

SYLLABUS
Graduate Professional Development
Fall 2019

Time	Tuesdays 1:30p-2:45p	Place	COB 282
Instructor	Professor Christopher Kello	E-mail	ckello@ucmerced.edu
Office	SSM 262B	Office hours	Wednesdays 9a-11a

Course Description. This one-credit course is designed to provide graduate students from engineering, natural sciences, social sciences, and humanities and arts with training in academic professional development. Most graduate training is aimed at preparing students to contribute to scholarship in specific disciplinary and interdisciplinary areas of academia. This type of focused graduate training happens in courses, labs, seminars, fieldwork, and various other academic activities in each of the graduate programs on campus. These activities are designed primarily to foster the academic development of graduate students, although some professional development is often fostered as well. Professional development encompasses the skills and knowledge associated with academic and related careers, as opposed to conducting research or teaching specific subjects in one's field. Professional development happens implicitly through interactions with peers and mentors that occur in classes, meetings, conferences, and various other professional contexts. However, a recent Council of Graduate Schools report on professional development (Denecke, Feaster, & Stone, 2017) found that graduate programs often focus on academic research skills to the point that they may neglect training professional skills such as finding and applying for fellowships and jobs, interviewing, career paths for graduate students, social media presence, etc.

Course Goals: This course was created to make general training in professional development available to all graduate students at UC Merced. Because the course is available to students in all three schools—Engineering, Natural Sciences, and Social Sciences, Humanities, and Arts—it covers skills that apply to all graduate programs. The majority of seminars are on graduate student careers, but other topics such as fellowships, teaching, and communication skills are also covered.

Learning Outcomes: By the end of each semester, students will be better prepared to do some number of the following: Find and write fellowship proposals; write CVs and resumes; research and identify both academic and non-academic career opportunities; interview for postdoctoral fellowships, and academic and non-academic jobs; lead and assist in classroom instruction; and give academic and professional presentations.

Course Requirements: The course is structured as a weekly seminar, and students will be graded based on attendance and exercises. Exercises will include researching fellowships, CVs and resumes, academic and non-academic job markets, pedagogical best practices, and social media best practices. Students may also do a simple mock interview, cover letter, or other brief exercises designed to engage in the topics covered.

To earn a passing grade of B, students do not need to attend all seminars or complete all exercises. Instead a passing grade is earned with at least 10 of 15 seminars attended and the

associated exercises satisfactorily completed by the deadline (to be determined). A letter grade of A is earned with at least 12 of 15 seminars attended and exercises satisfactorily completed. The amounts of coursework are based on one course credit = about 40 hours of effort for the semester, including class instruction time, reading time, and time for exercises. There is no final exam or final paper.

Academic Integrity: Each student in this course is expected to abide by the University of California, Merced's Academic Honesty Policy. Any work submitted by a student in this course for academic credit will be the student's own work. Students are encouraged to study together and to discuss information and concepts covered in lecture and the sections with other students. However, cooperation should not involve one student possessing work done by someone else. If copying is brought to the attention of the instructor, both the student who copied work from another student and the student who gave material to be copied may not receive credit for the associated class meeting or professional development exercise. Penalty for violation of the Academic Honesty Policy may also be extended to include failure of the course and University disciplinary action.

Accommodations for Students with Disabilities: The University of California Merced is committed to ensuring equal academic opportunities and inclusion for students with disabilities based on the principles of independent living, accessible universal design and diversity. I am available to discuss appropriate academic accommodations that may be required for student with disabilities. Requests for academic accommodations are to be made during the first three weeks of the semester, except for unusual circumstances. Students are encouraged to register with Disability Services Center to verify their eligibility for appropriate accommodations.

Tentative Schedule: Subject to change and updating.

- 9/3/2019 Introduction, CVs and resumes
- 9/10/2019 Pre-doctoral fellowships - External
- 9/17/2019 Pre-doctoral fellowships - Internal
- 9/24/2019 Social media for researchers
- 10/1/2019 Faculty positions at R1 institutions
- 10/8/2019 The postdoctoral experience
- 10/15/2019 Industry careers
- 10/22/2019 The job interview
- 10/29/2019 The 3MT presentation / pitch
- 11/5/2019 Instructional techniques and trends
- 11/12/2019 Advising and mentoring
- 11/19/2019 Educational / public sector careers
- 11/26/2019 Learning assessment
- 12/3/2019 Faculty positions at primarily undergraduate institutions
- 12/10/2019 Tools for dissertation/thesis research and writing