AES 782: Professional Development

Course Information

Contact

Instructor: Sundar Christopher
Office: Online
Email Address: Via canvas
Phone Numbers: Online
Availability/Office Hours: Online/via appointment

Details

Course Name: AES 782
Mode of Delivery: Online - Asynchronous
Credit Hours: 1
Semester/Year: Online
Meeting day, time, and location: Online
Prerequisites: None

Overview

Topics concerning professional ethics, writing scientific journal articles, proposals and resumes, preparing budgets, networking, time management, conference presentations, research administration, funding agencies, stress and burnout will be discussed. Selected topics of interest not included under other courses. The ATS/ESS 782 Course will introduce a new format and content that involves topics related to Professional Development. The course is designed to address those topics of interest to the students that are not covered in typical academic programs. It is specifically designed to address topics that will be critical to the students once they graduate and find a place in the work arena. One of the major foci is proposal writing and evaluation. Students will write proposals according to specified guidelines. Other exercises include job searches, resumes, and career planning essays.

Objectives

Upon completion of this course, the student will be able to:

- Write a research proposal

- Know how to manage graduate school issues such as managing time, managing adviser, writing papers, and networking.

- Write a resume and apply for a job

Materials

Required

- S. A. Christopher, Navigating Graduate School and Beyond: A Career Guide for Graduate Students and a Must-Read for Every Advisor, Sundar A. Christopher, Wiley Press (sachristopher.wordpress.com). This book is designed to help graduate students and young professionals navigate the sometimes-intimidating world of academia and assist them in strengthening important skills that will help them not only in the graduate program but in employment as well. The book discusses many aspects of the graduate school experience that other books do not address. The most standout feature of the book is the discussion of an alternative to writing a dissertation. The book can also be used as text for a Professional Development course, and discussion exercises have been included for this purpose

- S. A. Christopher, Navigating Tenure and Beyond, A Guide for Early Career Faculty, AMS/Chicago Press, ISBN: ISBN: 978-1-944970-43-7. This academic early career guide covers topics such as attaining tenure through service, research, and teaching while empowering graduate students and maintaining balance between career and personal life (profsacblog.wordpress.com).

Additional/Recommended

- Harvard Business Review – 10 Must Reads – "A 14-volume paperback boxed set or as an eBook set combining hundreds of "Harvard Business Review" articles on topics such as emotional intelligence, communication, change, leadership, strategy, managing people, and managing yourself and selected the most important

ones to help you maximize your own and your organization's performance.

- Read material in this blog: https://sachristopher.wordpress.com/

Technology Statement

This course will use UAH's learning management system, Canvas, as well as other technology tools. Students will be expected to have access to a computer with internet capabilities in order to fully participate in this course.

Evaluation and Grading

The following grading scheme will apply in this course:

A = 90%–100%
B = 80%–89%
C = 70%–79%
D = 60%–69%
F = 0%–59%

Evaluation and grading will be based upon [weighted assignment groups OR points earned].

Assignment Types You'll See in this Class	What to Expect	Points OR %
Career Essay	Your assignment is to write a personal career development plan.	15pts/15%
Letter of Intent	All students must submit a letter of intent before the full proposal can be submitted. A sample letter of intent is available on canvas.	5pts/5%

Proposal	You are required to write <u>either</u> a NASA FINESST proposal <u>or</u> a NSF GRFP proposal, Check with your research adviser on which proposal you should write	30pts/30%
Proposal Review	The instructor will provide a proposal for review with a template. The student will review proposals and provide written evaluation. *A proposal template is provided on canvas.*	15pts/15%
Job Search	Your task is to search for available jobs in your area of interest. You must submit a CV and a strength/weakness analysis.	20pts/20%
Class Participation	Students are required to interact with one another and the instructor through the class discussion section	15 points/15%

Missed Assignments/Make-Ups/Extra Credit

Attendance Policy

When you miss class, you miss important information. If you are absent, you are responsible for learning material covered in class. If you are absent when an assignment is due, you must have submitted the assignment prior to the due date to receive credit. Late assignments will not be accepted and will be given a grade of zero. Please contact your instructor if you have specific questions or concerns.

Communication & Instructional Continuity

In this class, the official mode of communication is through [Canvas/UAH email]. Students can expect a response from the instructor within a [24/48 hour] timeframe.

In the event a regular scheduled course is unexpectedly interrupted, course requirements, due dates, and grading policy are subject to change when necessitated by revised course delivery, semester calendar, or other instances. Information about changes in this course can be obtained from the Canvas course webpage or by contacting me. If I do not respond within [24/48 hours], please contact my department at [aes-chair@uah.edu] or the college dean at [science.dean@uah.edu].

If our regular scheduled class meeting is interrupted or the campus should unexpectedly close, students should immediately log onto Canvas and read any course announcements. Students are encouraged to continue the readings and other assignments as outlined on the course syllabus until otherwise advised. Any student who does not could fall behind in the course.

Course Conduct

All students must treat others with civility and respect and conduct themselves in a way that does not unreasonably interfere with the opportunity of other students to learn. All communication between student/instructor and between student/student should be respectful and professional.

Academic Honesty

Your written assignments and examinations must be your own work. Academic misconduct will not be tolerated. Examples of unacceptable behavior include plagiarism/use of prior work/use of Chegg and other online problem-solving sites/etc. To ensure that you are aware of what is considered academic misconduct, you should review carefully the definitions and examples provided in the Student Handbook. If you have questions in this regard, please contact me without delay.

Copyright

Discussion of Concerns

If you have difficulties or concerns related to this course, your first action should be to discuss them with your instructor. If such a discussion would be uncomfortable for you or fails to resolve your difficulties, you should contact the [department info] Department Chairperson, at aes-chair@uah.edu. If you are still unsatisfied, you should contact, Associate Dean of the College of Science at [science.adean@uah.edu.

Class Schedule

See Canvas

University Information

The text contained between the lines is provided by the university each semester and should NOT be edited. When posting the syllabus on the Syllabus page in Canvas, you should delete the text between the lines as it will automatically appear on the Canvas Syllabus page.

Disability Statement

The University of Alabama in Huntsville will make reasonable accommodations for students with documented disabilities. If you need support or assistance because of a

disability, you may be eligible for academic accommodations. Students should contact the [Disability Support Services](#) Office (256.824.1997 or Wilson Hall 128) as soon as possible to coordinate accommodations.

Pertinent UAH Policies

- [UAH Student Handbook](#)
- [Academic Misconduct Policy](#)
- [Complete listing of UAH Policies and Procedures](#)

Campus Resources

The University of Alabama in Huntsville offers a range of student services to enhance the experience of students.

- [Academic Support Services](#)—ASAP, Student Success Center, Tutoring, PASS, Academic Support Centers by College
- [Student Support Services](#)—Counseling Center, Disability Support Services, Student Health Services, Office of International Services, Multicultural Affairs, etc.
- [UAlert](#)—Sign up for UAH's emergency notification system to receive urgent messages from the university
- [Registrar's Office](#)—Academic Calendars, Course Registration, Student Records, Commencement
- [M. Louis Salmon Library](#)—Printed and Online Resources, Reference Services, Group Study Rooms, AV Resources, Printing
- [Office of Diversity, Equity, and Inclusion](#)—Anti-racism resources, LGBTQ resources, lactation rooms, name change requests, internet access assistance, Title IX
- [Canvas Support](#)—Call 844-219-5802 to report an issue with Canvas.
- [OIT Help Desk](#)—For technical support, contact the OIT Help Desk (helpdesk@uah.edu; 256.824.3333)

NOTE: When submitting a support ticket include your name, your class, the element/assignment being affected, and a detailed description of the issue. Providing a [screenshot](#) is often very helpful in diagnosing an issue.

Important Dates

Review the semester dates and deadlines and the academic calendar.

Subject to Change

I will make every effort to follow the guidelines of this syllabus as listed; however, I reserve the right to amend this document as the need arises. In such instances, I will notify you via email and will endeavor to provide reasonable time for students to adjust to any changes.

Course Summary:

Date	Details	Due
Fri Aug 19, 2022	Calendar Event [Chapter 1 - Introduction](#)	12am
Sun Aug 21, 2022	Assignment [Discussion 1](#)	due by 10pm
Fri Aug 26, 2022	Calendar Event [Chapter 2 - Sowing](#)	12am
Fri Sep 2, 2022	Calendar Event [Chapter 7 - Proposals](#)	12:50am
Sun Sep 4, 2022	Assignment [Letter of Intent for Research Proposal](#)	due by 10pm
Fri Sep 9, 2022	Calendar Event [Chapter 7 - Proposals](#)	12am
Sun Sep 11, 2022	Assignment [Discussion 2](#)	due by 10pm
Fri Sep 16, 2022	Calendar Event [Chapter 7 - Proposals](#)	12am
Sun Sep 18, 2022	Assignment [Career Development Essay](#)	due by 10pm
Fri Sep 23, 2022	Calendar Event [Chapter 3 - Your adviser and you](#)	12am

Date	Details	Due
Sun Sep 25, 2022	Assignment [Discussion 3](#)	due by 10pm
Fri Sep 30, 2022	Calendar Event [Chapter 4- Skills](#)	12am
Sun Oct 2, 2022	Assignment [Discussion 4](#)	due by 10pm
Fri Oct 7, 2022	Calendar Event [Chapter 6 - Writing](#)	12am
Fri Oct 14, 2022	Calendar Event [Chapter 8 - Communication](#)	12am
Sun Oct 16, 2022	Assignment [Discussion 5](#)	due by 10pm
Fri Oct 21, 2022	Calendar Event [Chapter 9 - Teams](#)	12am
Sun Oct 23, 2022	Assignment [Proposal Writing](#)	due by 10pm
Fri Oct 28, 2022	Calendar Event [Chapter 4 - Skills - GRA](#)	12am
Sun Oct 30, 2022	Assignment [Discussion 6](#)	due by 10pm
Fri Nov 4, 2022	Calendar Event [Chapter 4 - Skills - Research Ethics](#)	11pm
Sun Nov 6, 2022	Assignment [Proposal Review](#)	due by 10pm
Fri Nov 11, 2022	Calendar Event [No Class - Thanksgiving Holiday](#)	11pm

Date	Details	Due
Sun Nov 13, 2022	Assignment [Discussion 7](#)	due by 10pm
Fri Nov 18, 2022	Calendar Event [Chapter 10 - Jobs](#)	11pm
Sun Nov 27, 2022	Assignment [Discussion 8](#)	due by 10pm
Thu Dec 1, 2022	Calendar Event [Chapter 12 - Concluding Thoughts](#)	11pm
Sun Dec 4, 2022	Assignment [Job Search Assignment](#)	due by 10pm
	Calendar Event	