

Human Resource Development: Graduate Seminar
FYC 6933, Section 933A
Fall, 2022
Thursdays, 7th period (1:55-2:45pm)
McCarty B 3124

Instructor:

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Office hours:

Questions via e-mail are accepted at any time and are encouraged! It can be intimidating to transition into graduate school, so please feel free to ask any questions you may have along the way, related to the course, grad school, or anything else. Office hours are by appointment only, and may include Zoom or phone. Please contact me to set up an appointment by sending an e-mail to hliiss@ufl.edu. 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 or mentor, project or research topic, as well as how to interact with 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, Seventh Edition (note that the 7th edition is different from previous editions, so it is important to be using this version). It is very important for you to have access to this resource during graduate school and throughout your career.

Class behavior:

I am confident that you are all grow-ups and know how to behave respectfully during a class, but just to make sure everyone is on the same page please show respect for me and for your classmates by turning off or muting your cell phone, turn-laptops or any other electronics off before class, don't have side

conversations during class, don't engage in other activities during class, and do your best to speak respectfully to other students in the class and the instructor.

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, but will not have any online work required. Assignments associated with each lesson will be done online through Canvas, and will be **due at 11:59pm** on the due date. Late assignments are accepted at a penalty of 5 points per day. Many weeks we will be covering 2 lessons per class period, so make sure to do the associated online work in advance by the due date. (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 10 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 2 points for your responses to the two most important issues. ***You can't receive points for these assignments if you do not attend class.*** If your absence is excused, you will not be penalized for missing this assignment – it just won't count toward your course total. (4 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 (currently the link is <https://fycs.ifas.ufl.edu/fycs-directory/>) and read about each faculty member in the department by clicking on their names. A list of all relevant faculty members in the department will be provided, and you will provide a brief (1-2 sentence) description of each person's areas of interest and work (worth 30 points). At the end of this list, create a list of at least 2-3 faculty members who you believe could be a good fit for you to serve as your chair or mentor 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). 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 **September 2**. Late assignments are accepted at a penalty of 5 points per day. Please note that copying information from other students or from the website is considered academic dishonesty, and will be reported to the Dean of Students Office. (total 40 points)
3. Meetings with faculty members: In order to make a good choice of chair or mentor, it is important to get to know some of the faculty members. 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). Provide a report on two of the faculty members who were interviewed. Each report is worth 25 points, for a total of 50 points. Each report should be typed, and 1-2 pages in length, single-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 October 21. Assignments received late will receive a reduction in points: 5 points off for each day that it is late. (total 50 points)

4. Selecting your chair or mentor: Please e-mail me the name of the FYCS faculty member who has agreed to serve as the chair of your thesis or mentor of your capstone project by **November 4**. It will be important for you to cc the faculty member so that I can verify that this person has agreed to serve in this role. Late assignments are accepted at a penalty of 5 points per day. *You will NOT PASS the class if you do not complete this assignment.* (total 50 points)

***Note:** if you plan to do the thesis option you should work with your chair to identify an internal and external committee member, preferably by the end of the semester or early in January at the latest. This is not a course requirement, but is a requirement of the graduate school.

5. Plan of study: It will be important to develop a plan of study in conjunction with your chair or mentor to help guide your course of study while in graduate school. The department has a specific forms to be used for this purpose, which can be found in the graduate student HUB. Make sure to pick the correct form for thesis or capstone (depending on your current plan) and whether or not you are planning on a concentration. A first version (preliminary draft) of this document should be created and submitted through Canvas no later than **November 18** (worth 15 points). You will be given feedback on what you put together, and then will make revisions to the plan of study based on feedback provided. The second version of this document *should be reviewed and approved by your chair or mentor*, should be submitted to me via e-mail (hliss@ufl.edu), and you should also upload to the HUB system for approval by your chair/mentor. That assignment is due on **December 7** and is worth 25 points. Late assignments are accepted at a penalty of 5 points per day. (total 40 points)

Total class points: 300

Class points required for a passing grade: 240; You must have your chair or mentor selected by the end of the class or you will NOT pass the course. For information on current UF policies for assigning grade points, see <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

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.

August 25: Attend class: Class introduction and expectations in graduate school

*August 31: **Quizzes for Lessons 1-2 due in Canvas at 11:59pm***

September 1: Attend class: Choosing a chair or mentor, committee and topic and degree requirements

*September 2: **Review of faculty members assignment due! (submit via Canvas- due 11:59pm)***

*September 7: **Quiz for Lesson 3 due in Canvas 11:59pm***

September 8: Attend class: APA style

*September 14: **Quizzes for Lessons 4-5 due in Canvas 11:59pm***

September 15: Attend class: Conducting academic research; understanding the library and doing searches; Guest lecture from Melody Royster – **bring your laptop to class today!**

September 21: Quiz for Lesson 6 due in Canvas 11:59pm

September 22: Attend class: Plagiarism and academic integrity

September 28: Quizzes for Lessons 7-8 due in Canvas 11:59pm

September 29: Attend class: Creating good posters and presentations; organization and procrastination

October 6: No Class

October 12: Quiz for Lesson 9 due in Canvas 11:59pm

October 13: Attend class: Stress management

October 20: No class

October 21: Meetings with faculty members due! (submit via Canvas – due 11:59pm)

October 26: Quiz for Lesson 10 due in Canvas 11:59pm

October 27: Attend class: Understanding Florida Extension

November 3: No class

November 4: Selecting your chair or mentor due! (submit via e-mail –due 11:59pm)

November 10: Attend class: Plan of Study

November 17: No class

November 18: First version plan of study due! (submit via Canvas – due 11:59pm)

November 23: No class – Thanksgiving!

December 1: Attend class: Next steps in completing the program

December 7: Second version plan of study due! (submit via e-mail – due 11:59pm)

Other Information:

Are you hungry?

During my college years I struggled with finances, and sometimes I would run out of money for food. Being hungry can make it hard to do your best in school! Luckily for those here on the UF campus there is the Alan and Cathy Hitchcock Field and Fork Pantry, which is a place that offers free food for those who need it, whether student, staff, or faculty. To learn more, check out their website:

<https://pantry.fieldandfork.ufl.edu/>

For those who are not local to Gainesville, here is some information on how to find free local food:

https://foodfinder.us/?gclid=EAIaIQobChMIvKjkjqC-6gIVA-21Ch0A5AE_EAAYASAAEgITivD_BwE

The University of Florida and CALS requests that we provide the following content (including language used in some cases):

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/UGRD/academic-regulations/attendance-policies/>

Recording Lectures:

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor. A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session. Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

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. Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at: <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at: <https://gatorevals.aa.ufl.edu/public-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, <https://disability.ufl.edu/>

UF COVID-19 policies

In response to COVID-19, the following practices are in place to maintain your learning environment, to enhance the safety of our in-classroom interactions, and to further the health and safety of ourselves, our neighbors, and our loved ones.

- If you are not vaccinated, get vaccinated. Vaccines are readily available at no cost and have been demonstrated to be safe and effective against the COVID-19 virus. Visit this link for details on where to get your shot, including options that do not require an appointment: <https://coronavirus.ufhealth.org/vaccinations/vaccine-availability/>. Students who receive the first dose of the vaccine somewhere off-campus and/or outside of Gainesville can still receive their second dose on campus.
- You are expected to wear approved face coverings at all times during class and within buildings even if you are vaccinated. Please continue to follow healthy habits, including best practices like frequent hand washing. Following these practices is our responsibility as Gators.
 - Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class.
 - Hand sanitizing stations will be located in every classroom.
- If you sick, stay home and self-quarantine. Please visit the UF Health Screen, Test & Protect website about next steps, retake the questionnaire and schedule your test for no sooner than 24 hours after your symptoms began. Please call your primary care provider if you are ill and need immediate care or the UF Student Health Care Center at 352-392-1161 (or email covid@shcc.ufl.edu) to be evaluated for testing and to receive further instructions about returning to campus. UF Health Screen, Test & Protect offers guidance when you are sick, have been exposed to someone who has tested positive or have tested positive yourself. Visit the [UF Health Screen, Test & Protect website](#) for more information.
 - Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work.

- If you are withheld from campus by the Department of Health through Screen, Test & Protect you are not permitted to use any on campus facilities. Students attempting to attend campus activities when withheld from campus will be referred to the Dean of Students Office.
- Continue to regularly visit coronavirus.UFHealth.org and coronavirus.ufl.edu for up-to-date information about COVID-19 and vaccination.

Campus Helping Resources

Health and Wellness

- *U Matter, We Care*: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.
- *Counseling and Wellness Center*: Students experiencing crises or personal problems that interfere with their general wellbeing 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 Counseling Services Groups and Workshops Outreach and Consultation Self-Help Library Wellness Coaching
- *Student Health Care Center*: Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#).
- *University Police Department*: [Visit UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).
- *UF Health Shands Emergency Room / Trauma Center*: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [Visit the UF Health Emergency Room and Trauma Center website](#).

Academic Resources

- *E-learning technical support*: Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at helpdesk@ufl.edu.
- *Student Success Initiative*: <http://studentsuccess.ufl.edu>.
- *Career Connections Center*: Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.
- *Library Support*: Various ways to receive assistance with respect to using the libraries or finding resources.
- *Teaching Center*: Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring.
- *Writing Studio*: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.

Student Complaints

- Residential Course: <https://sccr.dso.ufl.edu/policies/student-honor-code-studentconduct-code/>
- Online Course: <http://www.distance.ufl.edu/student-complaint-process>

