

Human Resource Development: Graduate Seminar
FYC 6933, Section 016H
Fall, 2017
Mondays, 7th period (1:55-2:45pm)
McCarty B G108

Instructor:

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Office hours:

Office hours are by appointment only. Please contact to set me to set up an appointment by sending an e-mail to hliiss@ufl.edu. I welcome questions at any time, so please feel free to e-mail any questions you might have. At times it may take a day or two for me to respond, but if you have not heard anything within a few days (and there is no auto-reply letting you know I'm away), please feel free to send again!

Class objectives:

This class should answer the following question: What do you need to do in order to succeed in graduate school? In order to succeed you need to understand:

- How graduate school is different from an undergraduate program, what the unwritten expectations are of you as a graduate student, and the differences in the degree programs.
- Why you are in graduate school, and have a sense of what you wish to accomplish and do when you finish.
- Who the faculty members are; how to choose an appropriate chair, project or research topic, and committee members, as well as how to interact with these faculty members.
- The library, how to conduct academic research, professional writing and how to use APA style.
- How to present yourself as a professional, both in the department and the academic community, and this includes how to do an effective presentation.
- Skills that will help you work more efficiently and effectively, including time management skills, dealing with stress, and managing procrastination.
- What Cooperative Extension is, and how it relates to the work that is done in this department.

Textbooks:

There are no required textbooks for this class. However, if you don't have it already, I highly recommend that you buy a copy of the Publication Manual of the American Psychological Association, Sixth Edition. It is very important for you to have access to this resource during graduate school and throughout your career.

I also highly recommend that you read Getting What You Came For: The Smart Student's Guide to Earning a Master's or Ph.D. by Robert Peters. This is a great resource for learning about the unwritten rules of graduate school, and is especially important if you are thinking about applying for a Ph.D. program. It is a little dated, but still has a lot of valuable information.

Class behavior:

Please show respect for me and for your classmates and instructor: turn off your cell phone, laptop, and any other electronics before class, don't have side conversations during discussions, don't engage in other activities during class, and try to speak respectfully to other students in the class.

Assignments and grading:

1. Online lessons and assignments: There are a total of 10 online lessons to be completed (see Modules section in Canvas). An additional introductory lesson will take place on the first day of class. Assignments associated with each lesson will be done online, and will be **due at noon** on the due date. Many weeks we will be covering 2 lessons per class period, so make sure to do the associated online work in advance. (8 points each; total 80 points)

2. Class discussion and two most important issues: In addition to online assignments, we will meet in class for discussion of the issues covered. It will be important to come prepared for our in-class meetings! At the end of each class period that we meet, you will be asked to write down the two most important things that you learned during these lessons and our discussion. A total of 8 days will include discussion and the two most important issues assignment. You may earn up to 2 points for class discussion/participation, and up to 3 points for your responses to the two most important issues. (5 points each class period; total 40 points)

2. Review of faculty members: The purpose of this assignment is to help you familiarize yourself with the faculty members in Family, Youth and Community Sciences. Please go to the department's webpage (<http://fycs.ifas.ufl.edu/faculty/>) and read about each faculty member in the department by clicking on their names (you can also look at CVs). Create a list of all of the faculty members in the department, and provide a brief (1-2 sentence) description of each person's areas of interest and work. At the end of this list, create a list of 2-3 faculty members who you believe could be a good fit for you to work with on your thesis or project, and explain why each person might be a good fit, based on your interests. For example, "I think Dr. X would be a good person to work with because she has an interest and does research on Y, and I would have an interest in doing research (or a project) on Y (or something closely related)." You will use this list to help you with the next assignment, "Meetings with faculty members." This assignment will be due via Canvas on **September 1**. Please note that copying information from other students is considered academic dishonesty, and will be reported to the Dean of Students Office. (total 25 points)

3. Meetings with faculty members: In order to make a good choice of faculty mentor and committee members, it is important to meet with a few faculty members and get to know them. This assignment will entail **meeting with at least 2 faculty members** in the department and talking to them about their research interests as well as their mentoring style, and providing a written report on each faculty member interview. ***Please contact faculty members early to try to set up a time to interview them so that you will have enough time to complete this assignment!*** The report should include the name of the faculty member, the date and time of the meeting, and important information about this faculty member's areas of interest, the research or work this person conducts, as well as information about this person's mentoring style, and whether or not you see this person as a good fit for your interests and needs, and why. I will provide a sheet giving details about what to include in the reports, and this will guide you on what you should ask (at a minimum – feel free to ask any additional questions of interest). Each report is worth 20 points, for a total of 40 points. Each **report** should be typed, and 1-2 pages in length, double-spaced, for a total of 2-4 pages for the whole assignment (if you need to go a bit longer, that is okay). **This assignment is due via Canvas on October 2.** Assignments received late will receive a reduction in points: 5 points off for each day that it is late, including lateness on the due date. Students must use their own words in writing these reports, and copying of other students' work or providing false information

regarding an interview will be considered academic dishonesty, and will be reported to the Dean of Students Office. (total 40 points)

4. Selecting your chair: Please e-mail me the name of the FYCS faculty member who has agreed to serve as the chair of your thesis or non-thesis committee by **October 23**. It will be important for you to cc the faculty member so that I can verify that he/she has agreed to serve as the chair of your committee. Also, please cc Gregg Henderschiedt (ghenderschiedt@ufl.edu) and David Diehl (dcdiehl@ufl.edu) so that this information can be added to the university's Graduate Information Management System. **Please make sure to indicate whether you plan to do the thesis or non-thesis option.** You will NOT PASS the class if you do not complete this assignment. (total 40 points)

5. Plan of study: It will be important to develop a plan of study in conjunction with your chair and committee to help guide your course of study while in graduate school. The department has a specific form to be used for this purpose, which can be found here under "important forms for current students": <http://fycs.ifas.ufl.edu/graduate/>. Make sure to pick the correct form for thesis or non-thesis (depending on your current plan). A preliminary draft of this document should be created and submitted through Canvas no later than **November 6** (worth 15 points). The FINAL version of this document, *which has been reviewed and approved by both your chair and internal committee member*, should be submitted to me via e-mail (hliss@ufl.edu), and you should cc your chair and internal committee member (so that they can confirm their approval), as well as Gregg Henderschiedt (ghenderschiedt@ufl.edu). That assignment is due on **December 4** and is worth 20 points. (total 35 points)

6. Selecting your internal committee member: Please e-mail me the name of the FYCS faculty member who has agreed to serve as the internal committee member of your committee by **November 20**. Please also include the name of your outside committee member if one has been selected (if not, that can be done early in the Spring semester). It will be important for you to cc the faculty member and the chair of your committee so that I can verify that the faculty members have agreed to this arrangement. Also, please cc Gregg Henderschiedt (ghenderschiedt@ufl.edu) and David Diehl (dcdiehl@ufl.edu) so that this information can be added to the university's Graduate Information Management System. You will NOT PASS the class if you do not complete this assignment. (total 40 points)

Total class points: 300

Class points required for a passing grade: 240; You must have your chair, and at minimum your internal committee member, selected by the end of the class or you will NOT pass.

Tentative Course Calendar

This course calendar is just my best guess at what we will be covering and when. There may be changes made over the course of the semester. You are responsible for finding out about updates made during class, even if you were not in class that day.

August 21: Attend class: Class introduction and expectations in graduate school

August 28: Attend class: Lessons 1-2 due at noon; choosing a chair, committee and topic and degree requirements;

*Sept. 1: **Review of faculty members due! (submit via Canvas- due 5pm)***

September 4: Labor Day (no class)

*September 11: Attend class: Lessons 3-4 due at noon; conducting academic research and understanding the library and search engines; **Field trip to the library! Meet there today.***

September 18: Attend class: Lessons 5-6 due at noon; APA style and plagiarism

September 25: Attend class: Lessons 7-8 due at noon; creating good posters and presentations and organization and procrastination

*October 2: Attend class: Lessons 9 due at noon; stress management
Meetings with faculty members due! (submit via Canvas – due 5pm)*

October 9: Attend class: Lessons 10 due at noon; Cooperative Extension

October 16: Attend class: (no lesson due): Dr. Barnett discusses proposal writing course; In class discussion of the Plan of Study

*October 23: No class; **Selecting your chair due! (submit via e-mail –due 5pm)***

October 30: Optional support/relaxation class

*November 6: No class; **Preliminary plan of study due! (submit via Canvas – due 5pm)***

November 13: Optional support/relaxation class

*November 20: No class; **Selecting your internal committee member due! (submit via e-mail – due 5pm)***

November 27: Optional support/relaxation class

*December 4: No class; **Finalized and approved plan of study due! (submit via e-mail – due 5pm)***

Attendance and Make-Up Work

Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

Online Course Evaluation Process

Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open for students to complete during the last two or three weeks of the semester; students will be notified of the specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>.

Academic Honesty

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: “*We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.*” You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: “*On my honor, I have neither given nor received unauthorized aid in doing this assignment.*”

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: <http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code>.

Software Use

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

Services for Students with Disabilities

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation
0001 Reid Hall, 352-392-8565, www.dso.ufl.edu/drc/

Campus Helping Resources

Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

- *University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575, www.counseling.ufl.edu/cwc/ Counseling Services, Groups and Workshops, Outreach and Consultation, Self-Help Library, and Wellness Coaching*
- *Career Resource Center, First Floor JWRU, 392-1601, www.crc.ufl.edu/*
- *U Matter, We Care: Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.*