SYA5625: Professional Seminar (a.k.a. “Prosem”)
Spring 2021
Monday, 9:30 – 10:30 am
FLEX- Taught remotely via Zoom, attendance in Bellamy 519 optional

Professor: Dr. Kathryn (Kathi) Tillman
Office: Bellamy 526 (but, really on Zoom)
Office Hours: Immediately following class (10:30-11:30 am) or by appointment, via Zoom

Contact Information: Email: ktillman@fsu.edu
Office Phone: 850-644-1669
Course Website: On Canvas

Description: Prosem is a two-semester long seminar that aims to expose new graduate students to information, professional norms and expectations, and work strategies that will help them to successfully complete their degree program and enter the workforce. Through prosem, students also will meet prospective faculty advisors and committee members and discuss current challenges and advances in higher education and related careers. Prosem will help students to strategically plan for their first year of study and beyond.

Course Objectives:
After successfully completing the second semester of this course, students will be able to:
1. Articulate concrete professional preparation goals for their first two years of graduate study.
2. Summarize major career options for sociologists.
3. Summarize graduate school opportunities that help support students’ achievement of career goals.
4. Link the sociology faculty members to their areas of concentration and affiliations with institutes/centers on campus.
5. Identify major non-academic factors that influence academic success.

Contacting Me:
The quickest way to contact me is through email at: ktillman@fsu.edu. Email is an efficient way to ask simple questions and to arrange Zoom or phone meetings outside of class time.

Required Course Materials:
Readings and other course materials are available on the Canvas course website.

Copyright Notice:
This course website may contain copyrighted materials that are used in compliance with U.S. Copyright Law. Under that law, materials may not be saved to your computer, revised, copied, or distributed without permission. They are to be used in support of instructional activity as part of this
course only and shall be limited to the duration of the course, unless otherwise specified by the instructor or owner of the material. You may only download or print materials at the direction of your instructor, who knows which materials are copyrighted and which are not. For more information, see FSU Copyright Guidelines.

**Zoom Virtual Conference Information:**
As a student, you can use a laptop/desktop, or a mobile device to join our class Zoom meetings. However, please keep in mind that you may have the best quality experience on a laptop or desktop device. If you do wish to use the Zoom mobile app on a mobile device, the University recommends installing the app on your mobile device before you try to join a Zoom meeting from that device.

I recommend going to this website to obtain information on how to download the Zoom app, join a Zoom meeting, and best navigate the Zoom system through Canvas: https://support.canvas.fsu.edu/kb/article/1451-zoom-overview/#students

This is another website with a useful FAQ and easy-to-read instructions to getting started on Zoom: https://its.fsu.edu/zoom-guide

You can find information about system requirements for using Zoom on a desktop/laptop here: https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux

You can find information about system requirements for using Zoom on a mobile device here: https://support.zoom.us/hc/en-us/articles/201179966-System-Requirements-for-iOS-and-Android

If you run into any trouble, please contact ODL Technical Support at 850-644-8004 /canvas@fsu.edu

**NOTE: Protect your privacy if you join a meeting's audio via phone call**
If you choose to join a Zoom meeting's audio by dialing in from your phone, we strongly recommend dialing *67 before the meeting phone number. This will hide your phone number from the rest of your classmates.

**Course Requirements:**
1. Attend class every week, arriving on time.
2. Come to class prepared to discuss the topic of the day (including having read any materials or answered any questions provided ahead of time).
3. Participate in class discussions, being respectful of others’ opinions and experiences.
4. Be attentive to and interact with the guest speakers.

**Course Grades:**
Course grades are “satisfactory” or “unsatisfactory.” At the end of the term, I will consider the following factors in determining your grade: attendance, in-class participation, and effort on any informal assignments. Keep in mind that attendance is required. **More than two unexcused absences can result in a grade of “unsatisfactory.”**
Course Policies, Student Responsibilities and Decorum:

Students are expected to be on time and attend all classes, having completed any appropriate preparations and formulated thoughtful questions and/or comments. I consider missing more than two classes during the semester to be poor attendance. Missing more than two classes without legitimate, excusable reasons can lead to a grade of “unsatisfactory.” [Please see the FSU Attendance Policy, below, for information regarding what constitutes a valid “excused” absence. If you have questions regarding whether an absence should be counted as “excused,” please speak with me.] Because lateness is both unprofessional and disruptive, please try not to come to class late. Persistent lateness to class can also result in a course grade of “unsatisfactory.” If you know that you will miss or be late to a class, please let me know ahead of time. If you have technological difficulties with your internet connection, please let me know as soon as possible.

I expect all students to regularly participate in discussions and to act professionally throughout the semester. This includes respectfully listening and responding to your colleagues in a scholarly and constructive manner. Unprofessional behavior will be penalized and may include being downgraded or dismissal from class.

Scholarly comments are: A) Respectful of diverse opinions, analysis, and methodologies; B) Open to follow-up questions and/or discussion about the assumptions upon which comments are grounded; C) Related to the class and course material (rather than simply reflective of personal beliefs); D) Delivered in normal tones and in a non-aggressive manner (rather than yelling and interrupting).

Just as with a face-to-face class, if students engage in disruptive of offensive behavior during a class Zoom meeting, I have the right to report the incident to Student Affairs and to pursue disciplinary action. If you experience harassment of any kind from your peers during a Zoom meeting, you have the right to report the incident as well via FSU’s report.fsu.edu portal.

FSU Attendance Policy:

Excused absences include documented illness, deaths in the immediate family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. Accommodations for these excused absences will be made and will do so in a way that does not penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

If you have questions regarding whether an absence should be counted as “excused,” please speak with me.

Academic Honor Policy:

The Academic Honor System of The Florida State University is based on the premise that each student has the responsibility (1) to uphold the highest standards of academic integrity in the
student's own work, (2) to refuse to tolerate violations of academic integrity in the university community, and (3) to foster a high sense of integrity and social responsibility on the part of the university community. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to “…be honest and truthful and…[to] strive for personal and institutional integrity at Florida State University.” [http://fda.fsu.edu/Academics/Academic-Honor-Policy]. If you have any questions regarding the Code and how it specifically pertains to your work, please ask me.

Plagiarism caution: The Provost and legal counsel of Florida State University warn us that any uses of others’ copyrighted materials without proper acknowledgement is unlawful and may lead to criminal prosecution. To this end, please be scrupulous in using the work of others by giving full and appropriate credit to the sources and materials that you use. Please use care when taking words and phrases from others. As a general rule, if you use a string of three or more exact words from another source, you should place the words in quotes and cite the author, year and page number. Be a stickler about citing; cite more rather than less; cite early rather than late. Do NOT appropriate the concepts, phrases, or ideas of other people without giving them credit. If you do so, you risk losing your good name and getting into legal trouble.

Any confirmed instance of plagiarism will result in a “U” grade for this course and will also be reported to the University Judicial Office for official adjudication.

Americans with Disabilities Act:
Students with disabilities needing academic accommodation should: (1) register with and provide documentation to the Student Disability Resource Center; (2) bring a letter to the instructor indicating the need for accommodation and what type. This should be done during the 1st week of class.

For more information about services available to FSU students with disabilities, contact: Student Disability Resource Center, Dean of Students, 08 Kellum Hall Florida State University, Tallahassee, FL 32306-4400, (850) 644-9566 (voice), (850) 644-8504 (TDD), SDRC@admin.fsu.edu, http://www.disabilitycenter.fsu.edu/

FSU Title IX Policy:
As a recipient of Federal financial assistance for education activities, FSU is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities are free from discrimination on the basis of sex. Sexual discrimination includes sexual misconduct (sexual violence, sexual harrassement, stalking, intimate partner violence, and gender/sexuality based animosity). If you have questions about Title IX or wish to file a Title IX complaint, please visit the FSU Title IX website: https://knowmore.fsu.edu/title-ix/title-ix-signed-statement/ or call Mandy Hambleton, Title IX Director 850-644-6271. Please note that as Responsible Employees, all instructors, TAs and academic advisors are required to report any known or suspected incidents of sexual misconduct to the Title IX Office.

The Victim Advocate Program at FSU has a confidential advocate on call twenty-four hours a day to respond to FSU students, faculty, and staff who are victimized (while on or off campus),
or any other person who is victimized on our campus, or by an FSU student. Phone: 850-644-7161. Ask to speak to the on-call advocate. If for some reason you are unable to reach an advocate by calling that number, you can call FSUPD at (850) 644-1234 and they will have an advocate call you back.

**Other On-Campus Resources:**
Please be aware that the following resources are available to you on campus to help you improve your learning and writing skills, deal with stress, trauma and negative life events, and seek health services.

1. The Reading and Writing Center.
   [https://www.lib.fsu.edu/tutoring-information/rwc](https://www.lib.fsu.edu/tutoring-information/rwc)

2. Tutoring options available at FSU.
   [https://www.lib.fsu.edu/tutoring-information](https://www.lib.fsu.edu/tutoring-information)

3. Department of Student Support and Transitions (formerly the Dean of Students Office).
   Services to deal with: illness, death in family, family crisis, financial or housing emergency, traumatic experience, experience of discrimination or harassment, hazing, other important student concerns (basically, if you aren’t sure where to turn…go here!).
   [https://dsst.fsu.edu/](https://dsst.fsu.edu/)
   850-644-2428

4. Victim Advocate Program.
   Confidential services for students who have been the victim of any type of crime (e.g. sexual assault or harassment, domestic violence, robbery, burglary, identity theft, fraud, etc.)
   [https://dos.fsu.edu/vap](https://dos.fsu.edu/vap)
   850-644-7161

5. University Counseling Center.
   Services to help with: stress management, learning skills, test anxiety, depression and/or generalized anxiety, problematic alcohol or drug use, relationship problems, etc.
   [https://counseling.fsu.edu/](https://counseling.fsu.edu/)
   850-644-TALK (8255)

6. University Health Services.
   Services to address: medical issues or chronic illness, health and wellness issues, nutrition.
   [https://uhs.fsu.edu/](https://uhs.fsu.edu/)
   850-644-8869

7. Food For Thought Food Pantry.
   [https://dos.fsu.edu/resources/food-for-thought-pantry](https://dos.fsu.edu/resources/food-for-thought-pantry)
   Located at University Center A, Suite 4100.
Student Resources Related to COVID-19:

1. Zoom Overview:
   
   https://support.canvas.fsu.edu/kb/article/1451-zoom-overview/#students

2. Academics/Campus Life and University Updates:

   https://news.fsu.edu/coronavirus/students/

3. Division of Student Affairs, Emergency Relief Fund:

   https://studentaffairs.fsu.edu/dsarelieffund

Incomplete Grades:
Missing work or uncompleted assignments are insufficient reasons for a grade of Incomplete. An Incomplete grade will not be given except under extenuating circumstances at the instructor’s discretion. Note that College of Social Science and Public Policy guidelines require that students seeking an “I” must be currently passing the course.

Syllabus Change Policy:
Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.

Course Schedule:

1/11/2021  Welcome back! Setting goals and your roles for the semester. 
            -Kathi Tillman

1/18/2021  NO CLASS – Martin Luther King, Jr. Day!

1/25/2021  Successfully Managing Problem Students and Student Problems
            -Kathi Tillman
2/1/2021  Types of Jobs, What They Do, How I Get There:
R1 Universities, State Colleges/Universities (with research expectations)
-Dr. Brandon Jackson; Dr. Byron Miller

2/8/2021  Types of Jobs, What They Do, How I Get There:
Teaching Colleges, Community Colleges (without many research expectations)
-Dr. Stephanie Bradley

2/15/2021  Types of Jobs, What They Do, How I Get There:
Teaching-Track Positions at R1 Universities, State Colleges/Universities
-Dr. Elyse Claxton; Dr. Lisa Munson

2/22/2021  Annual Evaluations and How to Craft a CV
-Dr. Kathi Tillman

3/1/2021  Your Master’s Paper – Getting Started and Moving Along
-Dr. Doug Schrock

3/8/2021  Types of Jobs, What They Do, How I Get There:
Non-Academic Jobs, State & Federal Agencies (Census, Dept. Education, Dept. Health, Dept. of Justice, etc.)
-Dr. Ursula Weiss; Dr. Brian Knop

3/15/2021  Types of Jobs, What They Do, How I Get There:
Non-Academic Jobs, Non-Profit
-Dr. Dawn Godbolt

3/22/2021  The Tenure & Promotion Process – How Does It Work?
-Dr. Mike McFarland

3/29/2021  Getting the Most Out of Conferences in Your Early Years (especially now!)
-Dr. Kathi Tillman

4/5/2021  How to Craft your Professional Presence in Real Life & Online
-Kyle Saunders

4/12/2021  Last Class! What questions do you have left…..?

4/19/2021  EXAM WEEK – small end-of-year celebration?

Some Upcoming Spring Conferences:
ESS – Feb 18th – 21st Diversity and Its Discontents in the Wake of Covid-19 (virtual)
SSS – April 7th – 10th Will America Work? Race, Polarization, and Economic Inequality (real/virtual?)
PAA – May 5th – 8th (virtual)