Term Information

Effective Term Summer 2013

Course Change Information

What change is being proposed? (If more than one, what changes are being proposed?)
Make course variable credit

What is the rationale for the proposed change(s)?
Allow flexibility in offering, especially for may session

What are the programmatic implications of the proposed change(s)?
(e.g. program requirements to be added or removed, changes to be made in available resources, effect on other programs that use the course)?
none

Is approval of the request contingent upon the approval of other course or curricular program request? No

Is this a request to withdraw the course? No

General Information

Course Bulletin Listing/Subject Area Human Dev and Family Science
Fiscal Unit/Academic Org Dept of Human Nutrition - D1254
College/Academic Group Education & Human Ecology
Level/Career Graduate
Course Number/Catalog 6892
Course Title Professional Development Seminar
Transcript Abbreviation Pro Dev Seminar
Course Description Aids students in professional development. Topics include: setting goals in graduate school, creating a CV, choosing research projects, submission of articles for publication, grant writing, career planning, navigating the job market.

Semester Credit Hours/Units Variable: Min 1 Max 3

Previous Value

Offering Information

Length Of Course 14 Week, 7 Week, 4 Week (May Session), 12 Week (May + Summer)
Flexibly Scheduled Course Never
Does any section of this course have a distance education component? No

Grading Basis Progress - S/U
Repeatable No
Course Components Seminar
Grade Roster Component Seminar
Credit Available by Exam No
Admission Condition Course No
Off Campus Never
Campus of Offering Columbus

Prerequisites and Exclusions
Prerequisites/Corequisites

Exclusions

Cross-Listings

Cross-Listings

Subject/CIP Code

Subject/CIP Code
19.0701

Subsidy Level
Doctoral Course

Intended Rank
Masters, Doctoral

Quarters to Semesters

Quarters to Semesters
New course

Give a rationale statement explaining the purpose of the new course
This course was created to meet the professional development needs of all students in our grad programs.

Sought concurrence from the following Fiscal Units or College

Requirement/Elective Designation

Required for this unit's degrees, majors, and/or minors

Course Details

Course goals or learning objectives/outcomes
• Gain skills that will help students make good choices about allocating their time to various projects in graduate school in a way that will further their career goals
• Become familiar with submitting articles for review
• Understand how to construct a CV and cover letter for a job application
• Build skills and knowledge in writing grants

Content Topic List
• CV
• Job Market
• Submitting articles
• Grant writing
• Goal setting
• Professional Development

Attachments

• HDFS 6892 Schoppe-Sullivan May 2013.pdf: 6892 syllabus
(Syllabus. Owner: Zircher, Andrew Paul)

Comments
<table>
<thead>
<tr>
<th>Status</th>
<th>User(s)</th>
<th>Date/Time</th>
<th>Step</th>
</tr>
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<tbody>
<tr>
<td>Submitted</td>
<td>Zircher, Andrew Paul</td>
<td>04/01/2013 02:10 PM</td>
<td>Submitted for Approval</td>
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<tr>
<td>Approved</td>
<td>Buckworth, Janet</td>
<td>04/02/2013 12:49 PM</td>
<td>Unit Approval</td>
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<td>Pending Approval</td>
<td>Achterberg, Cheryl L Blount, Jackie Marie Odum, Sarah A. Zircher, Andrew Paul</td>
<td>04/02/2013 12:49 PM</td>
<td>College Approval</td>
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HDFS 6892– University Teaching in HDFS: A Professional Development Seminar
MAY SESSION 2013
2 CREDITS

Mondays-Thursdays 10:00-11:40am
ROOM TBA, CAMPBELL HALL

Instructor: Dr. Sarah Schoppe-Sullivan
Office: 131 Campbell Hall
Phone: 688-3437
E-Mail: schoppe-sullivan.1@osu.edu (PLEASE PUT HDFS 6892 IN THE SUBJECT LINE)
Office Hrs: by appointment

Required Books:


Additional Readings: will be posted to Carmen (http://carmen.osu.edu). Some additional readings are already noted on the course schedule (see pp. 3-4); others may be added during the session.

**Please turn cell phones OFF during class – THANK YOU!!**

Course Objectives: The major goal of this course is to introduce graduate students to teaching at the college/university level and to equip them with the knowledge, skills, and materials they will need to start on the path towards becoming highly effective instructors in HDFS and related social science disciplines/departments.

By the end of the session, students will be able to:

- better understand and connect with today’s college student population
- begin effective preparation for teaching before a new semester begins
- create an effective and engaging course syllabus for an HDFS course
- motivate students to read course materials and actively participate in class discussions
- design effective exams and assignments
- deliver an effective lecture to any size audience
- develop a statement of teaching philosophy and approach
- successfully mentor undergraduate students in research
- handle ethical issues that arise in teaching
- create instruments to gauge student evaluation of teaching and use these evaluations to improve their own instruction
**Course Requirements:** Students are expected to read the assigned readings prior to class and to be ready to discuss them. **Class attendance is required.**

Grades in this course will consist of several components, each explained in detail below:

<table>
<thead>
<tr>
<th>Contribution</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contributions to Class Discussion</td>
<td>6 points each day (X 15) = 90</td>
</tr>
<tr>
<td>Assignments</td>
<td>10 points each (X 10) = 100</td>
</tr>
<tr>
<td>Class Mini-Lecture #1</td>
<td>35 points</td>
</tr>
<tr>
<td>Class Mini-Lecture #2</td>
<td>35 points</td>
</tr>
<tr>
<td>Feedback to Other students</td>
<td>20 points (X 2) = 40</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>300 points</strong></td>
</tr>
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Final grades will be assigned using the following scale:

- A: 279 – 300
- A-: 270 – 278
- B+: 261 – 269
- B: 249 – 260
- B-: 240 – 248
- C+: 231 – 239
- C: 219 – 230
- C-: 210 – 218
- D+: 201 – 209
- D: 180 – 200
- E: 179 or below

1) **Contributions to Class Discussion:** Because this class will be primarily discussion-based, students are expected to contribute actively to class discussions. Student contributions each day of class will be awarded from 0 to 6 points reflecting quantity and quality of contributions to class discussions.

2) **Assignments:** There will be five (10) assignments throughout the session that require students to create teaching materials or write reactions to readings (see schedule).

3) **Class Mini-Lectures:** Each student will give two (2) 15-minute lectures – one in the third week and one in the fourth week. Lecture topics will be chosen by the student based on what types of courses they are teaching or interested in teaching. These lectures will be given in front of the class, videorecorded, and evaluated by the professor and other students.

4) **Feedback to Other Students:** At the end of student presentation weeks, each student will submit written feedback regarding the other students’ presentations. The quality of feedback will be evaluated and the professor will incorporate peer feedback into the evaluations of the student mini-lectures.

**Academic Misconduct:** As stated in the Code of Student Conduct, http://studentaffairs.osu.edu/resource_csc.asp, academic misconduct is defined as any activity that “compromises the academic integrity of the institution, or subverts the educational process.” Academic misconduct includes such activities as plagiarism, cheating on an exam, and dishonesty in reporting research results. As per academic misconduct guidelines, I will report to the committee on Academic Misconduct all instances of what I believe to be academic misconduct. If COAM determines that misconduct has been committed, a student may receive a failing grade in this course, and/or be suspended or dismissed from the University.

**Disability Services:** Any student who feels s/he may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs. Please contact the Office for Disability Services at 614-292-3307 in room 150 Pomerene Hall. They can help coordinate reasonable accommodations for students with documented disabilities.
## Course Schedule – HDFS 6892 – May Session 2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Readings</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M 5/6</td>
<td>Getting to know today’s college student I</td>
<td>Levine and Dean, Intro &amp; CH 1-4</td>
<td></td>
</tr>
<tr>
<td>T 5/7</td>
<td>Getting to know today’s college student II</td>
<td>Levine and Dean, CH 5-8 &amp; timeline</td>
<td>Reflection on one’s own college experience</td>
</tr>
<tr>
<td>W 5/8</td>
<td>Getting ready to teach I</td>
<td>McKeachie, CH 1-3</td>
<td>Introductory class activity due</td>
</tr>
<tr>
<td><strong>Week 2</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M 5/13</td>
<td>Getting students to participate via readings and discussions</td>
<td>McKeachie CH 4 &amp; 5</td>
<td>Discussion activity due</td>
</tr>
<tr>
<td>T 5/14</td>
<td>Lecturing, teaching large courses, technology</td>
<td>McKeachie CH 6, CH 17 &amp; 18</td>
<td></td>
</tr>
<tr>
<td>W 5/15</td>
<td>Assessment and Testing I</td>
<td>McKeachie 7 &amp; 8</td>
<td>Exam questions due</td>
</tr>
<tr>
<td>Th 5/16</td>
<td>Assessment and Testing II: feedback &amp; grading</td>
<td>McKeachie 9 &amp; 10</td>
<td>Grading assignment due</td>
</tr>
<tr>
<td><strong>Week 3</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>M 5/20</td>
<td>Understanding and working with students</td>
<td>McKeachie CH 11-13 Childress et al. (2009). <em>Mentoring as a socializing activity – Supporting undergraduate research in the social sciences.</em></td>
<td>Reflection on one’s own experience as a mentee</td>
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<tr>
<td>W 5/22</td>
<td>Student Mini-Lectures &amp; Bain discussion</td>
<td>Bain CH 1-4</td>
<td>Reflection on a great teacher one has had</td>
</tr>
<tr>
<td>Th 5/23</td>
<td>Student Mini-Lectures &amp; Bain discussion</td>
<td>Bain CH 5-7 + epilogue</td>
<td>Feedback on mini-lectures #1</td>
</tr>
<tr>
<td>Date</td>
<td>Activity</td>
<td>Reading Material</td>
<td>Notes</td>
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<tr>
<td>M 5/27</td>
<td><strong>No Class, Memorial Day</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Th 5/30</td>
<td>Student Mini-Lectures</td>
<td></td>
<td>Feedback on mini-lectures #2</td>
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