



Professional Development in Psychology

Fall 2019/ Winter 2020

Instructors:	Andrea Protzner	Lecture Location:	AD247B
		Lecture Days/Time:	Tuesdays 12:00 – 13:20
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Course Description and Goals

This course is a professional development seminar series tailored to Psychology graduate students that prepares students for diverse careers in Psychology. The goals of the seminars are to build transferable skills relating to three pillars: academic topics (e.g., publishing, applying for ethics, creating a 3 minute thesis), mental health and wellness (e.g., dealing with stress and burnout, work-life balance, supporting students as teaching assistants), and career development (e.g., leadership skills, conflict management, career planning). These workshops will allow students to network with faculty, staff, and other students in Psychology, learn tangible skills, and develop tools that act as the building blocks for their personal and professional development.

Evaluation Over Fall and Winter Terms (the final grade will be assigned at the end of the Winter term).

A. Participation (50%). You are expected to participate effectively (i.e., in terms of quality and quantity) in class discussions. Your participation mark will be based on the following: critical or original response to course material, ability to articulate ideas and opinions, comprehension of course content, and familiarity with course readings when assigned. We will strive to create an open and inclusive environment, so that everyone can share their thoughts and ideas about the material covered. You will receive feedback on your participation at the end of the Fall semester.

Although you will not be marked on attendance, if you cannot be in class, please email me prior to class and provide the reason for your absence.

B. Research Proposal for a Scholarship Application (25%, due on Nov. 05). Students in our program are required to apply for all external scholarships for which they are eligible. Your research proposal (one or two pages, depending on individual scholarship requirements) from your scholarship application will be graded for this course. Scholarships and their terms of reference are detailed on the Faculty of Graduate Studies website (<https://grad.ucalgary.ca/awards>) and through the searchable Graduate Award Database.

Your research proposal should capture the reviewer’s attention, provide an easy to understand description of your project, and instill a belief that the project is worthy of funding. Toward this end, your proposal should address the following questions: 1) what is new and important about your research? 2) what is your key research question and how will you answer this question? 3) what does success look like for your research proposal? And if required by the funding agency, 4) how does your research fit with funding agency priorities? Use language that is easy to understand, even for reviewers whose expertise is outside of your discipline, avoid technical terms, and define all acronyms.

C. Three Minute Thesis Presentation (25%, due date TBA in the Winter term). For this project, you will deliver a compelling presentation about your research and its significance in three minutes or less. Presentations will be marked according to the Three Minute Thesis evaluation criteria (<https://www.ucalgary.ca/mygradskills/3MT>), which focus on communication style, intelligibility, and how well you are able to engage your audience.

Faculty of Graduate Studies Grading System.

A+ = Outstanding performance, A = Excellent performance, A- = Very good performance

B+ = Good performance, B = Satisfactory performance, B- = Minimum pass

C+ All grades of "C+" or lower are indicative of failure at the graduate level and cannot be counted toward Faculty of Graduate Studies course requirements. Individual programs may require a higher passing grade.

Grading Scale.

A+	96-100%	B+	80-84%	C+	67-71%	D+	54-58%
A	90-95%	B	76-79%	C	63-66%	D	50-53%
A-	85-89%	B-	72-75%	C-	59-62%	F	0-49%

As stated in the University Calendar, it is at the instructor’s discretion to round off either upward or downward to determine a final grade when the average of term work and final examinations is between two letter grades. To determine final letter grades, final percentage grades will be rounded up or down to the nearest whole percentage (e.g., 89.5% will be rounded up to 90% = A but 89.4% will be rounded down to 89% = A-).

Description of Course Components for the Fall:

Date and Time	Topic	Description
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September 10 th , 2019	Introduction to Graduate School	This workshop will cover general tips for graduate students who are commencing their degree. Information will be provided on what the funding structure is within the department, the graduate handbook, resources on campus for grad students, and student/supervisor contracts.
September 24, 2019	Supporting Graduate Students as Teaching Assistants	Learn about the various types of TA positions available within the department. Hear about what your rights are as a TA and who you can talk to if you think those rights have been breached. Students will hear about their responsibilities as TAs and be able to discuss these. Students will learn about resources available on campus to help them in various TA positions.
October 8, 2019	Leadership Skills	Learn why leadership skills are important not only for scholarship applications but for students' professional development. Hear from an award recipient from UCalgary regarding developing leadership skills, and about leadership opportunities available at UCalgary. Students will reflect upon their own leadership abilities and discuss what skills they would like to develop during their graduate training.
October 22, 2019	How to write a successful scholarship Proposal	Learn what to include in a scholarship proposal. Faculty members and graduate students who have been awarded scholarships will discuss various scholarships (SSHRC, NSERC, CIHR) and how to strengthen applications based on the award type. Students will have the opportunity to ask questions about the application process and will be given specific feedback on a draft of their scholarship proposal (due November 5, 2019).
November 5, 2019	Managing Your Degree: A Graduate Student Perspective * Research Proposals are due	This workshop will involve discussions about graduate school life and expectations. There will be an interactive panel with current graduate students, covering the following topics: <ul style="list-style-type: none"> • Opportunities • Challenges • Expectations • Resources • Support This is an opportunity for students to ask each other about tips and tricks that can be helpful for being successful and overcoming challenges in grad school.

		*Note: NO faculty will be in attendance during this workshop
November 26 th , 2019	Managing Conflict & Improving Communication Skills in Professional Relationships	<p>Students will hear about and have the chance to practice different strategies for dealing with conflict that might occur during graduate school.</p> <p>Students will learn about effective communication skills to help with handling and preventing conflict. Group discussion and resources will also be provided.</p> <p>*Note: NO faculty will be in attendance during this workshop</p>

Reappraisal of Graded Term Work: See <https://www.ucalgary.ca/pubs/calendar/current/i-2.html>

Reappraisal of Final Grade: See <http://www.ucalgary.ca/pubs/calendar/current/i-3.html>

Copyright Legislation:

All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf) and requirements of the copyright act (<https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>) to ensure they are aware of the consequences of unauthorised sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.

Instructor Intellectual Property

Course materials created by professor(s) (including course outlines, presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the professor(s). These materials may NOT be reproduced, redistributed or copied without the explicit consent of the professor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.

Plagiarism and Other Academic Misconduct

Intellectual honesty is the cornerstone of the development and acquisition of knowledge and requires that the contribution of others be acknowledged. Consequently, plagiarism or cheating on any assignment is regarded as an extremely serious academic offense. Plagiarism involves submitting or presenting work in a course as if it were the student's own work done expressly for that particular course when, in fact, it is not. Students should examine sections of the University Calendar that present a Statement of Intellectual honesty and definitions and penalties associated with Plagiarism/Cheating/Other Academic Misconduct.

Academic Accommodations

The student accommodation policy can be found at: ucalgary.ca/access/accommodations/policy.

Students needing an Accommodation because of a Disability or medical condition should communicate this need to Student Accessibility Services in accordance with the Procedure for Accommodations for Students with Disabilities [ucalgary.ca/policies/files/policies/student-accommodation-policy](https://www.ucalgary.ca/policies/files/policies/student-accommodation-policy). Students needing an Accommodation based on a Protected Ground other than Disability, should communicate this need, preferably in writing, to the instructor.

Absence From A Test/Exam

Makeup tests/exams are **NOT** an option without the approval of the instructor. A student may be asked to provide supporting documentation for an exemption/special request for a make-up exam

<https://www.ucalgary.ca/pubs/calendar/current/n-1.html>. Students who miss a test/exam have up to **48 hours** to contact the instructor to ask for a makeup test/exam. It's the instructor's discretion if they will allow a make-up exam. **Students who do not schedule a makeup test/exam with the instructor within this 48-hour period forfeit the right to a makeup test/exam.** At the instructor's discretion, a makeup test/exam may differ significantly (in form and/or content) from a regularly scheduled test/exam. **Once approved by the instructor a makeup test/exam must be written within 2 weeks of the missed test/exam unless there are extenuating circumstances.** If a student cannot write their final exam on the date assigned by the Registrar's Office, they need to apply for a deferred exam <https://www.ucalgary.ca/registrar/exams/deferred-exams>.

Travel During Exams

Consistent with University regulations, students are expected to be available to write scheduled exams at any time during the official December and April examination periods. Requests to write a make-up exam because of conflicting travel plans (e.g., flight bookings) will NOT be considered by the department. Students are advised to wait until the final examination schedule is posted before making any travel arrangements. If a student cannot write their final exam on the date assigned by the Registrar's Office, they need to apply for a deferred exam <https://www.ucalgary.ca/registrar/exams/deferred-exams>. Students with an exceptional extenuating circumstance (e.g., a family emergency) should contact the Department of Psychology (psyugrd@ucalgary.ca).

Freedom of Information and Protection of Privacy (FOIP) Act

The FOIP legislation disallows the practice of having student's retrieve tests and assignments from a public place. Therefore, tests and assignments may be returned to students during class/lab, or during office hours, or will be made available only for viewing during exam review sessions scheduled by the Department. Tests and assignments will be shredded after one year. Instructors should take care to not link students' names with their grades, UCIDs, or other FOIP-sensitive information.

Acknowledgments and Respect for Diversity

Our classrooms view diversity of identity as a strength and resource. Your experiences and different perspectives are encouraged and add to a rich learning environment that fosters critical thought through respectful discussion and inclusion. The Department of Psychology would also like to acknowledge the traditional territories of the people of the Treaty 7 region in southern Alberta. The City of Calgary is also home to Métis Nation of Alberta, Region III.

Wellness and Mental Health Resources

The University of Calgary recognizes the pivotal role that student mental health plays in physical health, social connectedness and academic success, and aspires to create a caring and supportive campus community where individuals can freely talk about mental health and receive supports when needed. We encourage you to explore the excellent mental health resources available throughout the university community, such as counselling, self-help resources, peer support or skills-building available through the SU Wellness Centre (Room 370, MacEwan Student Centre, <https://www.ucalgary.ca/wellnesscentre/services/mental-health-services> and the Campus Mental Health Strategy website <http://www.ucalgary.ca/mentalhealth/>

Evacuation Assembly Point

In case of an emergency evacuation during class, students must gather at the designated assembly point nearest to the classroom. The list of assembly points is found at <http://www.ucalgary.ca/emergencyplan/assemblypoints> Please check this website and note the nearest assembly point for this course.

Student Organizations

The Psychology Graduate Students' Association (PGSA) is an organization built to provide support for all graduate students in the Department of Psychology. They can be contacted at pgsa@ucalgary.ca

The Graduate Student Association (GSA) Vice-President Academic can be reached at (403) 220-5997 or gsa.vpa@ucalgary.ca; Information about the GSA can be found here: <https://gsa.ucalgary.ca>

Student Ombudsman's Office

The Office of the Student Ombudsmen provides independent, impartial and confidential support for students who require assistance and advice in addressing issues and concerns related to their academic careers. The office can be reached at 403-220-6420 or ombuds@ucalgary.ca <https://www.ucalgary.ca/student-services/ombuds>

Safewalk

The safewalk program provides volunteers to walk students safely to their destination anywhere on campus. This service is free and available 24 hrs/day, 365 days a year. Call 403-220-5333.

Important Dates

The last day to drop this course with no "W" notation and **still receive a tuition fee refund** is **Thursday, September 12, 2019**. Last day add/swap a course is **Friday, September 13, 2019**. The last day to withdraw from this course is **Friday, December 6, 2019**.