

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

**SEMINAR IN PROFESSIONAL SOCIOLOGY  
SOCIOLOGY 602/702  
FALL 2014/WINTER 2015**

**Instructor:** Dr. Jean E. Wallace  
**Office:** Social Sciences 914  
**Phone:** 403-220-6515  
**E-Mail:** jwallace@ucalgary.ca  
**Office Hours:** My door is always open – if I'm not in, just send me a note, and we'll set up a time.

**Class:** Select Fridays from 1:00-3:50 in Social Sciences, Room 921

**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 what they are doing after graduation. 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 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 by clicking on the link or on D2L. Please read before the class so that we may discuss them together.

## FALL TOPICS AND READINGS

### **Week 1: Introduction to the Course (September 12<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.

<http://link.springer.com.ezproxy.lib.ucalgary.ca/article/10.1007/s12108-005-1002-4>

### **Week 2: Using the Library (September 19<sup>th</sup>)**

Meet Laura Koltutsky at the Taylor Family Library Block, Fourth Floor, Room 440A

### **Week 3: Writing an Effective Scholarship Application (October 3<sup>rd</sup>)**

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

Available on D2L under “Course Documents”.

### **Week 4: Meet the Professors Part One (October 17<sup>th</sup>)**

### **Week 5: Meet the Professors Part Two (October 31<sup>st</sup>)**

### **Week 6: Approaching Prospective Supervisors (November 14<sup>th</sup>)**

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

<http://link.springer.com.ezproxy.lib.ucalgary.ca/article/10.1007/s12108-010-9088-8>

### **Week 7: End of Term Q & A (November 28<sup>th</sup>)**

## WINTER TOPICS AND READINGS

### **Week 1: Introduction to the Term (January 16<sup>th</sup>)**

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

<http://onlinelibrary.wiley.com.ezproxy.lib.ucalgary.ca/doi/10.1002/job.676/abstract>

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.

<http://onlinelibrary.wiley.com.ezproxy.lib.ucalgary.ca/doi/10.1111/j.1468-5906.2010.01531.x/abstract>

## **Week 2: Writing the Academic CV and Preparing/Giving Presentations (January 30<sup>th</sup>)**

Readings: “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.” Available on D2L under “Course Documents”.

## **Week 3: Tales from the Field Part One (February 6<sup>th</sup>)**

*Session with senior MA and PhD students*

## **Week 4: Practice Session for Symposium (February 27<sup>th</sup>)**

*Note: may be rescheduled depending on the date of the Symposium*

## **Week 5: Tales from the Field Part Two (March 13<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. Available on D2L under “Course Documents”.

## **Week 6: The Ethics Application (March 27<sup>th</sup>)**

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

*Available on D2L under “Course Documents”.*

## **Week 7: Topic TBA based on students’ request (April 10<sup>th</sup>)**

### **THE SMALL PRINT**

- The main Sociology Department office does not deal with course-related matters. Please speak directly to your instructor.
- **Academic Misconduct:** Please refer to the website listed below for information on University of Calgary policies on Plagiarism/Cheating/Other Academic Misconduct: <http://www.ucalgary.ca/pubs/calendar/current/k-2-1.html>
- **Protection of Privacy:** The Freedom of Information and Protection of Privacy (FOIPP) legislation does not allow students to retrieve any course material from public places. Anything that requires handing back will be returned directly during class or 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.”
- **Ethical Research:** Students are advised that any research with human subjects--including any interviewing (even with friends and family), opinion polling, or unobtrusive observation--must have the approval of the Departmental Ethics Committee. In completing course requirements, students must not undertake any human subjects research without discussing their plans with the instructor, to determine if ethics approval is required.

- **Deferrals:** If possible, please provide advance notice to the instructor if you are unable to write an exam or complete/turn-in assignments on time. All requests for deferral of a course component 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 health issue rather than after recovery. Deferrals will 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 deferral. Deferrals 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 Department of Sociology. Deferred Final Exam Form: Please note that requests to defer a Registrar scheduled final exam are dealt with through the Registrar’s Office. Further information about deadlines, and where paperwork should be taken, is available on the form, which can be found at: [http://www.ucalgary.ca/registrar/files/registrar/Sp\\_Su\\_DFE\\_App.pdf](http://www.ucalgary.ca/registrar/files/registrar/Sp_Su_DFE_App.pdf)  
Deferred Term Work Form: Deferral of term work past the end of a term also requires a form to be filled out. It’s available at <http://www.ucalgary.ca/registrar/files/registrar/defTW.pdf>  
Once an extension date has been agreed between instructor and student, the form should be taken to the Faculty of Arts Program Information Centre (SS 110) for approval by an Associate Dean (Students).
- **Student Representation:** The 2014-15 Students’ Union VP Academic’s email is: Hana Kadri [suvpaca@ucalgary.ca](mailto:suvpaca@ucalgary.ca). The Faculty of Arts has four SU representatives who may be contacted at any of the following email addresses: [arts1@ucalgary.ca](mailto:arts1@ucalgary.ca), [arts2@ucalgary.ca](mailto:arts2@ucalgary.ca), [arts3@ucalgary.ca](mailto:arts3@ucalgary.ca), and [arts4@ucalgary.ca](mailto:arts4@ucalgary.ca). You may also wish to contact the Student Ombudsperson for help with a variety of University-related matters: <http://www.ucalgary.ca/provost/students/ombuds/role>
- **Emergency Evacuation:** In the case of fire or other emergency evacuation of this classroom, please proceed to the assembly point at Professional Faculties Food Court or the Education Block Food Court.
- **Safewalk:** The University of Calgary provides a “safe walk” service to any location on Campus, including the LRT, parking lots, bus zones, and campus housing. For Campus Security/Safewalk call 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.
- **Academic Accommodation:** Students who require academic accommodation, must register with Student Accessibility Services (formerly the Disability Resource Centre) at MC 452 (or phone 403-220-8237). Please provide academic accommodation letters to the instructor as early as possible and no later than two weeks after the course begins.
  - 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 set by 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 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.