

PSYC 890, Fall 2006

Class: Monday, 1:30-4:10, David King Hall, Room 2073

Instructor: Deborah A. Boehm-Davis

Office Hours: Tuesdays 10-11 and by appointment

Office: 2006 David King Hall

Phone: 703-993-1398

Email: dbdavis@gmu.edu

Course Description/Goals: This course is designed for senior graduate students in the AE program. The goals of the course are to facilitate students' professional/career development and to prepare for careers (both academic and non-academic). The course focuses on jobs (identifying jobs, writing cover letters/resumes, interviewing, negotiating, identifying strengths and weaknesses), grants/contracts (identifying sources of support, writing proposals, budgets) professional skills (managing work, managing meetings, mentoring), professional ethics, writing and critiquing skills, and presentation skills.

Textbooks/Readings:

- *APA's Ethical Principles of Psychologists and Code of Conduct*". Note that this can be read on APA's web site (<http://www.apa.org/ethics/>). [Required]
- Campbell, J. (1982). Editorial: Some remarks from the outgoing editor. *Journal of Applied Psychology*, 67, 691-700. [Required]
- Campion, M. A. (1993). Editorial: Article review checklist: A criterion checklist for reviewing articles in applied psychology. *Personnel Psychology*, 46, 705-718. [Required]
- Campion, M. A. (1997). Editorial: Rules for references: Suggested guidelines for choosing literary citations for research articles in applied psychology. *Personnel Psychology*, 50, 165-167. [Required]
- Darley, J. M., Zanna, M. P., & Roediger, H. L. (2004). *The compleat academic: A career guide*. (2nd Edition). Washington, D.C.: American Psychological Association. [Required]
- Johnson, B. W. & Ridley, C. R. (2004). *The Elements of Mentoring*. Palgrave Macmillan. ISBN 1-4039-6401-7. [Required]
- Fine, M. A., & Kurdek, L. A. (1993). Reflections on determining authorship credit and authorship order on faculty-student collaborations. *American Psychologist*, 48, 1141-1147.
- Oetting, E. R. (1992). Ten fatal mistakes in grant writing. In A. E. Kazdin (Ed.). *Methodological issues and strategies in clinical research* (p. 739-748). Washington, D. C.: American Psychological Association.
- Perlman, B., McCann, L. I., & McFadden, S. H. (Eds.). (2002). *Lessons learned: Practical advice for the teaching of psychology*. Washington, D.C.: American Psychological Association.
- Rheingold, H. L. (1994). *The psychologist's guide to an academic career*. Washington, D. C.: American Psychological Association.
- Smith, D. (2003a). Five principles for research ethics. *APA Monitor*, 34 (1), 56-60.
- Smith, D. (2003b). What you need to know about the new code. *APA Monitor*, 34 (1), 62-65. Available online at <http://www.apa.org/monitor/jan03/newcode.html>
- Sternberg, R. J. (2000). *Guide to publishing in psychology journals*. Cambridge, U.K.: Cambridge University Press.

Course Requirements/Assignments/Activities

Assignments

A tentative listing of reading and project assignments is shown in the schedule below. Readings should be read before class the week they are listed. Descriptions of the weekly projects will be posted on webCT,

along with due dates (generally, assignments will be due at the next class meeting). Other readings and assignments may be added during the course of the semester. These will be announced in class and provided on the class website. Assignments will be graded on a satisfactory/not satisfactory basis.

Final Exam

There will be no final exam for this class. However, we will be using the exam period for the final project – student presentations. That date is shown on the listing of class meetings below.

Attendance

You are responsible for all information from each class meeting, including dates when projects are due, information not contained in the text, etc. If you miss a class, you should borrow notes from a classmate and/or download the slides and assignments from webCT. Three absences from the class will constitute grounds for an unsatisfactory grade in the class.

Electronic Distribution of Course Information:

On-line materials for this class can be accessed through webCT (<https://webct41.gmu.edu/webct/public/home.pl>). Course materials and handouts are/will be available from this website. Such materials include, but are not limited to, the syllabus, copies of the Powerpoint slides used in class, additional class readings, guidelines/instructions for assignments, and class discussions.

Grading Policy

This is a small graduate seminar that requires active discussion and contribution from each member of the class. The course will be enhanced greatly if we can all benefit from each individual student's ideas, questions, suggestions, and expertise. The course is offered on a satisfactory/no credit basis. Students must participate in class and satisfactorily complete a minimum of 80% of the work assigned to receive a satisfactory grade for the class. Three absences from the class will constitute grounds for an unsatisfactory grade in the class.

Honor Code

George Mason University has an Honor Code (see <http://www.gmu.edu/facstaff/handbook/aD.html>) that each of you accept by enrolling as a student. This code is consistent with APA's ethical principles for working professionals. Your instructors view it as especially important that each of you adhere to that code of honor. Working in a group to discuss course materials is encouraged, but all products submitted for this course (unless specifically described as a group project) should represent your work as an individual. If you have any questions about what is permitted and what is not, please come and see me.

Outside sources (e.g., journals, books) will be required to complete some course assignments. Plagiarism is defined as in the APA's "Ethical Principles of Psychologists and Code of Conduct" and in the Publication Manual of the American Psychological Association (see pages 349-350 of the Fifth Edition). Taping lectures is permitted.

Special Help

If you are a student with a disability and you need academic accommodations, please see me and contact the Disability Resource Center (DRC) at 703-993-2474. All academic accommodations must be arranged through that office.

Important Dates

Last day to add this class is September 12. Last day to drop is September 29.

TENTATIVE Schedule of Classes/Readings/Projects

| Date | Topic | Reading | Projects |
|-------------------|---|--|---|
| August 28 | Housekeeping/overview Careers -Career Paths | DZR: Chapters 1, 20 | 1. Self assessment 2. Locate CV |
| September 4: | No Class (Labor Day holiday) | | |
| September 11: | -Career Options | DZR: Chapters 2, 4 | 3. Identifying jobs (1) |
| September 18: | -Job Search -Resume Building -Interviewing | DZR: Chapter 3 | 3. Identifying jobs (2) 4. Update CV |
| September 25: | -Interviewing -Negotiating Skills | J: Chapter 1 | 5. Job Skills Assessment |
| October 2 | The Grants/Contracts Process -Winning Research Sponsorship | DZR: Chapters 8, 9 | 6. Identifying grant opportunities |
| October 9 | No class (Columbus Holiday) | | |
| October 10: | -Winning Research Sponsorship -Intellectual Property -Dealing with IRBs | DZR: Chapter 11 J: Chapter 2 | 7. Selecting an RFP 8. Write proposal |
| October 16: | -Evaluating Grants | J: Chapter 3 | |
| October 23: | -Budgeting Grants -Carrying Out Grants | J: Chapter 4 | 9. Budget Exercise 10. Management Exercise |
| October 30: | -Completing Projects -Time/Stress Management Building/Keeping Reputation -Networking | J: Chapters 5,6 | 11. Narrative CV 12. Ethics Posting |
| November 6: | -Mentorship -Ethics | DZR: Chapter 6 <i>APA's Ethical Principles</i> | |
| November 13: | -Publishing | Campbell and Campion editorials DZR: Chapters 7, 10 | |
| November 20: | -Presentations | DZR: Chapter 5 | 14. Presentation |
| November 27: | -Presentations, continued -Dressing for Success | | |
| December 4: | Student Presentations | | 15. Article review BRING VIDEOTAPE |
| December 11 or 18 | Student Presentations | | 16. Presentation Critique BRING VIDEOTAPE |

8/14/06