

**Fall 2022**  
**PROFESSIONALIZATION SEMINAR**  
**Fall 2022: Fridays 12-2 on 9/30, 10/14, 10/28, 11/18, and 12/2**  
**Cramer 265 and 271**

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This version updated September 22, 2022  
Most recently updated version [here](#)

## **COURSE DESCRIPTION**

In this course, you will focus on your professional development in areas such as research, presentations, teaching, service, and career skills. This course will cover information and skills related to your success as a graduate student as well as in your future career in academia or as an applied sociologist.

## **COURSE FORMAT**

We will hold ten hours (five two-hour meetings) of the Professionalization Seminar each term. The seminar will include lectures, discussions, and workshops on various topics related to professional development.

You can view/attend alternative lectures or workshops rather than attending the scheduled seminar meetings. You may request additional options for professional development hours from me. You can also make your own suggestion for an alternative professional development assignment, but *these must be approved by me in advance!* If you are invited to engage in department service (e.g. grad rep, peer mentor, department committee member), count those hours towards your professional development.

## **COVID-19 INFORMATION Updated September 2022**

*Vaccination:* Be vaccinated against COVID-19 and complete the [COVID-19 vaccination attestation](#) form. Those students with medical or nonmedical exemptions or who will not be on campus at all must complete the process described on the “COVID-19 Vaccine Exemption Request Form” to establish those exemptions.

*Masks:* PSU does not require students or faculty to wear masks in class. Students may choose to wear a mask.

### *Student and instructor missing class*

- If you are feeling sick or have been exposed to COVID, do not come to campus.
- If you test positive for COVID, report your result to SHAC and do not come to campus.
- If you are uncomfortable with the level of risk in attending class, if you have childcare conflicts, or if you have any other reason not to attend class, do not attend class (no reason required, no questions asked).
- If you need to miss a class for any reason, please email me (24 hours in advance if possible) to let me know you will not be attending and will be completing an alternative assignment instead. I will send you the alternative assignment to make up the missed points, which you will submit with your next self-evaluation of your preparation and participation.
- If I feel sick or if I am exposed to COVID, we will not meet in person for our next class and I will notify you via PSU email about my absence and how course instruction will continue.
- I will continue to hold classes in person as long as PSU allows in person instruction and I and at least 50% of the class are able to attend class in person. If more than half of the students notify me 24 hours in advance that they will not be attending class, we will move that week's class to Zoom.
- Should it not be possible to continue to meet in person at any point in the term, we will shift to remote meetings via Zoom during the scheduled class times. To be clear, I am *not* providing an option for remote attendance during regularly scheduled class times *unless* in-person classes are no longer possible.

*Guidance May Change:* Please note that the University rules, policies, and guidance may change at any time at the direction of the CDC, State, or County requirements. Please review the University's main COVID-19 Response webpage and look for emails from the University on these topics.

### **TECHNOLOGY REQUIREMENTS**

*Device to access course documents in class:* You will need a laptop, tablet, or other device to bring to class that you can use to access Google Workspace (e.g. docs, sheets, slides).

*Email:* I will regularly communicate with students individually and as a class via email. My emails will be sent to your PSU email. It is your responsibility to check your PSU email daily during the school week and respond in a timely manner. In emails to me, use the email address on the first page of the syllabus. I will generally respond to email within 24 hours. Emails sent after 5:00pm on Friday will generally be answered by 5:00pm on Monday.

*Canvas:* We will not be using Canvas for this course. Students will log hours in their personal professionalization seminar log, directory [here](#).

## COURSE POLICIES

*Office hours:* Office hours are by appointment in person in Cramer 217R or via Zoom. Make an appointment via [calendly.com/maura-kelly](https://calendly.com/maura-kelly)

*Suggestion box:* I have made a sociology graduate program [suggestion box](#). Please use this form to provide feedback about the graduate program at any time! I will be notified via email when this form is submitted and will address any pressing issues and/or answer questions via email to all grads. Non-pressing, general feedback will be received and considered in future decision making. Note that you are welcome to give me feedback or ask me questions any time! You can email me your comment/question or make an appointment to meet via Zoom or in person.

*When to take this course:* Students in years one to three the Sociology PhD Program need to take the Professionalization Seminar each term. Students in the Sociology Non-Thesis Master's Program need to take the seminar once, in the Spring of their final year in the program. All graduate students are welcome to attend any lectures, panels, and workshops of interest while they are enrolled in the program.

*Policy on academic honesty:* You are expected to demonstrate complete academic honesty. Please refer to the Student Conduct Code for more detailed information on PSU policies. If you use a direct quote (i.e. someone else's written or spoken words), you must include it in quotation marks. Any time you take a direct quote, as well as when you summarize or paraphrase an idea from another person, you must cite the source. Failure to cite your sources, whether intentional or not, is plagiarism. Cheating and plagiarizing will result in failing the assignment and will be reported.

*Access and inclusion for students with disabilities:* If any aspects of instruction or course design result in barriers to your inclusion or learning, please notify me. The Disability Resource Center (DRC) provides reasonable accommodations for students who encounter barriers in the learning environment. If you have, or think you may have, a disability that may affect your work in this class and feel you need accommodations, contact the DRC to schedule an appointment and initiate a conversation about reasonable accommodations. The DRC is located in 116 Smith Memorial Student Union, 503-725-4150, [drc@pdx.edu](mailto:drc@pdx.edu), <http://www.pdx.edu/drc>. If you already have accommodations, please contact me to make sure that I have received a faculty notification letter and to discuss your accommodations.

*Title IX reporting:* As a member of the university community, I have the responsibility to report any instances of sexual harassment, sexual violence and/or other forms of prohibited discrimination. If you would rather share information about sexual harassment, sexual violence or discrimination to a confidential employee who does not have this reporting responsibility, you can find a list of those individuals at <http://www.pdx.edu/sexual-assault/get-help> or you may call a confidential IPV Advocate at 503-725-5672.

## **LAND AND LABOR ACKNOWLEDGEMENT**

Portland State is located on the traditional homelands of the Multnomah, Kathlamet, Clackamas, Tumwater, Watlala bands of the Chinook, the Tualatin Kalapuya, and many other indigenous nations of the Columbia River. We acknowledge the ancestors of this place and understand that we are here because of the sacrifices forced upon them. We recognize and honor the past, present, and future of these communities.

We also pause to recognize and acknowledge the labor upon which our country, state, and institution are built. We remember that our country is built on the labor of enslaved people who were abducted and brought to the U.S. and we recognize the continued contribution of their descendants. We also acknowledge labor of all immigrants, voluntary and involuntary, that contributed to the building of the country and continues within our labor force. We acknowledge that our institution relies on hourly, student, contingent, and unpaid labor and we recognize those contributions. Finally, we acknowledge the value of unpaid care-giving labor and the challenges that result from conflicts between care-giving, paid labor, school, and other commitments.

## **COURSE REQUIREMENTS**

A total of ten hours of professional development are required to pass the Professionalization Seminar course each term. Students are required to log each hour of professional development, noting the date, time, title or topic, and one main takeaway. Your “main takeaway” should be at least one sentence that summarizes a key piece of information you learned or describes how you will apply something you learned in your education and/or career. For a two hour workshop, you will write two entries. These entries are required for both Professionalization Seminar meetings as well as alternative assignments completed in lieu of attending class. Students are responsible for keeping track of their professional development in their personal professionalization seminar log, directory [here](#).

There will generally *not* be any assignments due before or after each class. See the syllabus for class meetings that require work outside of class.

If you do not complete the ten hours of professionalization by Wednesday of finals week, you will earn an incomplete that can be resolved the following term by completing the remaining hours needed.

## CLASS SCHEDULE

*Fall term*

<b>Date</b>	<b>12-1</b>	<b>1-2</b>
<b>Week 1: 9/30</b>	Workshop on writing/revising your student bio for the department website (Cramer 265)	Community building (Cramer 265)
<b>Week 3: 10/14</b>	Lecture TBA (Cramer 271 or via Zoom)	Panel discussion of researching from a critical or radical perspective: Joys, challenges, and disciplinary constraints (Cramer 265)
<b>Week 5: 10/28</b>	Lecture TBA (via Zoom only)	Library resources workshop with Kimberly Pendell, PSU library (via Zoom only). <b>Note: Review materials from Kim sent via email prior to the workshop.</b>
<b>Week 8: 11/18</b>	Workshop on designing a syllabus (Cramer 265)	Workshop on designing a syllabus, continued (Cramer 265)
<b>Week 10: 12/2</b>	Panel discussion on academic careers with previous graduates from PSU sociology PhD program (Cramer 265)	Workshop on writing/revising your CV (Cramer 265) <b>Note: Bring a first draft of your CV and a device to edit it during the workshop. Start with this <a href="#">CV template</a> if this is your first CV (note that a CV is <i>not</i> a resume!).</b>

Alternative professional development hours:

- Service to the department as grad rep, peer mentor, serve on an ad-hoc committee (if any opportunities arise this term). Each hour of service to the department is one hour of professional development.
- All Grad Forum on Tuesday October 25 7-8pm via [Zoom](#). You have the option to provide anonymous feedback that will be discussed at the All Grad Forum via the sociology graduate program [suggestion box](#) as well as the option to pose your comments and questions at the meeting. Attending the Forum is one hour of professional development.
- Attend thesis/dissertation defense, if any are scheduled for this term. Attending a defense is one hour of professional development (you do not need to stay for the committee deliberations and the outcome unless you want to)
- You may request additional options for professional development hours from me. You can also make your own suggestion for an alternative professional development assignment, but *these must be approved by me in advance!*

*Winter term*

<b>Date</b>	<b>12-1</b>	<b>1-2</b>
<b>Week 1: 1/13</b>	Workshop on designing an in-class assignment (Cramer 265)	Workshop on designing an in-class assignment, continued (Cramer 265)
<b>Week 3: 1/27</b>	Workshop on designing a lecture (Cramer 265)	Workshop on designing a lecture, continued (Cramer 265)
<b>Week 5: 2/10</b>	Student presentations	Student presentations, continued
<b>Week 7: 2/24</b>	Student presentations, continued	Student presentations, continued
<b>Week 9: 3/10</b>	Lecture TBA	Discussion: Program milestones <ul style="list-style-type: none"><li>● Year one: Thesis proposal (with Maura Kelly)</li><li>● Year two: Thesis defense (with Amy Lubitow)</li><li>● Year three: Comprehensive exams (with Melissa Thompson)</li></ul>

Note: Topics for winter are subject to change!

Winter presentations for PhD students in years two and three (Mari, Alexis, Hima, Cameron, Carina, Hannah Sean, Andrea, Josiah, Andrea)

- Submit the title of your presentation to me by the end of week three of the term
- See [these](#) best practices for academic PPTs (from Spring 2022 prosem)
- Each student will give a 12 minute presentation based on their thesis research or a project from a quantitative or qualitative methods course
- Presentations are required for the Winter prosem course for students in year two and three of the program. If you miss your presentation on the scheduled day, you will need to coordinate with me (and any other students who missed their presentation) to reschedule. This cannot be made up with an alternative assignment!

Alternative professional development hours:

- Service to the department as grad rep, peer mentor, serve on an ad-hoc committee (if any opportunities arise this term). Each hour of service to the department is one hour of professional development.
- Attend thesis/dissertation defense, if any are scheduled for this term. Attending a defense is one hour of professional development (you do not need to stay for the committee deliberations and the outcome unless you want to)
- You may request additional options for professional development hours from me. You can also make your own suggestion for an alternative professional development assignment, but *these must be approved by me in advance!*

*Spring term*

<b>Date</b>	<b>12-1</b>	<b>1-2</b>
<b>Week 2: 4/14</b>	Lecture TBA	Panel discussion on grant writing, with faculty guests
<b>Week 4 4/28</b>	Lecture TBA	Panel discussion on making mistakes in research (and how to deal with it), with faculty guests
<b>Week 6: 5/12</b>	Panel discussion on ethics of research, with faculty guests	Workshop on ethics of research case studies
<b>Week 8: 5/26</b>	Student presentations	Panel discussion on how to negotiate conflicting feedback from advisors, reviewers, and others, with faculty guests
<b>Week 10: 6/9</b>	Presentation on working as an applied sociologist, with previous graduates from PSU sociology graduate programs (MS and PhD)	Community building

Note: Dates and topics for Spring are subject to change!

Spring presentations for Non-Thesis MS students (Edison, Frank, Dan)

- Submit the title of your presentation to me by the end of week six of the term
- See [these](#) best practices for academic PPTs (from Spring 2022 prosem)
- Each student will give a 12 minute presentation based on a project from a quantitative or qualitative methods course
- Your presentation is required for the Spring prosem course. If you miss your presentation on the scheduled day, you will need to coordinate with me (and any other students who missed their presentation) to reschedule. This cannot be made up with an alternative assignment!

Alternative professional development hours:

- Service to the department as grad rep, peer mentor, serve on an ad-hoc committee (if any opportunities arise this term). Each hour of service to the department is one hour of professional development.
- All Grad Forum on Tuesday May 2 from 7-8pm via [Zoom](#). You have the option to provide anonymous feedback that will be discussed at the All Grad Forum via the sociology graduate program [suggestion box](#) as well as the option to pose your comments and questions at the meeting.
- Attend thesis/dissertation defense (attending a defense is the equivalent of one hour of professional development, you do not need to stay for the committee deliberations and the outcome)
- Read the nine articles in the [ASA Footnotes magazine issue on applied careers](#)
- View [last year's panel](#) of previous PSU graduates working in applied careers (only for students who did not take prosem in Spring 2022)
- You may request additional options for professional development hours from me. You can also make your own suggestion for an alternative professional development assignment, but *these must be approved by me in advance!*