policymakers, the media, and interested organizations working in the foreign policy and national security fields.

**Summary of project (one paragraph):** Project will work with program co-director Russell Rumbaugh to analyze the U.S. defense and foreign affairs budget. The goal will be to produce a report making recommendations to achieve U.S. national security goals even as the U.S. government reduces spending. Project will involve prioritizing spending across and within U.S. government agencies.

**Deliverables to client:** Briefing and report on findings

**Special skills/knowledge needed by team members:**

**Initial meeting(s) with your student team in late November or early December, if applicable:**

**Dates for meetings with client, if already scheduled):**

**Field component:** none

**Student selection:** All eligible students may apply for up to five workshops through a special online application process in October. Assignment of students will be coordinated by the Office of Academic Affairs, and relevant faculty will be consulted about team membership for their workshop(s).

**Grading (students receive an individual grade):** [Here is a sample for grading determination – please specify to students how their grade will be determined]

Grades for the workshop will be based on the following criteria:

- Quality of individual written work (10%)
- Quality of participation in class, Peer review (20%)
- Feedback from the client (20%)
- Overall professionalism, including timeliness, ability to work with team, etc. (20%)
- Quality of team's final report and briefing (30%)

**Readings:** [Please indicate if there will be readings. Note if they will be available **for purchase** in the bookstore on reserve in the library. If readings are on reserve in the library, the instructor will need to provide the library with a clean photocopy at least two weeks before the beginning of class); on Courseworks (clean photocopy will have to be given to electronic reserves **at least** two weeks before class); in a course reading pack at the IAB copy center. For more details, please consult:

[http://sipa.columbia.edu/resources\\_services/faculty\\_curriculum/handbooks.html](http://sipa.columbia.edu/resources_services/faculty_curriculum/handbooks.html)]

**\*Academic Integrity Statement\*:** [The statement below *must* appear on all syllabi.]:

The School of International & Public Affairs does not tolerate cheating and/or plagiarism in any form. Those students who violate the Code of Academic & Professional Conduct will be subject to the Dean's Disciplinary Procedures. Cut and paste the following link into your browser to view the Code of Academic & Professional Conduct online.

[http://sipa.columbia.edu/resources\\_services/student\\_affairs/academic\\_policies/deans\\_discipline\\_policy.html](http://sipa.columbia.edu/resources_services/student_affairs/academic_policies/deans_discipline_policy.html)

Please familiarize yourself with the proper methods of citation and attribution. The School provides some useful resources online; we strongly encourage you to familiarize yourself with these various styles before conducting your research:

[http://sipa.columbia.edu/resources\\_services/student\\_affairs/academic\\_policies/code\\_of\\_conduct.html](http://sipa.columbia.edu/resources_services/student_affairs/academic_policies/code_of_conduct.html)

Violations of the Code of Academic & Professional Conduct should be reported to the Associate Dean for Student Affairs.