

**PSYC 600****Professional Development****Fall 2022**

<b>Instructor:</b>	Andrea Protzner	<b>Lecture Location:</b>	AD248
<b>Phone:</b>	403-220-5566	<b>Lecture Days/Time:</b>	W 11:00 - 13:45
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**Course Description and Objectives**

This course is a professional development seminar series tailored to Psychology graduate students that prepares students for diverse careers in Psychology. The goals of the seminars are to build transferable skills relating to three pillars: academic topics (e.g., publishing, applying for ethics, creating a 3 minute thesis), mental health and wellness (e.g., dealing with stress and burnout, work-life balance, supporting students as teaching assistants), and career development (e.g., leadership skills, conflict management, career planning). These workshops will allow students to network with faculty, staff, and other students in Psychology, learn tangible skills, and develop tools that act as the building blocks for their personal and professional development.

**Acknowledgments and Respect for Diversity**

Our classrooms view diversity of identity as a strength and resource. Your experiences and different perspectives are encouraged and add to a rich learning environment that fosters critical thought through respectful discussion and inclusion. The Department of Psychology would like to acknowledge the traditional territories of the people of the Treaty 7 region in southern Alberta. The City of Calgary is also home to Métis Nation of Alberta, Region III.

**Course Format**

This is an in-person class held on campus.

**Prerequisites**

Admission to the Graduate Program in Clinical Psychology/ Psychology or by permission of the Instructor.

**Required Texts and Readings**

Any assigned readings will be available through the library and/or D2L.

**Assessment Methods**

**A. Participation (50%).** You are expected to participate effectively (i.e., in terms of quality and quantity) in class discussions. Your participation will be evaluated based on the following: critical or original response to course material, ability to articulate ideas and opinions, comprehension of course content,

and familiarity with course readings when assigned. We will strive to create an open and inclusive environment, so that everyone can share their thoughts and ideas about the material covered. You will receive feedback on your participation midway through the Fall semester.

If you cannot attend class, please email me prior to class and provide the reason for your absence.

**B. Research Proposal for a Scholarship Application (25%, due on Nov. 02).** Students in our program are required to apply for all external scholarships for which they are eligible. Your research proposal (one or two pages, depending on individual scholarship requirements) from your scholarship application will be evaluated for this course. Scholarships and their terms of reference are detailed on the Faculty of Graduate Studies website (<https://grad.ucalgary.ca/awards>) and through the searchable Graduate Award Database.

Your research proposal should capture the reviewer's attention, provide an easy to understand description of your project, and instill a belief that the project is worthy of funding. Toward this end, your proposal should address the following questions: 1) what is new and important about your research? 2) what is your key research question and how will you answer this question? 3) what does success look like for your research proposal? And if required by the funding agency, 4) how does your research fit with funding agency priorities? Use language that is easy to understand, even for reviewers whose expertise is outside of your discipline, avoid technical terms, and define all acronyms.

Late proposals will not be accepted (i.e., will receive a grade of 0) without instructor approval.

**C. Three Minute Thesis Presentation (25%, presentations on Nov. 23).** For this project, you will deliver a compelling presentation about your research and its significance in three minutes or less.

Presentations will be marked according to the Three Minute Thesis evaluation criteria (<https://www.ucalgary.ca/mygradskills/3MT>), which focus on communication style, intelligibility, and how well you are able to engage your audience.

Late presentations are not permissible (i.e., will receive a grade of 0) without instructor approval.

### **University of Calgary Academic Integrity Policy**

Academic integrity is the foundation of the development and acquisition of knowledge and is based on values of honesty, trust, responsibility, and respect. We expect members of our community to act with integrity.

Research integrity, ethics, and principles of conduct are key to academic integrity. Members of our campus community are required to abide by our institutional code of conduct and promote academic integrity in upholding the University of Calgary's reputation of excellence. It is your responsibility to ensure that you have read and are familiar with the student academic misconduct policy:

<https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Student-Academic-Misconduct-Policy.pdf>.

### Faculty of Graduate Studies Grading System

A+ = Outstanding performance, A = Excellent performance, A- = Very good performance

B+ = Good performance, B = Satisfactory performance, B- = Minimum pass

C+: All grades of "C+" or lower are indicative of failure at the graduate level and cannot be counted toward Faculty of Graduate Studies course requirements. Individual programs may require a higher passing grade.

### Grading Scale

A+	96-100%	B+	80-84%	C+	67-71%	D+	54-58%
A	90-95%	B	76-79%	C	63-66%	D	50-53%
A-	85-89%	B-	72-75%	C-	59-62%	F	0-49%

It is at the instructor's discretion to round off either upward or downward to determine a final grade when the average of term work and final examinations is between two letter grades.

To determine final letter grades, final percentage grades will be rounded up or down to the nearest whole percentage (e.g., 89.5% will be rounded up to 90% = A but 89.4% will be rounded down to 89% = A-).

**Tentative Lecture Schedule (please note that the ordering of topics may change, but due dates for assignments will not be affected):**

Date	Topic	Description
September 7	Introduction to Graduate School – Meet and Greet	This workshop will cover general tips for graduate students who are commencing their degree. Information will be provided on what the funding structure is within the department, the graduate handbook, resources on campus for grad students, and student/supervisor contracts.
September 14	Supporting Graduate Students as Teaching Assistants Continued	Learn about the various types of TA positions available within the department. Hear about what your rights are as a TA and who you can talk to if you think those rights have been breached. Students will hear about their responsibilities as TAs and be able to discuss these.  Students will learn about resources available on campus to help them in various TA positions.

September 21	Leaderships Skills	<p>Learn why leadership skills are important not only for scholarship applications but for students' professional development.</p> <p>Hear a student's perspective regarding developing leadership skills, and about leadership opportunities available at UCalgary.</p> <p>Students will reflect upon their own leadership abilities and discuss what skills they would like to develop during their graduate training.</p>
September 28	How to write a successful scholarship Proposal	<p>Learn what to include in a scholarship proposal.</p> <p>Faculty members and graduate students who have been awarded scholarships will discuss various scholarships (SSHRC, NSERC, CIHR) and how to strengthen applications based on the award type.</p> <p>Students will have the opportunity to ask questions about the application process and will be given specific feedback on a draft of their scholarship proposal (due November 5, 2019).</p>
October 05	3 Minute Thesis Part 1: What you Need to Know to Get Started	<p>Have family or friends ever asked you "what is your research about?" Do you wish you could provide an exciting and quick answer? Learn how to in this workshop dedicated to teaching students how to create a 3-minute thesis.</p> <p>Students will hear tips from an expert at UCalgary and then begin creating their own 3MT.</p>
October 12	Foundations for Conducting Research	<p>We will cover the following topics related to conducting research in Psychology:</p> <ul style="list-style-type: none"> <li>• Research integrity</li> <li>• Intellectual property</li> <li>• Authorship</li> </ul>
October 19	Managing Your Degree: A Graduate Student Perspective	<p>This workshop will involve discussions about graduate school life and expectations.</p> <p>There will be an interactive panel with current graduate students, covering the following topics:</p> <ul style="list-style-type: none"> <li>• Opportunities</li> <li>• Challenges</li> <li>• Expectations</li> <li>• Resources</li> <li>• Support</li> </ul>

		<p>This is an opportunity for students to ask each other about tips and tricks that can be helpful for being successful and overcoming challenges in grad school.</p> <p><b>*Note: NO faculty will be in attendance during this workshop</b></p>
October 26	<p>Managing Conflict &amp; Improving Communication Skills in Professional Relationships</p>	<p>Students will hear about and have the chance to practice different strategies for dealing with conflict that might occur during graduate school.</p> <p>Students will learn about effective communication skills to help with handling and preventing conflict. Group discussion and resources will also be provided.</p> <p><b>*Note: NO faculty will be in attendance during this workshop</b></p>
November 02	<p>How to Publish</p> <p>* Research Proposals due</p>	<p>A panel of faculty members and students from various areas in psychology will provide students with tips on how to publish. Tips will be both general to publishing in Psychology as well as some that are specific to various research areas.</p> <p>The panel will be followed by a question period to allow students to ask the panel members any questions they might have.</p>
November 16	<p>The Balancing Act: Managing Life and Grad School</p>	<p>Balancing the demands of graduate school is very difficult. Discussions will center around tips and information for improving students' time management skills, goal setting, and work-life balance.</p>
November 23	<p>3 Minute Thesis Part 2: Practice, Practice, Practice</p>	<p>Students will bring their 3 minute thesis (3MT) draft.</p> <p>Students will present their draft and be provided with feedback from faculty and students.</p> <p>Students will be strongly encouraged to present their final 3MT at the UCalgary 3MT competition.</p> <p>For more details and full schedule of events visit <a href="https://www.ucalgary.ca/mygradskills/3MT">https://www.ucalgary.ca/mygradskills/3MT</a></p>

November 30	Getting Your Work Out There	Hear from faculty members whose research is well known within the academic and lay communities. They will provide tips for how students can get their research “out there”. This workshop will include tips on how to write for non-academic audiences as well as how to use social media to promote and disseminate your research.
December 07	Non-Academic Careers in Psychology	Students will hear from a panel of non-academic professionals. Panel members will speak about their experiences preparing for and navigating the workplace environment.  Please come prepared with a short pitch about your research and career goals as well as any questions you may have for panel members.

### Absence from a Test/Exam

Makeup tests/exams are **NOT** an option without the approval of the instructor. Students who miss a test/exam have up to 48 hours to contact the instructor to ask for a makeup test/exam. It’s the instructor’s discretion if they will allow a make-up exam. Students who do not schedule a makeup test/exam with the instructor within this 48-hour period forfeit the right to a makeup test/exam. At the instructor’s discretion, a makeup test/exam may differ significantly (in form and/or content) from a regularly scheduled test/exam. **Once approved by the instructor a makeup test/exam must be written within 2 weeks of the missed test/exam on a day/time scheduled by the instructor. If a student cannot write their final exam on the date assigned by the Registrar’s Office, they need to apply for a deferred exam** <https://www.ucalgary.ca/registrar/exams/deferred-exams>.

### Travel During Exams

Consistent with University regulations, students are expected to be available to write scheduled exams at any time during the official December and April examination periods. Requests to write a make-up exam because of conflicting travel plans (e.g., flight bookings) will NOT be considered by the department. Students are advised to wait until the final examination schedule is posted before making any travel arrangements. **If a student cannot write their final exam on the date assigned by the Registrar’s Office, they need to apply for a deferred exam** <https://www.ucalgary.ca/registrar/exams/deferred-exams>. **Students with an exceptional extenuating circumstance (e.g., a family emergency) should contact the Department of Psychology (psyugrd@ucalgary.ca).**

**Reappraisal of Graded Term Work** <http://www.ucalgary.ca/pubs/calendar/current/i-2.html>

**Reappraisal of Final Grade** <http://www.ucalgary.ca/pubs/calendar/current/i-3.html>

### Academic Accommodations

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services; SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit [www.ucalgary.ca/access/](http://www.ucalgary.ca/access/). Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor. The full policy on Student Accommodations is available at <http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf>.

### **Academic Misconduct**

For information on academic misconduct and its consequences, please see the University of Calgary Calendar at <http://www.ucalgary.ca/pubs/calendar/current/k.html>.

### **Instructor Intellectual Property**

Course materials created by professor(s) (including course outlines, presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the professor(s). These materials may NOT be reproduced, redistributed or copied without the explicit consent of the professor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.

### **Copyright Legislation**

All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright ([www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf](http://www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf)) and requirements of the copyright act (<https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>) to ensure they are aware of the consequences of unauthorized sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.

### **Freedom of Information and Protection of Privacy**

Student information will be collected in accordance with typical (or usual) classroom practice. Students' assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary.

### **Student Support and Resources**

<https://www.ucalgary.ca/registrar/registration/course-outlines>

### **Important Dates**

The last day to drop this course with no "W" notation and **still receive a tuition fee refund is Thursday, September 15, 2022**. Last day add/swap a course is **Friday, September 16, 2022**. The last day to withdraw from this course is **Wednesday, December 7, 2022**.

<https://www.ucalgary.ca/pubs/calendar/current/academic-schedule.html#fall2017>