

## Graduate Professional Development Seminar

**ALS 5934 (Section# 1588X), 2 Credits**  
**Fall Semester, 2007**  
**Thursday, Period 7-8, 1:55 – 3:50 p.m.**  
**2318 Fifield Hall**

### 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/ publication writing, grant opportunities, preparing effective presentations, effective teaching, curriculum vitae development, and interviewing techniques.

### Coordinator:

Dr. Michael E. Kane  
 Environmental Horticulture Department  
 Building 68, RM 109  
 P.O. Box 110675

Dr. Carol Stiles  
 Plant Pathology Department  
 2415 Fifield Hall  
 P.O. Box 110680

### Office Hours:

Mondays 9:00 – 10:30 AM  
 or by appointment  
 Tel: 392-1831, Ext. 205  
 micropro@ufl.edu

Thursday 1:00 – 1:55 PM  
 Tel: 392-3631, x. 382  
 cstiles@ufl.edu

### Instructional Objectives:

The objectives of this course are to provide opportunities for graduate students to:

1. Become more aware of available resources of information, support, and guidance to enhance their academic and professional success.
2. To discuss diverse issues important to the graduate educational experience and to provide professional development opportunities for future careers.

### Course Format:

Course will be comprised of a weekly two-hour meeting time (Thursday 1:55 to 3:50 p.m.) on various topics; in some weeks the time period will be divided into two topics, in others the second hour may be used for continued discussion. Each topic will be presented by an invited specialist with opportunities for additional information exchange.

### 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 content; 3) questions and points of discussion; and 4) related topics to be addressed in the future. Grading will be based on the comprehensiveness of the written critiques submitted. **Critiques of the previous seminar(s) will be due in class (Thursday) the following week.** Topics for which critiques are due are noted 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.

**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:

Curriculum vitae or resume - **due Sept 6th**

Application letter and revised CV or resume (for a position of your choice)

– **due Nov 1st.**

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

**Textbook:** None required. Speakers and coordinators will provide relevant materials.

---



---

**GRADUATE PROFESSIONAL DEVELOPMENT SEMINAR 2007**

---



---

DATE	TOPIC	CRITIQUE
Aug. 23	<b>Overview of Graduate Professional Development Seminar 2007</b>	
	<b>Requirements and the Role of Graduate Students</b> – Dr. Michael Kane, <a href="mailto:micropro@ufl.edu">micropro@ufl.edu</a> 392-1831, Ext. 205	<b>X</b>
Aug. 30	MBTI – administer (1:55 – 2:20 PM)	
	<b>Preparing to Teach Your First Class</b> – Dr. Carol Stiles, Plant Pathology Department, <a href="mailto:cstiles@ufl.edu">cstiles@ufl.edu</a> 392-3631, Ext. 382	<b>X</b>
Sept. 6	<b>The Process of Conflict Resolution at UF</b> – Dr. Ken Gerhardt, Interim Dean of the Graduate School, <a href="mailto:gerhardt@rgp.ufl.edu">gerhardt@rgp.ufl.edu</a> 392-6622	<b>X</b>
	<b>TBA</b>	<b>X</b>
Sept. 13	<b>Getting the Most out of Your Graduate Experience</b> – Graduate Student/Post-Doc Panel: Dr. Wayne Jurick, Plant Pathology; Kelly Vineyard, Animal Science; Jeanmarie Mitchell, Horticultural Sciences Department; Karla Adesso, Entomology & Nematology Department	<b>X</b>
	<b>Discussion Continues</b>	
Sept. 20	<b>Developing Effective Time Management Skills</b> – Tina Baker, UF Student Health Care Center, <a href="mailto:trbaker@ufl.edu">trbaker@ufl.edu</a> , (352)392-1161 Ext. 4281	
	<b>History &amp; Future of the Land Grant University</b> – Dr. James Sterns, Food & Resource Economics, <a href="mailto:jasterns@ufl.edu">jasterns@ufl.edu</a> 392-1826, Ext. 222	<b>X</b>
Sept 27	<b>Myers-Briggs Type Indicator</b> – Dr. Rickie Telg, Agricultural Education & Communications, <a href="mailto:rtelg@ufl.edu">rtelg@ufl.edu</a> 392-0502, Ext. 224	
	<b>Effective Leadership</b> – Hannah Carter, Agricultural Education & Communications, <a href="mailto:hscarter@ufl.edu">hscarter@ufl.edu</a> 392-1038	<b>X</b>
Oct. 4	<b>Resume and Curriculum Vitae Development</b> – Lauren Daley, UF Career Resource Center, 392-1601, Ext. 216, <a href="mailto:laurendaley@crc.ufl.edu">laurendaley@crc.ufl.edu</a>	<b>X</b>
	<b>Interviewing Techniques &amp; Etiquette</b> – Nadene Francis, UF Career Resource Center, 392-1601, Ext. 410, <a href="mailto:nadenefrancis@crc.ufl.edu">nadenefrancis@crc.ufl.edu</a>	
Oct. 11	<b>Diversity Awareness</b> – Bryan Garey, UF Division of Human Resources, 392-4626, <a href="mailto:bryan-garey@ufl.edu">bryan-garey@ufl.edu</a>	<b>X</b>
	<b>Discussion Continues</b>	<b>X</b>
Oct. 18	<b>Interacting With the News Media</b> – Panel Discussion, Stu Hutson, IFAS External & Media Services, 392-0400, <a href="mailto:stu@ufl.edu">stu@ufl.edu</a> and Nathan Crabbe, Gainesville Sun, <a href="mailto:crabben@gvillesun.com">crabben@gvillesun.com</a> 338-3176	<b>X</b>

	<b>Going From a Thesis/Dissertation to a Published Article –</b> Dr. Charles Guy, Environmental Horticulture, <a href="mailto:cguy@ufl.edu">cguy@ufl.edu</a> , 392-1831, Ext. 222	X
Oct. 25	<b>The Challenges of Supervising Employees for IFAS Graduate Students –</b> Jodi Gentry, Associate Director Training & Development, Human Resource Services, <a href="mailto:jodi-gentry@ufl.edu">jodi-gentry@ufl.edu</a> , 392-4626	X
	<b>Discussion Continues</b>	
Nov. 1	<b>Intellectual Property Protection and Technology Transfer –</b> Dr. John Byatt, Assistant Director, UF Office of Licensing and Technology, 392-4979, <a href="mailto:jbyatt@rgp.ufl.edu">jbyatt@rgp.ufl.edu</a>	
	<b>The Patent Process – Faculty Perspectives –</b> Dr. Raghavan Charudattan, Plant Pathology Department <a href="mailto:rcharu@ufl.edu">rcharu@ufl.edu</a> , 392-3631, Ext. 354; Dr. Dennis Gray, Horticultural Sciences Department, <a href="mailto:dig@ufl.edu">dig@ufl.edu</a> , 407-884-2034 ext. 126; Dr. Curt Hannah Horticultural Sciences Department, <a href="mailto:hannah@ifas.ufl.edu">hannah@ifas.ufl.edu</a> , 392-1928 ext. 315	X
Nov. 8	<b>Giving Professional Presentations: Do's and Don'ts -</b> <i>Tim Johnson, Environmental Horticulture Department, <a href="mailto:timjohn@ufl.edu">timjohn@ufl.edu</a>, 392-1831 ext. 207.</i>	X
	<b>Discussion Continues</b>	
Nov. 15	<b>Employing Graduates –</b> Panel Discussion. 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> and 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. Terril Nell, Chair, Environmental Horticulture Department, 392-1831, <a href="mailto:tanell@ufl.edu">tanell@ufl.edu</a> .	X
	<b>Panel Discussion Continues</b>	
Nov. 22	<b>Thanksgiving Holiday – No Class</b>	
Nov. 29	<b>Job Offers: Considering Benefits, Salary, Family Leave -</b> David Hermelbracht, IFAS Office of Personnel Affairs, 392-4777, <a href="mailto:davidh@ufl.edu">davidh@ufl.edu</a>	-
	<b>Course Evaluation</b>	

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

Academic Honesty:

**The University requires all members of its community to be honest in all endeavors. Cheating, plagiarism, and other acts diminish the process of learning. When students enroll at UF they commit themselves to honesty and integrity. Your instructor fully expects you to adhere to the academic honesty guidelines you signed when you were admitted to UF.**

**As a result of completing the registration form at the University of Florida, every student has signed the following statement:**

"I understand the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University. " *Furthermore, on work submitted for credit by UF students, the following pledge is either required or implied: " On my honor, I have neither given nor received unauthorized aid in doing this assignment."*

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

**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 crisis or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. Both the Counseling Center and Student Mental Health provide confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal or lacking clear career and academic goals, which interfere with their academic performance. The Counseling Center is located at 301 Peabody Hall (next to Criser Hall). Student Mental Health is located on the second floor of the Student Health Services in the Infirmary.

1. University Counseling Center, 301 Peabody Hall, 392-1575; personal and career counseling: [www.counsel.ufl.edu](http://www.counsel.ufl.edu)
2. Student Mental Health, Student Health Care Center, 392-1171, personal counseling: [www.hsc.ufl.edu/shcc/smhs.htm](http://www.hsc.ufl.edu/shcc/smhs.htm)
3. Sexual Assault Recovery Services (SARS), Student Health Care Center, 392-1161, sexual assault counseling; and
4. Career Resource Center, Reitz Union, 392-1601, career development assistance and counseling.

Students With Disabilities Act

**The Dean of Students Office coordinates the needed accommodations of students with disabilities. This includes the registration of disabilities, academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services, and mediating faculty-student disability related issues.**

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