

## **SOC 7800: Professional Development Forum (PDF)**

*A forum to discuss sociological research and professional development issues*

Fall 2020

### **Course Description**

The objective of the Professional Development Forum (PDF) is to provide graduate students in the Sociology Department with practical skills and information they need to become professional scholars, independent researchers, and competent college teachers. Students will attend Sociology Department brownbag lectures and job talks, as well as participate in various workshops and conversations related to professional development.

*Graduate students are **strongly encouraged** to participate in PDF activities **every** semester, whether or not they are officially enrolled.*

### **Meeting Time & Place**

***PDF typically takes place on Fridays from 12:55 to 1:45 p.m. in BEH S 315***

\* *Note:* Most PDF events will take place during the scheduled class time, but there may be research presentations (e.g., brownbags, job talks) and other relevant events that occur on different days and/or times. Such events appear in the schedule (below) and will be announced to all graduate students via email as they occur. [Due to the ongoing COVID-19 pandemic, much of our PDF content this semester will take place remotely via Zoom. Please stay tuned for any announcements in this regard.]

### **Faculty Advisor**

Wade Cole, Director of Graduate Studies

(801) 581-4601 office

(425) 870-3308 cell

[wade.cole@soc.utah.edu](mailto:wade.cole@soc.utah.edu)

I am typically available to chat or answer brief questions if I am in my office. Feel free to knock on my door (I am in BEH S 427). I can probably answer quick questions on the spot. If you would like to meet for a longer discussion, please email me to schedule an appointment.

### **Peer Advisors/Co-coordinators**

Tamanna Shah ([tamanna.shah@soc.utah.edu](mailto:tamanna.shah@soc.utah.edu))

Kris Young ([kristopher.young@soc.utah.edu](mailto:kristopher.young@soc.utah.edu))

### **Enrollment**

Students **must** enroll in PDF (SOC 7800) at least one semester for 3 credit hours during their time as a graduate student in order to be approved for graduation. Beyond that, students can enroll in SOC 7800 for 0 to 3 credit hours during any semester of their program. This course has variable credit hours and is repeatable, giving students a flexible and less-intensive course option to ensure that they carry a full 12 credit hours each semester.

### **Expectations & Requirements**

As part of their training (and regardless of official enrollment in SOC 7800), graduate students are expected to attend and participate in the following types of activities:

1. ***Sociology Department Brownbag & Research Presentations:*** The Department of Sociology typically hosts guest speakers or job candidates a couple of times each semester. Department faculty and graduate students are also invited to present their research during a brownbag series. Attending these types of presentations is an opportunity to see different presentation styles, to hear critical and constructive Q-&-A sessions, and to learn about the kinds of research being done in our discipline. In addition to attending such presentations, graduate students are encouraged to present at least one brownbag presentation during their graduate school career. Please speak with the Director of Graduate Studies if you would like to schedule a brownbag presentation.
2. ***Community Building & Social Events:*** These events are more informal and social in nature. They are meant to give students the opportunity to interact with one another, helping to connect students across the cohorts. Some events may also be open to faculty, as an effort to provide informal opportunities for mentorship and faculty-student interaction.
3. ***Townhall Meetings:*** Each semester, the Director of Graduate Studies will hold at least one “townhall meeting” to gain feedback and suggestions from graduate students. These sessions may also be used to provide announcements regarding policies and topics affecting the entire graduate program.
4. ***Professional Development Workshops:*** Students, in conjunction with the faculty advisor, will organize practical workshops for PDF. At the beginning of each semester, graduate students should decide collectively which topics they would like to address. Students who are officially enrolled in the course will be asked to help organize and plan these workshops by drawing upon the expertise of the sociology faculty and utilizing resources across the university. Examples of workshop topics include:
  - Teaching sociology
  - Curriculum & graduate tracking
  - Comprehensive area exam study strategies
  - Post-graduate employment
  - Writing and organizing CVs
  - Third-year paper and dissertation writing
  - The role of professional organizations (ASA, PAA, etc.)
  - Funding & grants
  - Research skills (data management, IRB, software, writing, library)
  - Research roundtables
  - Writing workshops
5. ***Assignments:*** A couple of assignments are required for all enrolled students. See the next section on “grading” for the current semester’s special assignments. Note: *Completion of these assignments is only required for students enrolled in SOC 7800 and who need to earn a grade for the credit hours.*

## **Grading**

Students who are officially enrolled in the course will be evaluated based on three types of activities:

1. Attendance and participation at scheduled townhall meetings, brownbag presentations, job talks, peer-organized workshops, or similar types of events hosted by other units on campus.
2. Goal setting and the self-evaluation exercise.
3. Special assignments for the semester.

***Attendance & Participation:*** Students must keep a log of which research talks, workshops, socials, townhall meetings, and other events they attend throughout the semester. These logs should be submitted via Canvas by **December 4 at 12:00 noon**. The log should list all relevant events attended and activities in which you participated, and should also include a short description or reflection on the utility of each event for your professional development. Students are encouraged to attend events or talks within and outside our department.

***Goal Setting & Self-Evaluation:*** Early in the fall semester, students should outline what they hope to accomplish during the academic year and meet with at least one faculty mentor to discuss their yearly goals. During fall semester, students enrolled in SOC 7800 will submit to Canvas a one-page document outlining their yearly goals. Please submit this document no later than **October 16 at 12:00 noon**. Then, near the end of the spring semester, students will complete an annual evaluation process, where the full faculty provides written feedback to all students.

#### ***Special Projects – Fall 2020***

1. Participate in the ***faculty retention, promotion, and tenure (RPT) review*** process. This process is critically important to the careers of our faculty members. Graduate students play a formal role by providing feedback in the form of a summary statement about each candidate's retention, promotion, and/or tenure. Your participation in this process is a great way to learn about academic careers. As part of this process, you will consider and evaluate each candidate's contributions to teaching and mentoring. Reports for each candidate under review must be completed and submitted to the department chair, Ming Wen, by **Wednesday, September 30**.
  - Before participating in the RPT review process, **all students must watch an online training video**—8 minutes in length—that covers unconscious bias, the RPT process, and student input in the process. The video is linked here: <https://uofu.box.com/s/rczlr8qjx9z0t5f7gjqoq3m5g11mhyn> (this link also appears in the Announcements section of the Canvas page for PDF).
  - For more information on the process—including content and formatting requirements for the reports—see the “Announcements” page on Canvas (“Student Input in Faculty Retention, Promotion, and Tenure Process”). *Be sure to document your participation in the RPT review process in your Attendance & Participation log!*
2. Fill out the survey on Canvas about what types of events, workshops, or activities you would like to see in future semesters of ***Professional Development Forum (PDF)***. Please complete this survey by **November 20 at 12:00 noon**.
3. **Attend at least one workshop sponsored by CTLE or the Graduate School.** The Center for Teaching & Learning Excellence and the Graduate School host a series of workshops that are relevant to professional development. All students enrolled in SOC 7800 should

choose at least one workshop to attend this semester. *Be sure to describe (not merely list) this event in your attendance log, explain why you selected this event, and reflect on its contribution to your professional development.* For CTLE workshops, see <http://ctle.utah.edu/tws/index.php>. For Graduate School events, visit <https://gradschool.utah.edu/upcoming-events/>. The Graduate School also archives many previous workshops at <https://gradschool.utah.edu/resource-library/workshops-videos/>.

## **Policies, Guidelines, & Resources**

***Be Respectful.*** Participation in the University of Utah community obligates each member to follow a code of civilized behavior in and out of the classroom. To maintain a positive, civil environment for learning, students are expected to meet the goals described in the University of Utah's Student Code, which states, "*the mission of the University of Utah is to educate the individual and to discover, refine and disseminate knowledge. The University supports the intellectual, personal, social and ethical development of members of the University community. These goals can best be achieved in an open and supportive environment that encourages reasoned discourse, honesty, and respect for the rights of all individuals. Students at the University of Utah are encouraged to exercise personal responsibility and self-discipline and engage in the rigors of discovery and scholarship.*"

***Don't Cheat.*** It is assumed that all work submitted is your own work—not just for PDF, but for every seminar and milestone in the program. When you have used ideas of others, you must properly indicate that you have done so. Plagiarism and cheating are serious offenses and may be punished by failure on an individual assignment, failure in the course, and/or expulsion from the university. Academic misconduct, according to the University of Utah Student Code, "*includes, but is not limited to, cheating, misrepresenting one's work, inappropriately collaborating, plagiarism, and fabrication or falsification of information. . . . It also includes facilitating academic misconduct by intentionally helping or attempting to help another to commit an act of academic misconduct.*" For detailed definitions and possible academic sanctions, see: <http://www.admin.utah.edu/ppmanual/8/8-10.html>.

***Be Well.*** Personal concerns such as stress, anxiety, relationship difficulties, depression, cross-cultural differences, etc., can interfere with a student's ability to succeed and thrive in this course and at the University of Utah. Please speak with the Director of Graduate Studies before issues become problems. For helpful resources, contact the Center for Student Wellness at [www.wellness.utah.edu](http://www.wellness.utah.edu) or (801) 581-7776.

***Be Safe.*** The University of Utah values the safety of all campus community members. To report suspicious activity or to request a courtesy escort, call campus police at (801) 585-COPS (2677). You will receive important emergency alerts and safety messages regarding campus safety via text message. For more information regarding safety and to view available training resources, including helpful videos, visit [safeu.utah.edu](http://safeu.utah.edu).

***Get Accommodations.*** The University of Utah seeks to provide equal access to its programs, services, and activities for people with disabilities. If you will need accommodations in this class, reasonable prior notice needs to be given to the Center for Disability and Access, 162 Olpin Union Building, (801) 581-5020. CDA will work with you and the instructor to make arrangements for accommodations. All written information in this course can be made available in an alternative format with prior notification to the Center for Disability and Access.

***Sexual Misconduct.*** Title IX of the Education Amendments Act of 1972 makes clear that violence and harassment based on sex and gender (which includes sexual orientation and gender

identity/expression) is a civil rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, color, religion, age, status as a person with a disability, veteran's status, or genetic information. If you or someone you know has been harassed or assaulted, you are encouraged to report it to the Title IX Coordinator in the Office of Equal Opportunity and Affirmative Action, 135 Park Building, (801) 581-8365, or the Office of the Dean of Students, 270 Union Building, (801) 581-7066. For support and **confidential** consultation, you can contact one of the following campus resources:

Center for Student Wellness 426 Student Services Building (801) 581-7776 advocate.wellness.utah.edu	University Counseling Center 426 Student Services Building (801) 581-6826 counselingcenter.utah.edu	Women's Resource Center 411 Union Building (801) 581-8030 womenscenter.utah.edu
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Off-campus resources include the Rape Recovery Center, (801) 467-7273, raperecoverycenter.org, and the Rape & Sexual Assault Crisis Line, 1-888-421-1100. To report to the police, contact the Department of Public Safety, (801) 585-2677.

***LGBT Resource Center.*** The University of Utah has an LGBT Resource Center on campus, located in Room 409 in the Oplin Union Building. You can visit their website to find more information about the support they can offer, a list of events through the center, and links to additional resources: <http://lgbt.utah.edu/>. Please let us know if there is any additional support you need in this class.

***Learners of English as an Additional/Second Language.*** If you are an English language learner, there are several resources on campus to support you with your language and writing development. These resources include the Writing Center <http://writingcenter.utah.edu/>, the Writing Program <http://writing-program.utah.edu/>, and the English Language Institute <http://continue.utah.edu/eli/>. Please let us know if there is any additional support you would like to discuss.

***Emergency Action Plan.*** The College of Social and Behavioral Science takes seriously the safety of all its students. The last page of this syllabus includes an Emergency Action Plan for our classroom building, which should be followed in the event of an emergency on campus.

***Information Regarding COVID-19.*** Face coverings are required in all in-person classes for both students AND faculty. Based on CDC guidelines, the University requires everyone to wear face coverings in shared public spaces on campus, including our classroom. As a reminder, when I wear a face covering, I am protecting you. When you wear a face covering, you are protecting me and all your classmates. If you forget your face covering, I will ask you to leave class to retrieve it. If you repeatedly fail to wear a face covering in class, I will refer you to the Dean of Students for a possible violation of the Student Code. Note that some students may qualify for accommodations through the Americans with Disabilities Act (ADA). If you think you meet these criteria and desire an exception to the face covering policy, contact the Center for Disability and Access (CDA). Accommodations should be obtained prior to the first day of class so that I am notified by CDA of any students who are not required to wear a face covering. Please note that face shields alone are not an acceptable form of face covering unless also worn with a covering or mask for the nose and mouth.

Students are encouraged to wash their hands, use hand sanitizer, and clean their desks with wipes, which will be available at classroom entrances and at “sanitizing stations” in multi-use buildings, including Marriott Library.

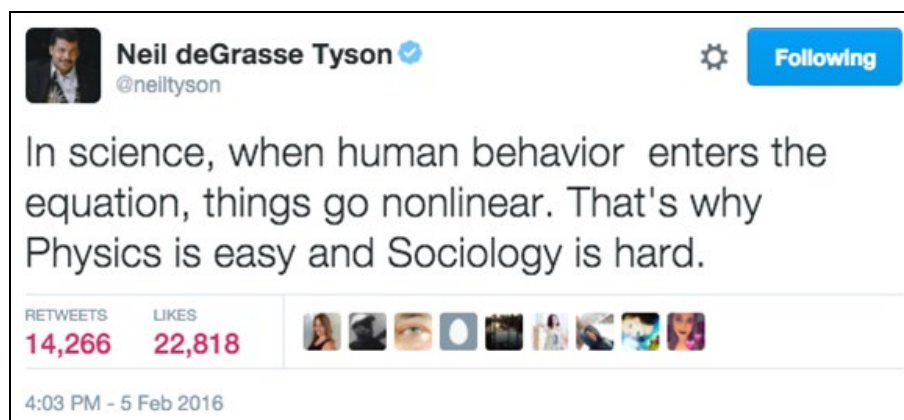
Given the nature of this course, attendance at weekly seminars is expected. If you need to seek an ADA accommodation to request an exception to this attendance policy due to a disability, please contact the Center for Disability and Access (CDA). CDA will work with us to determine what, if any, ADA accommodations are reasonable and appropriate. Please note that the university is asking students, faculty, and staff to stay home if they are sick. Do not come to class if you have any of the following symptoms: fever or chills; cough; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; diarrhea. Let me know if you must miss class due to illness, and we can work together to arrange alternative accommodations.

Likewise, students who may need to self-isolate and are unable to attend in-person classes may be able to participate in seminar discussions remotely via Zoom or some other online interface.

Per university policy, students must self-report if they test positive for COVID-19 via this website: <https://coronavirus.utah.edu/>.

All classes at the University of Utah will operate online during the weeks of September 28-October 2, October 5-10, and November 30-December 3.

Please sit in the same place for each class meeting. Doing so will simplify contact tracing should any student become infected.





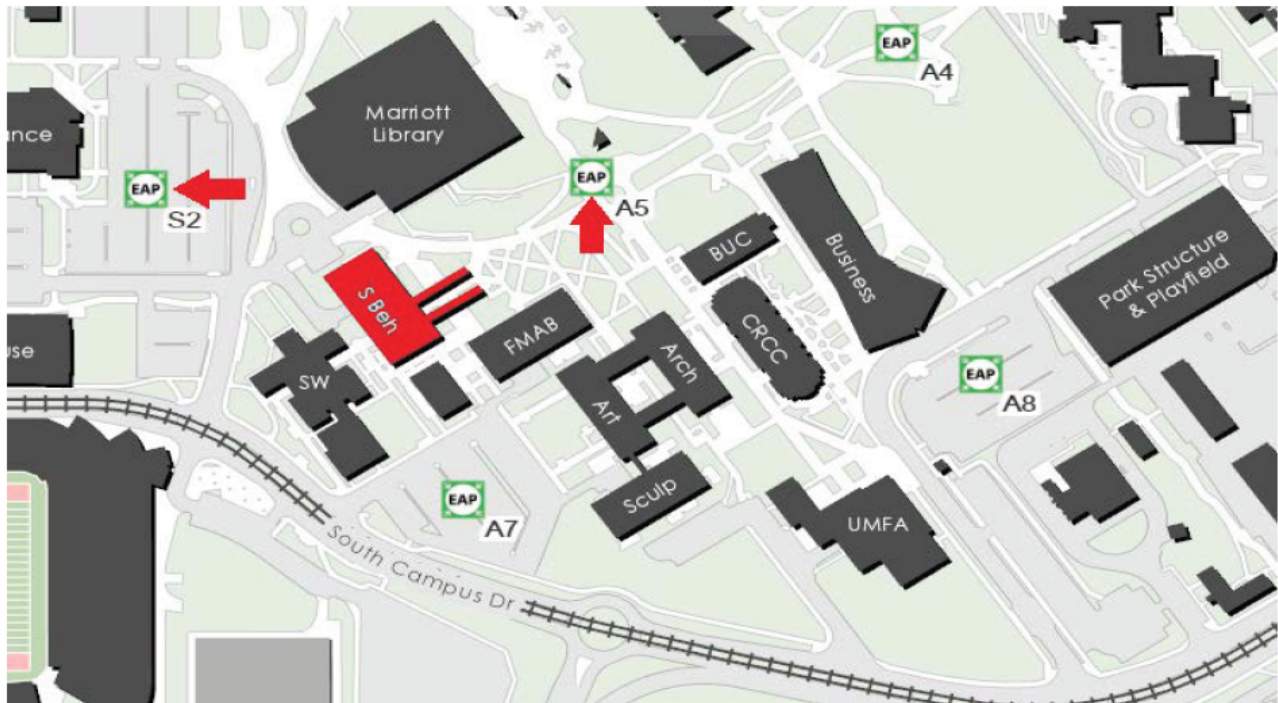
## FALL 2020 SCHEDULE

<b>Friday, Aug 28</b>	<b>Back to School Lunch &amp; Townhall Meeting</b> <i>All current graduate students are invited to a townhall discussion with the Director of Graduate Studies. [Unfortunately, lunch will not be provided as in previous years, due to the ongoing pandemic.] Come hear about our plans for the year, and let us know what your needs and priorities are.</i> <b>Gardner Commons 2560, 12:55 to 1:45 p.m.</b> <i>* Please note the room change, to accommodate physical distancing. Don't forget your masks!</i>
<b>Friday, Sept 4</b>	<b>PDF Planning Session</b> <i>Help plan this semester's PDF programming and get organized for the fall semester.</i> <b>BEH S 315, 12:55 to 1:45 p.m.</b>
<b>Friday, Sept 11</b>	<b>Retention, Promotion, Tenure of Faculty</b> <i>Students will participate in the review of faculty for retention, tenure, and promotion. There are two reviews this year:</i> <ul style="list-style-type: none"><li>• Marcel Paret (tenure and promotion review)</li><li>• Rebecca Utz (review for promotion to full professor)</li></ul> <i>This session will likely be devoted to planning and allocating the work effort, as well as to soliciting initial feedback for each faculty member undergoing review.</i> <b>BEH S 315, 12:55 to 1:45 p.m.</b>
<b>Friday, Sept 18</b>	<b>Brownbag Presentation [online]</b> <i>Pepper Glass, Associate Professor of Sociology, Weber State University.</i> <b>12:00 noon to 1:00 p.m., via Zoom</b>
<b>Friday, Sept 25</b>	<b>Retention, Promotion, Tenure of Faculty</b> <i>This session will likely be spent reviewing and finalizing draft letters that incorporate graduate students' feedback for each faculty member undergoing review. Please submit your finished letters to Ming Wen no later than Wednesday, September 30.</i> <b>BEH S 315, 12:55 to 1:45 p.m.</b>
<b>Friday, Oct 2</b>	<b>Mental Health Promotion Presentation [online?]</b> <i>Learn about mental health resources on campus along with tips for staying safe and sane in graduate school and beyond.</i> <b>12:55 to 1:45 p.m., via Zoom</b>
<b>Friday, Oct 9</b>	<b>Anne McMurtey, Director of the Writing Center [online?]</b> <i>Learn about services available to you through the Writing Center.</i> <b>12:55 to 1:45 p.m., via Zoom</b>
<b>Friday, Oct 16</b>	<b>Brownbag Presentation [online]</b> <i>Guangzhen Wu, Assistant Professor of Sociology, University of Utah.</i> <b>12:00 noon to 1:00 p.m., via Zoom</b>

<b>Friday, Oct 23</b>	<b>Curriculum Vitae Writing Workshop</b> <i>What goes in a vita / curriculum vitae / CV? How should it be organized? While there's no single way to write and format a CV, there are certainly some faux pas to avoid. In this session, we'll review some faculty members' curricula vitae and discuss tips on how to write or revise your own.</i> <b>BEH S 315, 12:55 to 1:45 p.m.</b>
<b>Friday, Oct 30</b>	<b>Teaching Panel Discussion</b> <i>A discussion of teaching tips and tricks from a few of our amazing (and award-winning!) faculty members: Claudia Geist, Theresa Martinez, Marcel Paret, and Tom Quinn.</i> <b>BEH S 315, 12:55 to 1:45 p.m.</b>
<b>Friday, Nov 6</b>	<b>Publishing Panel Discussion</b> <i>A discussion designed to demystify the peer review and publication process. How do you know when a paper is ready to leave your desk? Where should you send it? What happens after you receive a revise-and-resubmit or "R &amp; R" decision? Bring your questions!</i> <b>BEH S 315, 12:55 to 1:45 p.m.</b>
<b>Friday, Nov 13</b>	<b>Open</b> <i>This is an open session; content TBD.</i> <b>BEH S 315, 12:55 to 1:45 p.m.</b>
<b>Friday, Nov 20</b>	<b>Brownbag Presentation <a href="#">[online]</a></b> <i>Natalie Blanton, Ph.D. candidate in Sociology, University of Utah.</i> <b>12:00 noon to 1:00 p.m., via Zoom</b>
<b>Friday, Dec ??</b>	<b>Department of Sociology Holiday Party [???]</b> <i>At the close of the fall term, the department typically hosts a "white elephant" gift exchange party, which is always a hoot. Will the COVID-19 pandemic play Grinch to our festivities this year? All I want for [Christmas / Hanukkah / Kwanzaa / Yule / Pancha Ganapati / Solstice / Saturnalia / Festivus / HumanLight] is a Coronavirus vaccine. Stay tuned . . .</i>
<b><a href="#">Assignment Due Dates</a></b>	
<b>All assignments must be submitted to Canvas, if you are enrolled in SOC 7800.</b>	
<b>RPT Reviews to Ming Wen</b>	<b>before September 30</b>
<b>Annual Goal Setting</b>	<b>October 16 @ 12:00 noon</b>
<b>Ideas for Future PDF Sessions</b>	<b>November 20 @ 12:00 noon</b>
<b>Attendance Log</b>	<b>December 4 @ 12:00 noon</b>



# CSBS EMERGENCY ACTION PLAN



## BUILDING EVACUATION

EAP (Emergency Assembly Point) – When you receive a notification to evacuate the building either by campus text alert system or by building fire alarm, please follow your instructor in an orderly fashion to the EAP marked on the map below. Once everyone is at the EAP, you will receive further instructions from Emergency Management personnel. You can also look up the EAP for any building you may be in on campus at <http://emergencymanagement.utah.edu/eap>.



## CAMPUS RESOURCES

**U Heads Up App:** There's an app for that. Download the app on your smartphone at [alert.utah.edu/headsup](http://alert.utah.edu/headsup) to access the following resources:

- **Emergency Response Guide:** Provides instructions on how to handle any type of emergency, such as earthquake, utility failure, fire, active shooter, etc. Flip charts with this information are also available around campus.
- **See Something, Say Something:** Report unsafe or hazardous conditions on campus. If you see a life threatening or emergency situation, please call 911!

**Safety Escorts:** For students who are on campus at night or past business hours and would like an escort to your car, please call **801-585-2677**. You can call 24/7 and a security officer will be sent to walk with you or give you a ride to your desired on-campus location.