

2022-2023
PROFESSIONALIZATION SEMINAR

Spring 2023: Fridays 11-1 on 4/14, 4/28, 5/12, 5/26, 6/9
Cramer 265 and Cramer TBA

Dr. Maura Kelly (she/her)
maura@pdx.edu

This version updated March 22, 2023

Changes for Spring 2023 in red

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. The seminar will include lectures, panels, discussions, and workshops on various topics related to professional development.

BASIC NEEDS

Basic needs: It can be challenging to do your best in class if you have trouble meeting basic needs like safe shelter, sleep, and nutrition. Resource centers across campus are here to provide assistance, referrals, and support. Please contact anyone on this list for assistance: Basic Needs Hub, Portland State Food Pantry, C.A.R.E. Team, [Student Health and Counseling](#).

Think SHAC First! [The Center for Student Health & Counseling \(SHAC\)](#) provides high quality, accessible, [medical](#), [counseling](#), [dental](#), and [health promotion services](#) to all PSU students taking 5+ credit hours, regardless of the type of insurance coverage. Office visits at SHAC are FREE! Students taking 1+ credit hours can access [SHAC Dental Services](#). SHAC has an incredible staff of health care professionals who are dedicated to keeping you healthy so you can stay in the classroom and focus on learning. For a full list of services and more information visit pdx.edu/health-counseling. 503.725.2800 | 1880 SW 6th Ave. Portland UCB Suite 200 | pdx.edu/health-counseling

Mental Health Emergencies: If you are having a mental health emergency and need to speak with someone immediately, come in to SHAC at ANY time during SHAC [hours of operation](#). After hours and weekends call the Multnomah County Crisis Line 503.988.4888 or use the 24/7 [mySSP mental health support resource](#) 866.743.7732.

COURSE REQUIREMENTS

A total of ten hours of professional development are required to pass the Professionalization Seminar course each term. **Starting in Spring 2023, eight of these hours must be at scheduled prosem meetings (in person or remote) and up to two hours can be approved alternative professional development activities. For Spring 2023, there are a total of twelve hours scheduled (this includes ten hours at the scheduled class time as well as the evening All Grad Forum), two of the twelve scheduled hours are fully remote, the remainder are only in person.**

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.

COURSE GRADES

Students who complete ten hours total of professional development will earn a passing grade (P). If you do not complete ten hours of professionalization by Wednesday of finals week, you will receive an incomplete (I) that can be resolved the following term by completing the remaining hours needed.

A maximum of two hours of alternative professional development hours will be accepted for Spring 2023. The approved alternative assignments for Spring are listed in the syllabus, any other alternatives must be approved by me in advance. If you know before the start of term that you will not be able to attend eight hours of class meetings, please check in with me before the first class. If you have multiple unexpected absences during the course of the term, see me as soon as you are able. **In these situations, we will find a solution, for example, carrying over an incomplete to the following term (if an incomplete poses a problem, we will work out a different solution).**

ABSENCE POLICY

My expectation is that you do *not* come to class if you have tested positive for COVID or are otherwise sick. There are also many other reasons you may not be able to come to class. For all absences, **I expect you to let me know via email you will not be attending a class meeting (in advance if possible),** but no explanation is needed and no questions about the reason for your absence will be asked.

COVID-19 AND ILLNESS INFORMATION Updated March 2023

Note: The vaccination policy is the only PSU COVID-19 policy still in place. I will encourage, but not require, students to follow CDC recommendations. Overall, I expect each student will use their best judgment about their own situation.

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 faculty or students to wear masks in class. Students may choose to wear a mask. I will wear a mask as long as at least one student chooses to wear a mask.
- The Centers for Disease Control (CDC) recommends that if you are *recovering from COVID-19*, you should wear a mask through day ten (days one through five you should isolate at home). Note that “day zero” is the date you first had symptoms or a positive COVID test, whichever was first.
- The CDC recommends that anyone *exposed to COVID-19* wear a mask around others for ten days from the date of exposure.
- For those *recovering from other illnesses that may be contagious* (negative COVID-19 test), I encourage students to wear a mask until all symptoms resolve (this is not required).

Students missing class

- The Centers for Disease Control (CDC) recommends that if you test positive for COVID-19, you should stay home at least until day five or until your symptoms improve, whichever is later. Note that day zero is the date you first had symptoms or a positive COVID test, whichever is first.
- For all illnesses, I encourage students to stay home when they are potentially contagious and/or too unwell to come to class.

Instructor missing class

- If I am potentially contagious and/or too unwell to come to class, I will not come to campus. I will notify you via PSU email about my absence and how course instruction will continue.
- 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

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, ideally 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, <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.

CLASS SCHEDULE

Fall term

Date	12-1	1-2
Week 1: 9/30	Workshop on writing/revising your student bio for the department website (Cramer 265)	Community building (Cramer 265)
Week 3: 10/14	Lecture TBA (Cramer 271 and via Zoom)	Panel discussion of researching from a critical or radical perspective: Joys, challenges, and disciplinary constraints (Cramer 265)
Week 5: 10/28	Lecture TBA (via Zoom only)	Workshop on library resources with Kimberly Pendell, PSU library (via Zoom only).
Week 8: 11/18	Workshop on designing a syllabus part 1: Readings (Cramer 265)	Workshop on designing a syllabus part 1: Readings, continued (Cramer 265)

Week 10: 12/2	Panel discussion on academic careers with previous graduates from PSU sociology PhD program (Cramer 265 and via Zoom)	Workshop on writing/revising your CV (Cramer 265) Note: Bring a first draft of your CV and a device to edit it during the workshop. Start with this CV template if this is your first CV (note that a CV is <i>not</i> a resume!).
----------------------	---	--

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 have access to webinars on a variety of topics related to success in grad school as well as academic and applied careers. Find webinars at [ASA](#) (if you are not an ASA member, contact Bahar to get access to the login for our departmental affiliation) as well as the National Center for Faculty Development and Diversity including the NCFDD [core curriculum](#) and webinars on [dissertation success](#) (PSU is a member of NCFDD and you can log in [here](#))
- 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

Date	12-2	12-2
Week 1: 1/13	Workshop on designing a syllabus part 2: Assignments (Cramer 265)	Workshop on designing a syllabus part 2: Assignments, continued (Cramer 265)
Week 3: 1/27	Workshop on mentorship, with Tina Burdsall (Cramer 265)	Workshop on mentorship, with Tina Burdsall, continued (Cramer 265)
Week 5: 2/10	Graduate Student Research Symposium (Cramer 371 and via Zoom)	Student presentations, continued (Cramer 371 and via Zoom)
Week 7: 2/24	Graduate Student Research Symposium, continued (Cramer 371 and via Zoom)	Student presentations, continued (Cramer 371 and via Zoom)

Week 9: 3/10	Idowu Jola Ajibade, Department of Geography (Cramer 371 and via Zoom)	Discussion: Program milestones <ul style="list-style-type: none"> ● Year one: Thesis proposal (with Maura Kelly in Cramer 265) ● Year two: Thesis defense (with Amy Lubitow in Cramer 268) ● Year three: Comprehensive exams (with Melissa Thompson in Cramer 217 Salmon Room)
---------------------	---	---

Note: Topics for winter are subject to change!

Winter presentations for PhD students in years two and three: Mari, Alexis, Hima, Cameron, Josiah, Andrea B. Students in the Non-Thesis MS program have the option to present in either Winter or Spring 2023.

Winter presentations

- Sign up for a date to present and submit the title of your presentation by the end of week one of the term
- See [these](#) best practices for academic PPTs (from Spring 2022 prosem)
- Each student will give a 12-15 minute presentation based on their thesis research, a project from a quantitative or qualitative methods course, or a collaborative research project with other students and/or faculty. We will keep time and you will be stopped at 15 minutes so be sure to practice for time!
- 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 have access to webinars on a variety of topics related to success in grad school as well as academic and applied careers. Find webinars at [ASA](#) (if you are not an ASA member, contact Bahar to get access to the login for our departmental affiliation) as well as the National Center for Faculty Development and Diversity including the NCFDD [core curriculum](#) and webinars on [dissertation success](#) (PSU is a member of NCFDD and you can log in [here](#))
- Join an interesting conversation bearing on the question: how to reduce social inequalities in our work as educators? When: January 27, 10-11:30 AM; Where: PSU (room TBD)

- 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

Join us for the Spring All Grad Forum on Tuesday April 11 5-7pm (Cramer 265). The All Grad Forum will count as two hours of scheduled prosem class meetings towards the **required minimum of eight hours of prosem class meetings for Spring 2023.**

Date	11-12	12-1
Week 2: 4/14	Panel discussion on making mistakes in research (and how to deal with it), with Dr. Woo, Dr. Wilkinson (Cramer 265)	Lecture by Dr. Dong-Kyun Im (Cramer TBA)
Week 4 4/28	Panel discussion on grant writing, with Dr. Shifrer and Dr. Jackson (Cramer 265)	Lecture by Natalie Cholula (Cramer TBA)
Week 6: 5/12	Graduate Student Research Symposium, continued: Frank Stevens, Dan Hayes, Carly H (Cramer TBA)	Graduate student meeting with Dr. Grace Kao (Cramer 265) One option for an alternative hour of professional development for Spring 2023 is to attend Dr. Kao's lecture on K-Pop on 5/11 at 6pm.
Week 8: 5/26	Panel discussion on research ethics, with Dr Jaffee, Dr. Shafer (remote via Zoom)	Case studies of research ethics (remote via Zoom)
Week 10: 6/9	Panel discussion on working as an applied sociologist, with previous graduates from PSU sociology MS and PhD graduate programs (Cramer 265)	Community building (Cramer 265)

Spring presentations

- Submit the title of your presentation to me by the end of week four of the term
- See [these](#) best practices for academic PPTs (from Spring 2022 prosem)
- Each student will give a 12-15 minute presentation based on a project from a quantitative or qualitative methods course
- Non-thesis MS students are required to present 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 (two hours maximum):

- 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.
- Lecture by Grace Kao “The Importance of K-Pop to the Sociology of Asian Americans and Music” on Thursday May 11 6pm at the Native American Center. Note that the Friday May 12 12-1 prosem meeting will be a meeting with Dr. Kao!
- 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). Attending your *own* defense will not count as alternative hours for prosem.
- 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!*