GRAD-801
Preparing Future Faculty & Professionals

TOPIC I: Core Academic & Transferable Skills
[for Master’s & early-stage Ph.D. students]

One credit. Retakeable with change in topic, up to three credits. Requires graduate student status. Fall 2018. ONLINE via Canvas/Mediasite.

Course instructor:
Dr. Tracey Heatherington, Associate Dean of the Graduate School <pistoccu@uwm.edu>
Office hours by appointment (please email in advance) in Mitchell 251B.

Teaching assistant:
Susan Wade, Ph.D. Candidate <sdwade@uwm.edu>
Office hours Mondays 12pm to 1:30pm or by appointment (please email in advance) in Mitchell 251.

Overview:
The UWM Graduate School organizes a free series of cross-cutting seminars, workshops, and discussion forums to help you get acquainted with the expectations associated with graduate studies, move successfully through degree milestones, acquire a variety of transferable core skills, and also understand the “big picture” of higher education and academic life. This series supports graduate student success as you envision and pursue your own future in and beyond the university. Faculty and staff from many units offer their expertise. Students currently enrolled in any of UWM’s Master’s and Ph.D. programs are always invited to attend current events offered face-to-face. By enrolling in GRAD-801, you can access past events and also obtain course credit on your transcript for participating in “PFFP”.

Learning goals:
• Identify strategies for successful and timely completion of your degree requirements
• Better understand the values, expectations, and institutional contexts of higher education
• Develop professional networks
• Grasp current trends in higher education, make your degree more flexible, and prepare yourself to assume roles within a wide possible range of academic and professional contexts
• Acquire skills that facilitate success in both academic and non-academic careers, such as career planning, mentoring, research, grant writing and conferencing
• Enhance cultural competence and understanding of diversity
Required resources: [http://uwm.edu/canvas]

There are no required textbooks to buy for this course, but recommended readings are listed below, and online resources are suggested in association with particular topics. Modules are streamed via links from the Canvas portal into Mediasite, the system where recorded videos are stored. You will need a computer with broadband access. This is available at the UWM Library.

Recommended resources:

Attendance:

You must participate in **15 full events** during the semester in order to pass the course. Note that pre-recorded modules are released at the beginning of the semester. You should login to view/listen to these modules. **You may request to substitute some online modules with live attendance at “Preparing Future Faculty & Professionals” events and discussions during the current semester** (sign-in required). We encourage you to take advantage of these unique networking opportunities! Please see the current schedule for details. You must stay for the whole event, and recorded or simulcast events must be viewed in full, in order to get credit for participation. If you attended and signed-in for an event during the previous semester, you may apply to receive credit by contacting the TA. You cannot count credit for any particular PFFP topic/module more than once.

<table>
<thead>
<tr>
<th>Pre-Recorded Modules for Fall 2018</th>
<th>Discussion Posting Due Dates</th>
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<tbody>
<tr>
<td>1 Pursuing a graduate degree</td>
<td>Design &amp; submit your PDP Due Thursday, September 20/18</td>
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<tr>
<td>2 Find your Yoda!</td>
<td>Due Thursday, September 27/18</td>
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<td>3 Financial concerns in grad school</td>
<td>Due Thursday, October 4/18</td>
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<td>4 Succeeding in graduate seminars</td>
<td>Due Thursday, October 11/18</td>
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<td>5 Funding opportunities &amp; grant writing</td>
<td>Due Thursday, October 18/18</td>
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<td>6 What’s the big deal about academic freedom?</td>
<td>Due Thursday, October 25/18</td>
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<td>7 Diversity &amp; inclusivity</td>
<td>Due Thursday, November 1/18</td>
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<td>8 Data Visualization</td>
<td>Due Thursday, November 8/18</td>
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<tr>
<td>9 Preparing job applications</td>
<td>Due Thursday, November 15/18</td>
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<tr>
<td>10 Overcoming the dark side</td>
<td>Thanksgiving Break</td>
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<tr>
<td>11 IRB boot camp</td>
<td>Due Thursday, November 29/18</td>
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<tr>
<td>12 Conferencing like a Jedi master</td>
<td>Due Thursday, December 6/18</td>
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<td>13 Mastering the informational interview</td>
<td>Due Thursday, December 13/18</td>
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<td>14 Communicating your work to outside audiences</td>
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<td>15 Publish, young Padawan</td>
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Assignment detail and policies:

- **Professional Development Plan:** At the beginning of the semester, you will be asked to outline a professional development plan (PDP) for yourself, using resources provided. Post a working draft of this plan to the assignments portfolio page on the Canvas site by Thursday, September 20, 2018. You will also develop particular materials for your own portfolio during the semester. Over the course of the semester, you should develop the plan, and your professional development portfolio, by drawing on the readings and presentations in the course. In addition, you will submit your C.V., Resumé, and cover letter for an imagined, or perhaps real, job application. The materials for your PDP portfolio are due the last day of classes, Thursday, December 13, 2018. Please see the PDP and portfolio materials module, on the GRAD 801 Canvas site, for information on C.V.s., Resumés and cover letters.

- **Participation:** You should login to view/listen to recorded modules on a weekly basis. This will count toward participation required to achieve a “satisfactory” grade. **Please post a brief response to the prompt on relevant modules on Canvas assignments response page, due once per week by Thursday.** Your comments should be substantive and thoughtful, circa 500-600 words. While you may certainly express your own opinions (respectfully), you should also try to summarize descriptive and analytical “take-home” points and engage in discussion with others. You could, for example:
  1) connect material discussed in one of the events or readings to some aspect of your PDP,
  2) reflect on something interesting, exciting, confusing, or unexpected that might help you revise or refine your PDP,
  3) draft or revise material (C.V., Resumé, cover letters, etc) for your portfolio.

Your postings may include brief quotes or references to other people’s posts, but please make clear which comments are your own, original ideas, and which come from other sources; be sure to acknowledge what those sources are. For obvious reasons, we want to hear about your own thoughts and reflections; this is also a chance to enjoy interdisciplinary exchanges and learn from your peers.

Please abide by rules of “Netiquette”! [http://online.uwc.edu/academics/how-online-education-works/online-etiquette](http://online.uwc.edu/academics/how-online-education-works/online-etiquette). The discussion section is not actively moderated, but any offensive or inappropriate postings will be removed, and you will not receive participation credit for excessively brief, off-topic, or intemperate content.

**Grading policies:**

The course is graded on an S/U basis, according to the attendance/participation record maintained by the TA, including Canvas logs and sign-in sheets. You must document participation in fifteen full events with at least ten corresponding discussion postings during the semester in order to claim satisfactory completion and course credit. “Incompletes” are not available for S/U courses, and enrolled students are responsible to confirm timely fulfillment of all requirements. Students who encounter unexpected difficulties with course completion should contact the teaching team as soon as possible.

**Communication about course requirements and logistics:**

You may email the TA with any questions, concerns, or ideas you wish to discuss. She will also hold weekly office hours for virtual drop-in. The instructor is available by appointment and may also be
contacted by email. Should you experience any unanticipated issues or emergencies that disrupt your progress, please contact us as soon as you possibly can.

Accessibility:
Most pre-recorded modules are close captioned; ask your TA for assistance if you have difficulty accessing this functionality. If you have special needs for accommodation, please visit UWM’s accessibility resource center and notify us of your approved Accommodations Plans early in the semester. You can learn how to register with ARC here: http://uwm.edu/arc/

Time Investment:
The Registrar’s Office expects that students should spend about 48 hours per credit per semester on in-class activities and activities outside of the classroom. For this one-credit course, about 24 hours will be spent “in-class” (including listening to streamed recordings), since each topic requires an average of 1.5 hours attendance. You are also expected to spend an equal amount of time outside of class to post comments and participate in Canvas discussions, prepare materials for some workshops, explore a selection of recommended resources and readings, and complete the final reflection assignment.

Unexpected Interruptions:
Check your UWM email regularly for communications and announcements. If unforeseeable circumstances disrupt course delivery, the syllabus and course schedule will be updated.

Academic Integrity:
By enrolling for this course, you confirm an honest commitment to participate fully, and for the full length, of events you attend and/or stream. Any work submitted in fulfillment of an assignment for course credit must be your own, original work. You must explicitly acknowledge all the sources you have used with citations, and quotation marks where appropriate. It is your responsibility to consult with the TA if you do not understand this requirement, or how to do it. Evidence of academic misconduct will result in an “Unsat” grade and may carry further sanctions, according to university and UW System policies.

We want all of our GRAD-801 students to acquire a solid understanding of the importance of academic honesty as the foundation of your professional standing. You can learn more about academic integrity and how to uphold it on the Graduate School website:
http://uwm.edu/graduateschool/academic-integrity/

University Policies:
http://www4.uwm.edu/secu/SyllabusLinks.pdf

Graduate School Policies:
The policies of the Graduate School apply to this course, and other graduate courses across the university. Graduate Student Services can assist you in person if you visit Mitchell Hall 261 during office hours. Many of your questions may already be answered here:
http://uwm.edu/graduateschool/academic-policies-procedures/