

# ALS 5934 Graduate Professional Development Seminar

Fall Semester, 2010

2 Credits

Thursday Periods 7 & 8, 1:55 – 3:50 p.m.

2316 Fifield Hall

Statewide via Polycom Video Conferencing

## Course Description:

Seminar presentations and discussions of topics essential to enhancing the awareness, personal satisfaction and professional success of graduate students. Topics include graduate students' role and responsibilities, professor-student relations, thesis/dissertation, grant and publication writing, preparing effective presentations, effective teaching, curriculum vitae development, and interviewing techniques.

## Instructor:

Dr. Michael E. Kane, Professor  
Environmental Horticulture Department  
Building 68, Rm. 109  
P.O. Box 110675  
Office: 352-273-4500  
Cell: 352-359-3565  
[micropro@ufl.edu](mailto:micropro@ufl.edu)

## Course Objectives:

At the completion of the course graduate students will be able to:

1. Utilize available university information, support, and guidance resources to enhance their academic and professional success and make better informed decisions.
2. Discuss diverse issues important to their graduate educational experience and professional development.
3. Developed a well organized curriculum vitae or resume.
4. Prepare and make more effective presentations.

## Course Format:

Course will be comprised of 50-minute seminar topics presented by invited specialists or discussion panels including group discussions of relevant topics with additional information exchange. Statewide students will participate via Polycom.

**Course Website:** <http://hort.ufl.edu/als5934/>

## Course Grading: Satisfactory / Unsatisfactory (S/U)

Students will prepare and submit a one-page critique of the previous week's seminar topic(s) including a list of additional issues to be discussed. Each critique will be comprised of four sections: 1) what the student expected; 2) critique of the seminar information and usefulness; 3) additional questions generated from the seminar; and 4) related topics that could be addressed. Grading will be based on the comprehensiveness of the written critiques submitted. **Critiques of the previous seminars will be due and submitted via email the following week (Thursday). Each critique will be submitted as a separate 1-page document.** Topics for which critiques are required are indicated on the syllabus marked with an "X".

Please note that a “critique” is more than just a summary of the information presented. The critique should focus on the **content**, rather than presentation style, and should include discussion and reflection on whether the information is or will be helpful to the student and how it relates to professional development during **and beyond** the graduate school experience. An example of a critique will be provided.

### Grading – points:

15 critiques (10 points each) = 150 points. Note: 16 critiques are marked with an “X” in the schedule. One will be dropped to allow for students attending professional meetings, etc., during the semester.

Assignments - two assignments, 25 points each:

1. Curriculum vitae or resume - **due Sept 9<sup>th</sup>**
2. Application letter and revised CV or resume (for a position of your choice) – **due Nov 4<sup>th</sup>**.

Total points: 200 - greater than 70% is “satisfactory” work

### Textbook:

No textbook is required. Speakers will provide relevant materials and handouts.

### Class Attendance:

*Attendance in this class is mandatory without an excused absence.*

The official university policy on attendance is as follows:

Students are responsible for satisfying all academic objectives as defined by the instructor. Absences count from the first class meeting. In general, acceptable reasons for absence from class include illness, serious family emergencies, special curricular requirements (e.g., judging trips, field trips, professional conferences), military obligation, severe weather conditions, religious holidays and participation in official university activities such as music performances, athletic competition or debate. Absences from class for court-imposed legal obligations (e.g., jury duty or subpoena) must be excused. Other sound reasons may be offered. The university recognizes the right of the individual professor to make attendance mandatory. After due warning, professors may prohibit further attendance and subsequently assign a failing grade for excessive absences.

The university has established a 12-day policy for athletic or extracurricular team activities. However, if the instructor deems that those absences are producing unsatisfactory work, the instructor may revoke the 12-day policy for his/her particular class.

The decision to attend or to not attend a class is a decision of the student. University policy does not require that all students attend all class sessions, nor does it permit students to miss any class without an excused absence. (An excused absence is obtained in the CALS administrative office.) Students are expected to be present during for the entire class session and to be active participants in discussions and activities. When a student is absent from class, he/she must notify the instructor PRIOR TO the absence by either telephone (voice mail) or electronic mail.

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**GRADUATE PROFESSIONAL DEVELOPMENT SEMINAR 2010**

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DATE	TOPIC	CRITIQUE
Aug. 26	<b>Overview of Graduate Professional Development Seminar 2010 – Dr. Michael Kane</b>	
	<b>Role and Responsibilities of Graduate Students</b> -Dr. Michael Kane, Professor, Environmental Horticulture Department, <a href="mailto:micropro@ufl.edu">micropro@ufl.edu</a> , (352) 273-4500	X
Sept. 2	Administer Myers-Briggs Type Indicator (1:55 – 2:20 PM)	
	<b>Preparing to Teach Your First Class</b> – Dr. Carrie Reinhardt Adams, Environmental Horticulture Department, <a href="mailto:rein0050@ufl.edu">rein0050@ufl.edu</a> , (352) 273-4502, Ext. 223	X
Sept. 9	<b>The Process of Conflict Resolution at UF</b> – Dr. Ken Gerhardt, Associate Dean for Academic Affairs, Graduate School, <a href="mailto:gerhardt@ufl.edu">gerhardt@ufl.edu</a> , (352) 392-6622	X
	<b>Group Discussion - topic to be decided</b>	-
Sept. 16	<b>History &amp; Future of the Land Grant University</b> – Dr. James Sterns, Food & Resource Economics Department, <a href="mailto:jasterns@ufl.edu">jasterns@ufl.edu</a> , (352) 392-1826 ext.222	X
	<b>Developing Effective Time Management Skills</b> – Tina Long, UF GatorWell Health Promotion Services, <a href="mailto:tinalong@ufl.edu">tinalong@ufl.edu</a> , (352) 273-4450	X
Sept. 23	<b>Avoiding Plagiarism in Your Scientific Writing</b> – Michelle Leonard, Assistant Librarian, Marsten Science Library, <a href="mailto:mleonard@uflib.ufl.edu">mleonard@uflib.ufl.edu</a> , (352) 273-2866	X
	<b>Getting the Most out of Your Graduate Experience</b> – Dr. Phil Kauth, <a href="mailto:pkauth@ufl.edu">pkauth@ufl.edu</a> ; Davis Czarnecki, <a href="mailto:aggator@ufl.edu">aggator@ufl.edu</a> ; Adrienne Smith, <a href="mailto:amsmith@ufl.edu">amsmith@ufl.edu</a> ; Shanghun Hu, <a href="mailto:nobelspring@ufl.edu">nobelspring@ufl.edu</a>	X
Sept. 30	<b>Going From a Thesis/Dissertation to a Published Article</b> – Dr. Charles Guy, Environmental Horticulture, <a href="mailto:clguy@ufl.edu">clguy@ufl.edu</a> , (352) 273-4528	X
	<b>Myers-Briggs Type Indicator</b> – Dr. Rickie Telg, Agricultural Education & Communications, <a href="mailto:rwtelg@ufl.edu">rwtelg@ufl.edu</a> , (352) 392-0502, Ext. 224	X
Oct. 7	<b>Resume and Curriculum Vitae Development</b> - Jonathan Schlesinger, Assistant Director for Career Development, UF Career Resource Center, <a href="mailto:JonSchlesinger@crc.ufl.edu">JonSchlesinger@crc.ufl.edu</a> , (352) 273-2302	X
	<b>Interviewing Techniques</b> – Gregg Henderschiedt, UF Career Resource Center, <a href="mailto:ghenderschiedt@ufl.edu">ghenderschiedt@ufl.edu</a> , (352) 273-2312	
Oct. 14	<b>Employing Graduates – Panel Discussion</b> Dr. Sharon L. Gravett Assistant Vice President for Academic Affairs Valdosta State University Valdosta, GA; <a href="mailto:sgravett@valdosta.edu">sgravett@valdosta.edu</a> , (229) 333-5950; Dr. Tim Schubert Plant Pathology Administrator, FL Division of Plant Industry Gainesville, FL <a href="mailto:schubet@doacs.state.fl.us">schubet@doacs.state.fl.us</a> ; Dr. Jerry Bennett, Professor, Agronomy Department, <a href="mailto:jmbt@ufl.edu">jmbt@ufl.edu</a> , (352) 392-1811 ext. 230; Dr. Rick Schoellhorn, Director of New Products, Proven Winners L.L.C., <a href="mailto:Rick@ProvenWinners.com">Rick@ProvenWinners.com</a> (352) 226-0006	X
	<b>Panel Discussion Continues</b>	

Oct. 21	<b>Effective Leadership</b> – Hannah Carter, Agricultural Education & Communications, <a href="mailto:hscarter@ufl.edu">hscarter@ufl.edu</a> (352) 392-1038	X
	<b>Interacting With the News Media</b> , Stu Hutson, IFAS External & Media Services, <a href="mailto:stu@ufl.edu">stu@ufl.edu</a> , (352) 273-3569	X
Oct. 28	<b>The Challenges of Supervising Employees for IFAS Graduate Students</b> – Jodi Gentry, Director Training & Development, Human Resource Services, <a href="mailto:jodi-gentry@ufl.edu">jodi-gentry@ufl.edu</a> , (352) 392-4626	X
	<b>Discussion Continues</b>	
Nov. 4	<b>Intellectual Property Protection and Technology Transfer</b> – Dr. John Byatt, Assistant Director, UF Office of Licensing and Technology, <a href="mailto:jbyatt@rgp.ufl.edu">jbyatt@rgp.ufl.edu</a> , (352) 392-4979	X
	<b>The Patent Process – Faculty Perspectives</b> – Panel- Dr. Curt Hannah, Horticultural Sciences Department, <a href="mailto:lchannah@ufl.edu">lchannah@ufl.edu</a> , (352) 392-6957; Dr. Dennis Gray, Mid-Florida Research & Education Center, <a href="mailto:djg@ufl.edu">djg@ufl.edu</a> , 407-884-2034 ext.126; Dr. Dean Gabriel, Plant Pathology Department, <a href="mailto:dgabr@ufl.edu">dgabr@ufl.edu</a> , 352-392-7239	
Nov 11	<b>Holiday – No Class</b>	-
Nov. 18	<b>Giving Professional Presentations: Do's and Don'ts</b> - Tim Johnson, Environmental Horticulture Department, <a href="mailto:tmjohn@ufl.edu">tmjohn@ufl.edu</a> , (352) 373-4864 ext. 207.	X
	<b>Group Discussion on Critique Comments</b>	
Nov. 25	<b>Thanksgiving Holiday – No Class</b>	
Dec. 2	<b>Job Offers: Considering Benefits, Salary, Family Leave</b> - David Hermelbracht, IFAS Office of Personnel Affairs, <a href="mailto:davidh@ufl.edu">davidh@ufl.edu</a> , (352) 392-4777	-
	<b>Course Evaluation</b>	

## Academic Honesty, Software Use, UF Counseling Services And Services for Students with Disabilities

In 1995 the UF student body enacted an [honor code](#) and voluntarily committed itself to the highest standards of honesty and integrity. When students enroll at the university, they commit themselves to the standard drafted and enacted by students.

In adopting this honor code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the university community. Students who enroll at the university commit to holding themselves and their peers to the high standard of honor required by the honor code. Any individual who becomes aware of a violation of the honor code is bound by honor to take corrective action. The quality of a University of Florida education is dependent upon community acceptance and enforcement of the honor code.

**The Honor Pledge: We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.**

On all work submitted for credit by students at the university, the following pledge is either required or implied: **"On my honor, I have neither given nor received unauthorized aid in doing this assignment."**

The university requires all members of its community to be honest in all endeavors. A fundamental principle is that the whole process of learning and pursuit of knowledge is diminished by cheating, plagiarism and other acts of academic dishonesty. In addition, every dishonest act in the academic environment affects other students adversely, from the skewing of the grading curve to giving unfair advantage for honors or for professional or graduate school admission. Therefore, the university will take severe action against dishonest students. Similarly, measures will be taken against faculty, staff and administrators who practice dishonest or demeaning behavior.

Students should report any condition that facilitates dishonesty to the instructor, department chair, college dean or Student Honor Court.

*(Source: 2010-2011 Undergraduate Catalog)*

It is assumed all work will be completed independently unless the assignment is defined as a group project, in writing by the instructor.

This policy will be vigorously upheld at all times in this course.

### **Software Use:**

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

### **Campus Helping Resources:**

Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

**University Counseling & Wellness Center**, 3190 Radio Road, 352-392-1575,  
[www.counseling.ufl.edu/cwc/](http://www.counseling.ufl.edu/cwc/)

Counseling Services

Groups and Workshops

Outreach and Consultation

Self-Help Library

Training Programs

Community Provider Database

*Career Resource Center*, First Floor JWRU, 392-1601, [www.crc.ufl.edu/](http://www.crc.ufl.edu/)

**Students with Disabilities:**

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues.

**Accommodations for Students with Disabilities:**

Students requesting classroom accommodation must first register with the dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation.

*Dean of Students Office*, 202 Peabody Hall, 392-7066: [www.dso.ufl.edu](http://www.dso.ufl.edu)