PSYC 5110-001: Professional Development
Fall 2024

*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, Ph.D., MSCS

Instructor Information

Instructor Name
Tracy L. Greer, Ph.D., MSCS

Office Location
Life Sciences (LS) 517

View Campus Map

Office Phone Number
817-272-1063

Email Address
tracy.greer@uta.edu

Faculty Profile
Tracy Greer (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. Please email me to schedule or message me in Teams. I will reply within 48 hours to confirm a time.

Communication Guidelines
My preferred communication method is email: tracy.greer@uta.edu. I will respond to emails and voice messages within 48 hours, except for weekends and holidays.

Electronic Mail: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact University-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for regularly checking the inbox. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/mavmail.php.

This instructor will use your UT Arlington student e-mail account for official communication regarding this course. Class announcements may also be posted on the Canvas system.

Course Information

Section Information
PSYC 5110-001

Course Delivery Method
This course is designated ON-CAMPUS, which means the majority of course instruction and projects are delivered on-campus or at designated instructional sites that are in-person.

For a full definition of the course modalities, please visit the [Course Modalities page](#).

Time and Place of Class Meetings
This course will meet on Thursdays from 11-11:50 am in LS 323. There are some weeks where, due to guest speaker availability or building remodel activities, we will meet on MS Teams or another on-campus location.

Time Zone
This course operates on Central Time. All times listed for class meeting times, exams, and assignment deadlines are in Central Time.

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, complemented by resources and required departmental activities provided by The Center for Research on Teaching and Learning Excellence (CRTLE). 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 and development of funding proposals, 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.

Prerequisites
None.

Student Learning Outcomes
By the end of this course, students will be able to:

1. Describe and locate departmental, institutional, and external support services provided by UTA to graduate students, including advising, teaching, research, and professional development services.

2. Specify and use a variety of tools and strategies for successful mentorship and networking.
3. Identify resources and develop plans for important career activities including development of CV/biosketch, manuscript development and submission, and funding proposal development and submission.
4. Demonstrate how to plan and develop teaching resources, focusing on the creation of learning outcomes, and promotion of active learning and student engagement.
5. Specify research processes and principles applicable to your planned work, including ethical considerations and the role and requirements of IRB, IACUC, and other regulatory agencies and/or approvals necessary for the conduct of research at UTA.

Textbooks and Other Course Materials

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

Students: Additional materials for this course may range in cost depending on the project and or topic you choose to work on.

Recommended Course Materials
Additional materials that are optional but recommended may be provided via email and/or Canvas.

Descriptions of major assignments and examinations

Assignments
A brief description of the 5 major course assignments is provided below. Additional instruction/details will be provided in class and/or with associated lecture slides.

1. Mentorship Plan: Develop a mentorship plan for your time in the PhD program.
2. Prepare a CV or biosketch
3. Teaching Presentation: Prepare a ~5-10 min presentation on a teaching point of your choice. The topic can be focused on an important concept or definition, use of a specific technique, etc.
   a. Provide a Learning Objective: What do you want the class to learn? What should they be able to do/know, etc. after they hear your presentation?
   b. Be creative and engaging and attempt to implement a specific learning strategy if possible (i.e., think about active/experiential learning, collaborative learning, problem-based learning, etc.)
   c. We will provide peer critiques during in-class presentations
4. Funding or Award Plan/Proposal: Identify a funding opportunity or conference award that you may be eligible for within the next year and provide associated details (e.g., funding agency/awarding entity; brief description; due date; plan for how you will apply)
5. Weekly Reflections: Refer to the in-class discussion and instructions, as well as the lecture slides and/or your notes and provide insights on the class topic and its relevance to your graduate study and career goals

Expectations for Out-of-Class Study

Beyond the time required to attend each class meeting, students enrolled in this 1 credit-hour course should expect to spend at least an additional 3 hours per week of their own time in course-related activities, including reading required materials, completing assignments, etc.

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.

Visit the UTA Libraries Technology page for a list of items that can be checked out or used at the library.

Recording of Classroom and Online Lectures

Faculty maintain the academic right to determine whether recording of classroom and online lectures is permitted by students. Recordings of classroom lectures, if permitted by the instructor or pursuant to an ADA accommodation, may only be used for academic purposes related to the specific course and may not be used for commercial purposes or shared with non-course participants except in connection with a legal proceeding.

As the instructor of this course, I elect to allow recording of classroom or online lectures.

Other Requirements

N/A

Grading Information

Graded Assignments & Values

Graded Assignments	Due Date	AI Allowed?	SLO #	Value (pts)
Mentorship Plan	Sept 12	No	1-5	20 pts
CV or Biosketch	Sept 26	Restricted	3	20 pts
Teaching Presentation	Oct 24	Restricted	4	20 pts
Funding or Award Plan/Proposal	Nov 7	Restricted	3	20 pts
Final Compiled Weekly Reflections	Dec 5	No	1-5	20 pts
			Total	**100 pts**

Students are expected to keep track of their performance throughout the semester which Canvas facilitates and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels; see "Student Support Services," below.

Final Grade Calculation

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 is required to be granted a "pass".

Late Work Policy

Assignments are expected to be turned in by 11:59 pm on the due date. Any consideration of late work must be provided to the instructor in writing and will be considered on a case-by-case basis.

Extra Credit Policy

Extra credit may be assigned during this course at the discretion of the instructor.

Grades & Feedback Timeline

Written feedback and grades for each assignment will be provided within one week of the assignment due date either via email or Canvas.

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 Grades and Grading Policies.

Use the following link to submit a grade grievance to the department: Student Grievance Form - Department of Psychology - The University of Texas at Arlington (uta.edu)

University & Course Policies

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 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

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.

Generative AI Use in This Course

The use of Generative AI (GenAI) in course assignments and assessments must align with the guidelines established by the instructor. Unauthorized use of GenAI could result in breaches of academic integrity. Instructors bear the responsibility of clearly delineating the permissible uses of GenAI in their courses, underscoring the importance of responsible and ethical application of these tools.

The UTA Office of Community Standards articulate the university's stance on academic integrity and scholastic dishonesty. These standards extend to the use of GenAI. Unauthorized or unapproved use of GenAI in academic work falls within the scope of these policies and will be subject to the same disciplinary procedures.

As the instructor of this course, I have adopted the following policy on Student use of GenAI: **Restricted Use of GenAI**

Approach	Description
Restricted Use of GenAI	While this course recognizes the potential benefits of Generative AI (GenAI) as a supplementary tool for certain learning activities, its use is restricted to specific assignments where GenAI's role is clearly defined and aligns with the course's Student Learning Outcomes (SLOs). These assignments will be clearly marked, and students must adhere to the guidelines provided for GenAI use. Unauthorized use of GenAI outside these parameters will be considered a breach of academic integrity.

Academic & Wellness Resources

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 (https://www.uta.edu/student-success/course-assistance). To request disability accommodations for tutoring, please complete this tutoring request form (https://www.uta.edu/student-success/course-assistance/tutoring/request).

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). Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see Writing Center: OWL (http://www.uta.edu/owl) for detailed information on all our programs and services.

Academic Plaza

The Library's 2nd floor 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 (https://library.uta.edu/hours) of operation.

UTA CARE Team

UT Arlington is committed to the safety, success, and well-being of our students. To support our community, UTA has created a CARE Team, which is a dedicated group of campus professionals responsible for helping students who could benefit from academic, emotional, or psychological support, as well as those presenting risk to the health or safety of the community. If you know of someone experiencing challenges, appearing distressed, needing resources, or causing a significant disruption to the UTA community, please submit a CARE Referral by visiting the Behavior Intervention Team (https://www.uta.edu/student-affairs/dos/behavior-it) page. You may also submit a referral for yourself if you would like additional support.

NOTE: If a person's behavior poses an immediate threat to you or someone else, contact UTA Police at 817-272-3303 or dial 911. If you or someone you know needs to speak with a crisis counselor, please reach out to the MAVS TALK 24-hour Crisis Line (https://www.uta.edu/student-affairs/caps/crisis)at 817-272-8255 or the National Suicide and Crisis Lifeline (https://988lifeline.org/) at 988.

Student Services

Everything you need to make the most of your time as a student (and beyond) is all on campus. Below are a few resources to get you started.

- Student Services Home
- Student Access and Resource (SAR) Center
- Military and Veteran Services
- Health Services
- Counseling and Psychological Services (CAPS)
- Activities and Organizations
- Recreation

Librarian to Contact

Each academic unit has access to Librarians by Academic Subject (https://libraries.uta.edu/research/librarians) that can assist students with research projects, tutorials on plagiarism and citation references as well as support with databases and course reserves.

Safety Information & Resources

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.

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. 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.

MavAlert System

The MavAlert system sends information in case of an emergency to cell phones or email accounts of subscribed users. Anyone can subscribe to MavAlerts at Emergency Communication System (https://www.uta.edu/uta/emergency.php).

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

Course Schedule

Week	Topic	Assignment(s)	SLO #
1: Aug 22	General expectations, course overview, and general UTA resources Student Introductions Careers in Psychology	1. Weekly Reflection: Semester Goals	1
2: Aug 29	Mentorship and Mentoring	2. Weekly Reflection: Mentorship and Mentoring Goals	2
3: Sept 5	Graduate and undergraduate advising *Guest speaker: Marta Galvan, M.A., Undergraduate Academic Advisor, Graduate Coordinator* *Introduction: Betsy Parchem, Academic Advisor*	3. Weekly Reflection: Resources of Interest, Thoughts on Graduate Career Plan	1
4: Sept 12	What We Learned Our First Year: Tales from Second Year Graduate Students	**Mentorship Plan due**	1-5
5: Sept 19	Developing a CV and Biosketch	4. Weekly Reflection: CV, Biosketch, or both?	3
6: Sept 26	Manuscript Development and Submission Publication Principles	**CV or Biosketch due** 5. Weekly Reflection: Publication Goals, Finding Target Journals	3
7: Oct 3	Research Funding Opportunities and Awards	6. Weekly Reflection: Funding/Award Opportunities of Interest	3
8: Oct 10	Regulatory Considerations	7. Weekly Reflection: IRB and/or IACUC trainings	5
9: Oct 17	Writing Effective Student Learning Outcomes Workshop – CIRTL UTA Workshop **NOTE TIME AND LOCATION: 10-11:30 am, Trinity Hall 105**	8. Weekly Reflection: Teaching Goals and Relevant Resources	4
10: Oct 24	Teaching Point Presentations and Critiques (Part 1)	**Teaching presentation due**	4
11: Oct 31	Teaching Point Presentations and Critiques (Part 2)		4

Week	Topic	Assignment(s)	SLO #
12: Nov 7	Networking – Note: TPA is Nov 8 and 9 in Ft Worth	**Funding or award plan/proposal due** 9. Weekly Reflection: Networking Plan	2
13: Nov 14	Ethics	10. Weekly Reflection: Ethical Considerations in Your Research	5
14: Nov 21	Words of Wisdom: Guidance from a Senior Graduate Student		1-5
15: Nov 28	**No Class: Thanksgiving Holiday**		
16: Dec 5	**No Class (Finals Week): Final Assignment Due**	**Final and Complied Weekly Reflections due**	