

# GRAD 8100: Professional Development

## Fall 2016 COURSE SYLLABUS

**Class Meetings:** Wednesdays 11:00 – 11:50am, Haley 2436

**Instructor:** Dale Watson; [dwatson@auburn.edu](mailto:dwatson@auburn.edu); 844-2130

**Office Hours:** Wednesdays 2:00-3:00 (or by appointment) Hargis 103A

**Prerequisites:** None

**Corequisites:** None

**Credit Hrs:** 0

**Texts or Major Resources:** Reading materials will be periodically provided. Additional class information will be distributed via e-mail ([check your university e-mail account regularly](#)).

**AU Bulletin Course Description:** “This course introduces graduate students to a variety of non-academic professional environments. Course participants engage in active learning and peer review exercises to develop their personal portfolios and learn about scientific integrity, research skills, and other areas of professional development.”

**Course Structure:** Grades for the course will be based on performance on assignments and class participation throughout the semester. There will be a variety of in-class activities, discussions, and other opportunities to participate. The discussions will emphasize current professional development topics and activities. Guest speaker(s) and seminar attendance (in lieu of normal class meeting) should be anticipated.

**Grading Scale:** S/U Grading - all deliverables must be provided in order to earn a Satisfactory grade.

### General Topic Area Coverage

Topics
Professionalism
Academic ethics and research skills
The funded research process
Getting writings published
Resumes / CVs
ePortfolio
Networking and job search
Cover letter, competitive selection exercise
Personal presentation; the interview process
Competing for the post-doctoral position outside of academe
US business culture/etiquette
Professional communications; the communications organizing process
Teamwork / Leading teams

## Course Procedures and Policies

To simply state expectations; everyone in the class must demonstrate appropriate professional behavior. That is, professionalism and integrity are expected at all times! Students are expected to be consistently engaged in class activities and discussions. "Class participation" can be best described in that way. Specific policies include:

1. **Attendance:** Everyone is expected to arrive on time and to take part in discussions. Attendance has a major impact on grades in terms of class participation activities and instructions for assignments. Regardless of the reason for an absence from class, you are still responsible for all material covered that day! Excuses for absences must be provided NLT the second class after the absence. See the AU Bulletin and the Student Policy eHandbook ([www.auburn.edu/studentpolicies](http://www.auburn.edu/studentpolicies)) for details on excusable absences.
2. **Assignment and Exam schedules:** Late assignments will be penalized 10 percent per class period late. Late is defined as anything handed in after the beginning of class on the due date.
3. **Academic Honesty Policy:** All portions of the Auburn University student academic honesty code (Title XII) found in the Tiger Cub will apply to this class. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee.
4. **Disability Accommodations:** Students who need special accommodations in class, as provided for by the American Disabilities Act, should arrange a confidential meeting with the instructor during office hours the first week of classes - or as soon as possible if accommodations are needed immediately. You must bring a copy of your Accommodation Memo and an Instructor Verification Form to the meeting. If you do not have these forms but need accommodations, make an appointment with The Program for Students with Disabilities, 1244 Halley Center, 844.2096 (V/TT) or email: [scw0005@auburn.edu](mailto:scw0005@auburn.edu)
5. **Dropping the Course:** If you feel that you may need to drop the course, please see me prior to the mid semester date.
6. **E-Mail:** If you wish to communicate with me via e-mail, please use your University assigned e-mail address and provide information in the Subject line regarding the topic of your message and the class that you are in. Given the proliferation of spam, viruses, and other related problems, messages from @hotmail.com, @yahoo.com, @aol.com, and other external systems may not be read. Also, if the subject line is left blank, the message may not be opened.