Human Resource Development: Graduate Seminar
FYC 6933
Spring, 2018

Instructor:
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Office hours:
Meetings with students will be held by appointment only this semester. Questions via e-mail are accepted at all times, although responses might not be immediate.

Course description (UF Catalog):
Explores current topics, trends, and research findings.

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, and committee, as well as how to interact with these faculty members.
- How to conduct academic research, engage in 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.

Assignments and grading:

1. Lessons and assessments: This course requires the completion of 12 lessons, along with their associated assessments. At the end of every lesson you will need to complete a written assessment, which will be

worth 10 points. In order to get credit for the assignments, please make sure that each assignment is completed **NO LATER** than the due date at 11:59pm (see below for dates). Feel free to complete assignments earlier than the due date (total 120 points).

2. <u>Review of faculty members</u>: 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_Staff/) and read about each faculty member in the department by clicking on their names. <u>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 (worth 15 points). 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 (worth 10 points)</u>. 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 should be submitted as a Word document in Canvas, and is due on January 22.** (total 25 points)

3. <u>Meetings with faculty members</u>: In order to make a good choice of thesis/project chair and internal committee member, it is important to meet with a few faculty members and get to know them. This assignment will entail **meeting (via phone, e-mail or in person for those who are able to do so) with 2 faculty members** in the department and talking to them about their research and other 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 post a sheet giving details about what to include in the reports – <u>make sure to use this sheet as a basis for your interviews!</u> You are welcome to ask additional questions, but at the very least all of those questions should be answered. 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. **This assignment should be submitted as a single Word document in Canvas, and is due on February 23.** Assignments received late will receive a reduction in points: 5 points off for each day that it is late. (total 40 points)

4. <u>Selecting your chair</u>: 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 **March 16**. 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 Dr. Diehl (dcdiehl@ufl.edu) so that this information can be added to the university's Graduate Information Management System. *<u>You will NOT PASS the class if you do not complete this assignment.</u>* (total 40 points)

5. <u>Plan of Study:</u> It will be important to develop a Plan of Study in conjunction with your chair 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: http://fycs.ifas.ufl.edu/Graduate/Forms/. A preliminary draft of this document should be created and submitted through Canvas no later than **March 30** (worth 15 points). The FINAL version of this document, *which has been reviewed and approved by both your chair and internal committee member (although actual signatures are NOT required for the purposes of this assignment)*, 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). That assignment is due on **April 20** 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 **April 6**. It will be important for you to cc the faculty member as well as the chair of your committee so that I can verify that the faculty members have agreed to this arrangement. Also, please cc Dr. 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)

Course Calendar

There will be 12 lessons to complete for this course, and they are listed below. Each lesson may entail reading written material(s), reviewing websites, viewing video(s), or a combination of these. After completing the lesson, there will be a brief written assessment for each lesson that should be completed and submitted. It is possible (and encouraged) to work ahead in the course; however, it will be important to complete the lessons **NO LATER** than 11:59pm Eastern time on the due dates, and those dates are listed below. This will help keep you on track, and make sure that you have the skills and knowledge you will need in time to complete assignments in your courses, as well as handle your graduate coursework successfully. Also listed below are due dates for additional class products.

Assignment	Due Date	How to Submit
Lesson 1: Class introduction	**January 19**	Canvas
Lesson 2: Expectations in graduate school; consider where you are going		
Lesson 3: Choosing a chair, committee and topic		
Review of faculty members assignment due!	**January 22**	Canvas
Lesson 4: Degree requirements: what you need to know	**January 26**	Canvas
Lesson 5: Conducting academic research		
Lesson 6: Understanding the library and search engines		
Lesson 7: APA style	**February 2**	Canvas
Lesson 8: Plagiarism and academic integrity		
Lesson 9: Creating good posters and presentations		
Lesson 10: Stress management	**February 9**	Canvas
Lesson 11: Organization and procrastination		
Lesson 12: Understanding Cooperative Extension		
Report of meetings with faculty members due!	**February 23**	Canvas
Selecting your committee chair due!	**March 16**	*E-mail*
Preliminary version Plan of Study due!	**March 30**	Canvas
Selecting your internal committee member due!	**April 6**	*E-mail*
Final version of Plan of Study due!	**April 20**	*E-mail*

Grades and Grade 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.*
For information on current UF policies for assigning grade points, see
https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

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.

Complaints
Should you have any complaints with your experience in this course, please visit http://www.distance.ufl.edu/student-complaints to submit a complaint.

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
    Wellness Coaching

- *Career Resource Center,* First Floor JWRU, 392-1601, **www.crc.ufl.edu/**