

**THE UNIVERSITY OF CALGARY  
FACULTY OF SOCIAL SCIENCES  
DEPARTMENT OF SOCIOLOGY**

**SEMINAR IN PROFESSIONAL SOCIOLOGY  
SOCIOLOGY 602/702  
FALL 2011**

**Instructor:** Dr. Jean E. Wallace

**Class:** Select Fridays from 3:00-5:50  
Social Sciences, Room 921

**Office:** Social Sciences 914

**Phone:** 403-220-6515

**E-Mail:** jwallace@ucalgary.ca (please include Soci 602 or Soci 702 in your header)

**Office Hours:** by appointment

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**COURSE DESCRIPTION**

This course is a graduate-level seminar designed to introduce you to the professional world of sociology. This seminar is required for all incoming graduate sociology students. The objectives of the course are to provide you with practical information about our graduate program, the profession of sociology and academic life. You will be introduced to resources that should be helpful to you as you pursue your graduate training. This seminar is also intended to offer a safe and confidential place for you to ask questions as they arise.

The fall semester is designed to introduce you to the library, provide information on writing scholarship applications and introduce you to faculty members who may be a potential supervisor for you. The objectives of the winter term are for you to successfully obtain a supervisor and present a paper at the Sociology Student Graduate Research Symposium. In addition, current and past graduate students will share their experiences in the graduate program as well as after they graduate. MA students are expected to complete their thesis prospectus so that they may submit it to the department by May 15<sup>th</sup> for summer GRS eligibility. PhD students are expected to prepare a manuscript for a mock journal review by May 15<sup>th</sup>. The prospective and manuscript assignments will be described in greater detail in the winter term.

**COURSE REQUIREMENTS**

This is a pass/fail class and you are expected to attend all classes. You need to attend classes to pass the course. You are also expected to participate in class as this class is set up to help you and without your active participation and questions it is difficult to know if it is meeting your needs. Please ask lots of questions! There are very few readings assigned for this class. The ones listed below are available online on Blackboard and please read before the class so that we may discuss them together.

**FALL TOPICS AND READINGS**

**Week 1: Introduction to the Course (September 16<sup>th</sup>)**

Reading: Adler, P.A., & Adler, P. (2005). The Identity Career of the Graduate Student: Professional Socialization to Academic Sociology. *American Sociologist*, 36:11-27.

**Week 2: Writing an Effective Scholarship Application (September 23<sup>th</sup>)**

Readings: “FGS Tips for Creating Strong Funding Applications”; “URGC Proposal Writing Tips”; “Categories of Publications for a CV or Scholarship Application”

**Week 3: Using the Library (September 30<sup>th</sup>)**

Meet with Laura Koltutsky at the Information Commons Classroom A, 2<sup>nd</sup> floor of the Library Block

**Week 4: Meet the Professors Part One (October 14<sup>th</sup>)**

**Week 5: Meet the Professors Part Two (October 21<sup>nd</sup>)**

**Week 6: Approaching Prospective Supervisors (October 28<sup>th</sup>)**

Reading: Haggerty, K.D. (2010). Tough Love: Professional Lessons for Graduate Students. *American Sociologist*, 41:82-96.

**Week 7: End of Term Q & A (December 2<sup>nd</sup>)**

**WINTER TOPICS AND READINGS**

**Week 1: Introduction to the Term (January 13<sup>th</sup>)**

Readings: Ashkanasy, N.H. (2010). Publishing Today is More Difficult than Ever. *Journal of Organizational Behavior*, 31:1-3.

Cornall, M. (2010). From the Editor: Ten Most Likely Ways an Article Submission Fails to Live up to Publishing Standards. *Journal for the Scientific Study of Religion*, 49, 4.

**Week 2: Writing the Academic CV and Preparing/Giving Presentations (January 27<sup>th</sup>)**

Reading: "Categories of Publications for a CV or Scholarship Application"

Wallace, J.E. (2012). "The Curriculum Vitae"

Anonymous (2011). The Academic CV Template.

Mah, M. (2009-2011). *Less is More: Presentation Design*. Prepared for the Office of Faculty Development, Faculty of Medicine, University of Calgary.

Wallace, J.E. (2012). "Making Power Point Presentations: Avoiding the Pitfalls of Bad Slides."

**Week 3: Tales from the Field Part One (February 10<sup>th</sup>)**

*Session with senior MA and PhD students*

**Week 4: Practice Session for Symposium (March 2<sup>th</sup>)**

**Week 5: Tales from the Field Part Two (March 16<sup>th</sup>)**

*Session with former MA and PhD students*

Readings: Van Vooren, N., Spalter-Roth, R., & Scelza, J. (2009). *Continuing to Pay Attention to the Master's Degree in Sociology*. Data brief prepared for the American Sociological Association.

Van Vooren, N., Spalter-Roth, R., & Scelza, J. (2011). *Sociology Master's Graduate Join the Workforce*. Data brief prepared for the American Sociological Association.

Spalter-Roth, R., Thomas, J., & Levine, F.J. (2000). *New Doctorates in Sociology: Professions Inside and Outside the Academy*. Research brief prepared for the American Sociological Association.

**Week 6: The Ethics Application (March 30<sup>th</sup>)**

Readings: What does the Ethics Approval Process Involve?; CFREB Ethics Information; CFREB Application Form; CFREB Consent Form; CFREB Confidentiality Form

**Week 7: Topic TBA based on students' request (April 6<sup>th</sup>)**

## THE SMALL PRINT

- You must provide advance notice to the instructor if you are unable to write an exam on its designated date. All requests for deferral of an exam due to health reasons must be accompanied by written documentation as outlined in the University Calendar and should be obtained while the student has the physical or emotional problem rather than after recovery. Deferred exams may be allowed in the following circumstances: illness, domestic affliction or religious conviction. Travel arrangements and misreading of the syllabus are not valid reasons for requesting a deferred exam. Deferred exams will not be granted if it is determined that just cause is not shown by the student. If you have missed a test for a legitimate reason, the instructor can require you to write a “make up” test as close in time to the original test as possible or can choose to transfer the percentage weight to another course component. If the instructor schedules a “make up” test for you, its date and location will be at the convenience of the Sociology Department.
- Please note that requests to defer a final examination or to defer term work past the end of a term go through the Undergraduate Programs Office (UPO) and must be processed by the deadlines that are established in the U of C Calendar. You can find the forms you need online: *Deferred Final Exam Application*: [http://www.ucalgary.ca/registrar/files/registrar/APP%20FOR%20DF%20EXAM\\_0.pdf](http://www.ucalgary.ca/registrar/files/registrar/APP%20FOR%20DF%20EXAM_0.pdf)  
*Deferred Term Work Form*: <http://www.ucalgary.ca/registrar/files/registrar/defTW.pdf>  
You must submit these deferral forms to the Faculty of Arts Associate Dean (Students) through the UPO office: Undergraduate Programs Office, 4th Floor, MacEwan Student Centre. Only the Associate Dean approves requests for deferrals which extend beyond the end of a term. Instructors are not involved in such decisions. To make an appointment with the Associate Dean, phone (403) 220-8155.
- If you must miss class, borrow the notes from one of your classmates. Try early on in the course to set up a “buddy system” to help each other in the event of missed classes. See the professor to clarify anything you do not understand.
- **The Freedom of Information and Protection of Privacy (FOIP)** legislation disallows the practice of having students retrieve assignments from a public place, e.g., outside instructor’s office, the department office, etc. Term assignments must be returned to students individually, during class or during the instructor’s office hours; if students are unable to pick up their assignments from the instructor, they provide the instructor with a stamped, self-addressed envelope to be used for the return of the assignment. Grades are not available through email, phone or the Sociology office. They are available on Blackboard only. When students are unable to submit papers in class, they should make arrangements to hand in their papers directly to the instructor rather than at the Sociology Department main office.
- **Academic Accommodation:** Students with a disability, who require academic accommodation, need to register with the Disability Resource Centre (MC 295, telephone 403-220-8237). Academic accommodation letters need to be provided to course instructors no later than fourteen (14) days after the first day of class. **It is the student’s responsibility to register with the Disability Resource Centre and to request academic accommodation, if required.**
- **Intellectual honesty** is the cornerstone of the development and acquisition of knowledge and requires that the contribution of others be acknowledged. As a result, cheating or plagiarism on any assignment or examination are regarded as serious academic offenses. Students are advised to consult the University Calendar which presents a Statement of Intellectual Honesty and definitions and penalties associated with plagiarism, cheating, and other academic misconduct.
- The University of Calgary provides a **Safewalk** service to any location on Campus, including the LRT, parking lots, bus zones, and campus housing. For Campus Security/Safewalk call 403-220-5333. Campus Security can also be contacted from any of the “Help” phones located around Campus.
- Cell phones, pagers, Blackberries, internet surfing, watching videos, playing computer games, checking E-mail, text messaging, and listening to music are disruptive to other students in class. **Please be courteous to your classmates and professor and turn off all such devices before the class starts.** Laptop computers are to be used exclusively for the purposes of taking notes during class. Using your laptop for purposes other than taking notes (e.g., watching videos, playing solitaire, etc.) will be considered disruptive behavior. Students violating the policy will be asked to cease doing so and may be disallowed from using a laptop in future classes. Recording devices may be used only if you have permission from the professor.
- **Emergency evacuations:** In the case of fire or other emergency evacuation of this classroom, please proceed to the assembly point by the Professional Faculties Food Court or the Education Block Food Court.
  - Sociology Web Page: <http://www.soci.ucalgary.ca>