

PSYC 5110-001: Professional Development

Fall 2023

Instructor Information

Instructor(s)

Tracy L. Greer, Ph.D., MSCS

Office Number

517 Life Sciences Building

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Faculty Profile

[Tracy Greer](https://www.uta.edu/academics/faculty/profile?username=greert2) (https://www.uta.edu/academics/faculty/profile?username=greert2)

Office Hours

Office hours are flexible, scheduled at the request of students. I am available to meet in my office or online on Teams. There will be times in the course where I will reach out to you individually for a short check-in. Please email me to schedule or message me in Teams. I'll reply within 48 hours to confirm a time.

Course Information

Section Information

PSYC 5110-001

Time and Place of Class Meetings

This course will meet on Thursdays from 10-10:50 am in LS 323. There are some weeks where, due to guest speaker availability, we will meet on MS Teams.

Description of Course Content

There are four primary goals of this course. The first is to provide new graduate students with a broad orientation of the facilities, responsibilities and assistance available to them as they launch their professional careers as psychologists. Secondly, the course will begin to introduce students to some of the fundamental issues and challenges of classroom teaching at the University level. It is also intended to provide students with the opportunity to develop technical skills that will meet these challenges through hands-on experiences. Thirdly, students will also learn about important career development tools and processes, such as funding opportunities, networking, mentorship, development of a CV/biosketch, development of a successful presentation, and guiding principles for manuscript development and submission. Finally, students will explore research processes and principles, including discussion of important issues related to scholarship, such as academic integrity, ethics, and participating in a research team.

Student Learning Outcomes

At the completion of this course, you will be able to:

1. Describe and locate support services provided by UTA to graduate students, including advising, teaching, research, and professional development services.
2. Demonstrate how to plan and develop teaching resources, focusing on the development of learning outcomes, and promotion of active learning and student engagement.
3. Specify and use a variety of tools and strategies for successful mentorship and networking, as well as important career activities such as professional presentations, manuscript development and submission, and funding proposal development and submission.
4. Define research processes and principles, including ethical considerations and the role and requirements of IRB, IACUC, and other regulatory agencies.

Required Textbooks and Other Course Materials

All materials used will be online and/or open access. No textbook is required.

Descriptions of major assignments and examinations

This Professional Development course has five assignments:

1. Presentation of a brief teaching point with creation of learning objectives.
2. Development of your CV/biosketch.
3. Development of your mentoring plan.
4. Development or plan for small funding proposal or travel award.
5. Reflections on weekly course topics. This will be a ~six page document capturing your reflections on weekly topics, including questions, insights, and concerns.

Technology Requirements

This class will utilize MS Teams and Canvas. You can access tutorials on these tools by clicking on the “Get Started” Box on your Canvas Homepage.

Grading Information

Grading

This course is pass/fail. It is intended to support you as you start your graduate journey, rather than take time away or distract from it. Successful completion of the five assignments detailed above will be required before you are granted a “pass”.

Grade Grievances

Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog (see [Graduate Grading Policies](#)).

Course Schedule

“As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course – Tracy L. Greer”

***The schedule for weekly topics is not expected to change. However, occasionally topics may need to be moved around to accommodate availability of a guest speaker. Email and/or Canvas Announcements will be used to communicate schedule updates.*

Week	Topic	Assignments Due	Student Learning Outcome #
<i>Overview/Introduction</i>			
1: Aug 24	General expectations, course overview, and general UTA resources Careers in Psychology		1
<i>Teaching Resources and Skills</i>			
2: Aug 31	Graduate and undergraduate advising <i>Guest speaker: Marta Galvan, M.A., Undergraduate Academic Advisor, Graduate Coordinator</i> <i>Introduction: Betsy Parchem, Academic Advisor</i>		1
3: Sept 7	Teaching: the TA experience in university		2
4: Sept 14	UTA Libraries <i>Troy Christenson, Resource Delivery Librarian, Psychology Liaison</i>		1
5: Sept 21	Teaching Point Presentations and Critiques (Part 1)	Teaching Presentation due	2
6: Sept 28	Teaching Point Presentations and Critiques (Part 2)	Teaching Presentation due	2
<i>Research Resources and Skills</i>			
7: Oct 5	Developing a CV and biosketch Managing personal information		3
8: Oct 12	Manuscript development and submission Publication principles	CV/biosketch due	3
9: Oct 19	Research funding opportunities and awards		3
10: Oct 26	IRB Policies (NOTE: VIRTUAL CLASS) <i>Angela Luna, IRB Specialist Office of Regulatory Services</i> IACUC Policies <i>Renee Franco, BS, IBC/IACUC Specialist Office of Regulatory Services</i>		4
<i>Guiding Principles and Considerations</i>			
11: Nov 2	Mentorship and Mentoring	Research proposal/award plan due	3

12: Nov 9	Networking		3
13: Nov 16	Ethics	Mentoring plan due	4
14: Nov 23	NO CLASS – THANKSGIVING HOLIDAY		
15: Nov 30	Course Review	Weekly reflections due	

Institutional Information

UTA students are encouraged to review the below institutional policies and informational sections and reach out to the specific office with any questions. To view this institutional information, please visit the [Institutional Information](https://resources.uta.edu/provost/course-related-info/institutional-policies.php) page (<https://resources.uta.edu/provost/course-related-info/institutional-policies.php>) which includes the following policies among others:

- Drop Policy
- Disability Accommodations
- Title IX Policy
- Academic Integrity
- Student Feedback Survey
- Final Exam Schedule

Additional Information

Face Covering Policy

Face coverings are not mandatory, all students and instructional staff are welcome to wear face coverings while they are on campus or in the classroom.

Attendance

Attending class sessions is a critical predictor and indicator of student success. The University of Texas at Arlington does not recognize a single attendance policy but encourages faculty to establish class-specific policies on attendance. As the instructor of this section, I will not take attendance but ask that you let me know via email if you are not able to attend a class. The class is meant to be very interactive, so attendance is strongly encouraged.

The U.S. Department of Education requires that UT Arlington have a mechanism in place to verify Federal Student Aid recipients' attendance in courses. UT Arlington instructors are expected to report the last date of attendance when submitting students' final course grades; specifically, when a student earns a course grade of F, instructors must report the last date a student attended their class. For on-campus classes, last date of attendance can be based on attendance rosters or on academic engagements—a test, participation in a class project or presentation, or Canvas-based activity. Online or distance education courses require regular and substantive online interaction and participation. Students must participate in online course activities in Canvas to demonstrate attendance; logging into an online class is not sufficient by itself to demonstrate attendance. The last date of attendance is reported to the U.S. Department of Education for federal financial aid recipients.

Emergency Exit Procedures

Should we experience an emergency event that requires evacuation of the building, students should exit the room and move toward the nearest exit, as [detailed in this map \(.pdf\)](#). When exiting the building during an emergency, do not take an elevator but use the stairwells instead. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

Students should also be encouraged to subscribe to the MavAlert system that will send information in case of an emergency to their cell phones or email accounts. Anyone can subscribe at [Emergency Communication System](#).

Academic Success Center

The Academic Success Center (ASC) includes a variety of resources and services to help you maximize your learning and succeed as a student at the University of Texas at Arlington. ASC services include supplemental instruction, peer-led team learning, tutoring, mentoring and TRIO SSS. Academic Success Center services are provided at no additional cost to UTA students. For additional information visit: [Academic Success Center](#). To request disability accommodations for tutoring, please complete this [form](#).

The [IDEAS Center](https://www.uta.edu/ideas/) (<https://www.uta.edu/ideas/>) (2nd Floor of Central Library) offers **FREE tutoring** and [mentoring](#) to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. Students can drop in or check the schedule of available peer tutors at www.uta.edu/IDEAS, or call (817) 272-6593.

The English Writing Center (411LIBR)

The Writing Center offers **FREE** tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at the [Writing Center](https://uta.mywconline.com) (<https://uta.mywconline.com>). Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see [Writing Center: OWL](#) for detailed information on all our programs and services.

The Library's 2nd floor [Academic Plaza](http://library.uta.edu/academic-plaza) (<http://library.uta.edu/academic-plaza>) offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the [library's hours](#) of operation.

Emergency Phone Numbers

In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-3381

Library Information

Librarian to Contact

Each academic unit has access to [Librarians by Academic Subject](#) that can assist students with research projects, tutorials on plagiarism and citation references as well as support with databases and course reserves. [Troy Christenson | UTA Libraries](#) is the library contact for Psychology.

Research or General Library Help

Ask for Help

- [Academic Plaza Consultation Services](http://library.uta.edu/academic-plaza) (library.uta.edu/academic-plaza)
- [Ask Us](http://ask.uta.edu/) (ask.uta.edu/)

- [Research Coaches](http://libguides.uta.edu/researchcoach) (http://libguides.uta.edu/researchcoach)

Resources

- [Library Tutorials](http://library.uta.edu/how-to) (library.uta.edu/how-to)
- [Subject and Course Research Guides](http://libguides.uta.edu) (libguides.uta.edu)
- [Librarians by Subject](http://library.uta.edu/subject-librarians) (library.uta.edu/subject-librarians)
- [A to Z List of Library Databases](http://libguides.uta.edu/az.php) (libguides.uta.edu/az.php)
- [Course Reserves](https://uta.summon.serialssolutions.com/#!/course_reserves) (https://uta.summon.serialssolutions.com/#!/course_reserves)
- [Study Room Reservations](http://openroom.uta.edu/) (openroom.uta.edu/)