
PSYC 600	Professional Development	Fall 2023
Instructor:	Andrea Protzner	Lecture Location: AD 248
Phone:	403-220-5566	Lecture Days/Time: W 11:00 - 13:45
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Office Hours:	By appointment	

Course Description and Objectives

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.

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 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.

Course Format

This is an in-person class held on campus.

Prerequisites

Admission to the Graduate Program in Clinical Psychology/ Psychology or by permission of the Instructor.

Required Texts and Readings

Any assigned readings will be available through the library and/or D2L.

Assessment Methods

A. Participation (50%). You are expected to participate effectively (i.e., in terms of quality and quantity) in class discussions. Your participation will be evaluated 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 midway through the Fall semester.

If you cannot attend 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. 01). 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 evaluated 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.

Late proposals will not be accepted (i.e., will receive a grade of 0) without instructor approval.

C. Three Minute Thesis Presentation (25%, presentations on Nov. 22). 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.

Late presentations are not permissible (i.e., will receive a grade of 0) without instructor approval.

University of Calgary Academic Integrity Policy

Academic integrity is the foundation of the development and acquisition of knowledge and is based on values of honesty, trust, responsibility, and respect. We expect members of our community to act with integrity.

Research integrity, ethics, and principles of conduct are key to academic integrity. Members of our campus community are required to abide by our institutional code of conduct and promote academic integrity in upholding the University of Calgary's reputation of excellence. It is your responsibility to ensure that you have read and are familiar with the student academic misconduct policy:

<https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Student-Academic-Misconduct-Policy.pdf>.

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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%

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-).

Tentative Lecture Schedule

Please note that the ordering of topics may change, but due dates for assignments will not be affected.

Date	Topic/Activity/Readings/Due Date (revise and add columns & rows as necessary)
W Sep 6	Introduction to Graduate School – Meet and Greet
W Sep 13	Supporting Graduate Students as Teaching Assistants
R Sep 14	Last day to drop a class without a penalty
F Sep 15	Last day to add or swap a course
W Sep 20	Leadership Skills
F Sep 22	Fee payment deadline for Fall Term full and half courses.
W Sep 27	How to write a successful scholarship Proposal
S Sep 30	UNIVERSITY CLOSED National Day for Truth and Reconciliation
W Oct 4	3 Minute Thesis Part 1: What you Need to Know to Get Started
M Oct 9	UNIVERSITY CLOSED Thanksgiving Day
W Oct 11	The Balancing Act: Managing Life and Grad School
W Oct 18	Managing Your Degree: A Graduate Student Perspective

	* NO faculty will be in attendance during this workshop
W Oct 25	Foundations for Conducting Research
W Nov 1	How to Publish (Research Proposals due)
W Nov 8	Managing Conflict & Improving Communication Skills in Professional Relationships * NO faculty will be in attendance during this workshop
S Nov 11	UNIVERSITY CLOSED Remembrance Day (Observed Monday Nov 13).
Nov 12-18	Term Break No Classes
W Nov 22	3 Minute Thesis Part 2: Presentations
W Nov 29	Getting Your Work Out There
W Dec 6	Non-Academic Careers in Psychology Last day to withdraw with permission from Fall Term half courses

Absence From Test/Exam

Makeup tests/exams are **NOT** an option without the approval of the instructor

<https://www.ucalgary.ca/pubs/calendar/current/g-1-1.html> 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 on a day/time scheduled by the instructor.

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 [Deferred Final Exams | University of Calgary \(ucalgary.ca\)](#) Students with an exceptional extenuating circumstance (e.g., a family emergency) should contact the Department of Psychology psyugrd@ucalgary.ca

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

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

Academic Accommodations

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services; SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/. Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor. The full policy on Student Accommodations is available at <https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Student-Accommodation-Policy.pdf>.

Academic Misconduct

For information on academic misconduct and its consequences, please see the University of Calgary Calendar at <http://www.ucalgary.ca/pubs/calendar/current/k.html>

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.

Copyright Legislation

All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright

(https://library.ucalgary.ca/services/copyright?_gl=1*_bcjlpn*_ga*OTY1ODc0Njg0LjE2NjkxNTA1NTM.*_ga_X4GN9Y4W7D*MTY3Nzc5MjM3Ni4xNy4xLjE2Nzc3OTI4MDYuMC4wLjA) 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 unauthorized 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.

Freedom of Information and Protection of Privacy

Student information will be collected in accordance with typical (or usual) classroom practice. Students' assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary

Student Support and Resources

<https://www.ucalgary.ca/registrar/registration/course-outlines>

Important Dates

The last day to drop this course with no "W" notation and **still receive a tuition fee refund** is **Thursday, September 14th, 2023**. Last day add/swap a course is **Friday, September 15th, 2023**. The last day to withdraw from this course is **Wednesday, December 6th, 2023**.