

GRD 791 COURSE SYLLABUS

PREPARING FUTURE FACULTY: 2ND YEAR PARTICIPATORY PHASE
2008-2009

Course Information

Meeting Time: Select Fridays 8am – 10am
Meeting Place: Coor 184

Instructors

Paula J. Stice

PFF Participatory Phase Coordinator
INTDS Room B284
Mail Code: 1003
Phone: (480) 965-7080
Fax (480) 727-6615
pstice@asu.edu
Office hours by appointment only.

Becki M. Campanaro
PFF Exploratory Phase Coordinator
INTDS Room B284
Becki.campanaro@asu.edu

Joan F. Brett
Associate Vice Provost
Graduate College
INTDS Room 285B
joan.brett@asu.edu

Course Description

In the second year Participatory Phase of the Preparing Future Faculty Program you will be actively engaged in professional development activities, which will cultivate your goal of becoming an outstanding faculty candidate. Specifically, you will be asked to write a self-development plan that you will use to design individualized professional development activities to be carried out in the upcoming year.

Blackboard

The PFF course web site has been constructed using the Blackboard course management system. You are required to access the Blackboard Site for updates, course documents, handouts and other program materials at least once per week. The site is specifically designed to provide a means of communication between you (the PFF participants) and PFF staff, to serve as a central location for important documents and information, and to provide you with exposure to online learning environments. For information on how to use blackboard please see: <https://wiki.asu.edu/help/index.php/BB8> **Blackboard for Students**

Accessing Blackboard

- Using any computer connected to the internet, open a web browser and go to <http://myasucourses.asu.edu>
- Login using your ASURITE user ID and password.
- Under the “My Courses” heading find and click on the GRD 791: Preparing Future Faculty Participatory Phase” link. ****Note:** If you do not see a “My Courses” heading when you first open <http://myasucourses.asu.edu> , click on the “Courses” tab at the top of the page to find the course.

E-Mail

You must have and maintain an ASU email account that is checked regularly. Email will be the primary method of communication for announcements, schedule changes, and other important information. These emails will be sent directly from Blackboard.

Course Requirements

Your grade for this course will be based on the following assignments. **In order to pass this course, you must complete all assignments with PhD/MFA level work.** It is your responsibility to seek clarification regarding quality with the instructor if confusion exists. To determine your progress on these requirements, grades can be verified on the Blackboard course website.

1. Attendance and Participation at all PFF seminars and events. Attendance means arriving on time, staying until the event has concluded and completing the online evaluation.
2. Individualized Self-Development Plan
3. Mentor Editing of your Individualized Self Development Plan
4. Developmental Resources “Toolbox”
5. Facilitate an Interactive Discussion Group
6. Professional Portfolio
7. Capstone Presentation

Attendance and participation. You are required to attend and participate in:

- All six PFF Second Year Seminars
- Fall Reception
- Capstone/Graduation

You will be given one excused absence for the 2008-2009 academic year for professional and/or personal reasons. Make-up work will be assigned for one additional absence, and any subsequent absences will incur a grade of E for the course. ***Absences must be approved by the Second Year Coordinator in advance.*** Requests forms (which can be found on blackboard) should be submitted via email to the second year coordinator **and** submitted to the digital

drop box on blackboard. It is your responsibility to get all absences approved via the above instructions.

Mock Interviews You are required to attend and participate in the Mock interviews on **11/14/2008**, there will be **no excused absences given for the “Mock Interviews.”**

Mock Interview Requirements

- You must submit to blackboard and electronic copy of your CV.
- Prepare for your interview!!
 - Have several questions for your interviewer.
 - Dress appropriately – professional attire. (You are not required to go out and purchase new clothing.)

CV Due: 10/23/2008 by 5pm to blackboard

Individualized Self Development Plan

Learning Objectives:

- Obtain knowledge regarding the work environment with respect to different academic institutions.
- Determine which type of academic institution you would like to target for potential employment.
- Understand how you as a candidate match up to other recently hired candidates in your field at intuitions you would like to target.
- Evaluate your individual professional development needs (where is your professional development lacking?).
- Explore how you will meet your professional development needs in order to be a competitive candidate at your aspirational institution.
- Set goals and timelines to carry out your professional development plan.
- Create a self development plan, unique to your situation and your career ambitions.

Your self development plan is uniquely your plan, therefore no specific format for this document will be provided by the PFF team. Ideally this plan will be a detailed outline of what you need to do to make yourself a competitive candidate at your aspirational institution. You will determine the gaps in your current CV and then outline what you need to do in order to fill in these gaps.

Assignment Requirements:

You will:

- Choose an aspirational academic institution.
- Obtain 2 CV's from this intuition of newly hired tenure track faculty members within your discipline or a closely related discipline (must have been hired within the last 3 years).
- Obtain 2 current job postings. These postings must be from institutions within the same Carnegie Classification 'tier' as your

aspirational institution, they do not necessarily have to be from your aspirational institution.

- Use these CV's and job postings to determine your self development plan.

First Draft Due: 10/3/2008 (in class submission)

** Include with your first draft, **both CV's** and **both job postings****

Mentor Editing of Your Self Development Plan

Learning Objectives:

- Know how to find mentors within your discipline.
- Know how to ask mentors for their assistance.
- Know how to modify your plans based on mentor feedback.

Assignment Requirements:

You will select a mentor to provide feedback to you on your Self Development plan. This mentor must be a faculty member in your academic discipline and can either be from ASU or outside of ASU.

Faculty Feedback Version & Your Final Version Due: 12/5/2008 by 4pm

Please include your mentor's name, academic title and contact information, this assignment can be either handed into the coordinator or submitted to blackboard as an electronic version.

Developmental Resources "Toolbox"

Learning Objectives:

- Know how to find and organize useable resources for your own career development.
- Know how to effectively manage and archive resources for your professional development.

This assignment is designed to aid you in finding professional development resources that you can use now and in the future. These materials can include, but are not limited to, books, websites, journal articles, conference workshops, websites, online courses, etc.

Document Requirements:

- 5 broad categories of development (e.g. “teaching strategies,” “research approaches,” “lab safety,” “classroom safety,” “teaching methods,” “learning styles,” “mentoring styles,” “techniques for writing for peer reviewed journals”)
- Each category must have 3-5 entries (e.g. titles of books, journal articles, etc.)
- Each entry must have a 50-100 word description as to why this is or will be useful for your professional development.

Tool-Box Due: 3/5/2009 due via blackboard

Interactive Discussion Group Facilitation

Learning Objectives:

- Know how to effectively manage a small group discussion.

As a future faculty member, you will often be required to interact in a group setting and also facilitate discussions on various topics. This experience will help you develop the skills necessary for group facilitation. You will learn to assist the individuals within your group as they express their views and opinions in a safe environment, manage conflicts and time and attempt to reach a consensus on a difficult topic.

Assignment Requirements:

- As a second year student you were assigned a date, time and topic for your interactive discussion in the summer of 2008 via email. If you want/need to change dates/topics, it is entirely up to you to find another student in the second year class who is willing to switch with you. However, dates and topics must remain together, for instance you can not keep your date and swap your topic and vice-versa. If you make a change **both students** must inform the second year coordinator, **in writing**, of this change within two-weeks of the first date to be changed.
- Select one reading on your designated topic, and **submit your reading** via email to the second year coordinator no later than **8/15/2008**. This reading will be placed on the 1st year blackboard site for the students to access.
- You will receive a roster of your group members at least two-weeks prior to your interactive discussion date, and you must contact all 1st year students registered for your interactive discussion group no later than 10 days prior to your designated date.
- Obtain from each First Year student two weeks prior to your group; 1) reference information for one scholarly article related to the topic, 2) a 250-500 word summary of this article and 3) two-three questions on the discussion topic. If you have a student who turns in late work it is up to you to decide if they can participate in the

group. 4) For the interactive discussion group occurring on 9/14/2008 first year students will have an extended deadline and can turn in their reading summary and questions five-days prior to the meeting.

- Take written attendance on the day of your interactive discussion and hand this-in to the second year coordinator within three days of the completion of your interactive discussion.
- Distribute and turn-in to the second year coordinator interactive discussion group evaluations within three days of the completion of your interactive discussion. It is your responsibility to design these evaluations.

Professional Portfolio

Learning Objectives:

- Know what a Probationary Review Packet looks like in your academic field.
- Know the process of putting together a Probationary Review Packet.
- Know what materials are necessary, in your academic field, for your Probationary Review Packet.

Your Professional Portfolio will be the beginnings of your Probationary Review/Promotion and Tenure Packet for use at your future academic institution. This is an extremely discipline specific assignment; therefore the guidelines for documentation and organization must come from your mentors.

Assignment Requirements:

For this assignment you will speak with 3 tenure track faculty members in your field to determine what is necessary for your packet and then design your packet accordingly. You must also include;

- Name and Contact Information for your mentors
- Name of aspirational institution
- Scholarship/Research/Creative Activity Statement
- Teaching Statement
- Service Statement

Professional Portfolio Due: 4/3/2009 by 4pm

These must be turned-in to the PFF staff in person.

Capstone Presentation

Learning Objectives:

- Develop skills in presenting materials to a multi-disciplinary audience.
- Refine skills related to creating a visual presentation.
- Develop skills in mentoring students.

Your Capstone Presentation will be a visual representation of what you accomplished as a Preparing Future Faculty Participatory Phase Student. This is an opportunity for you as second year students to communicate to the first year students as well as the other audience members what you have accomplished and learned. Presentation must be of high quality, poorly represented projects or presentations which are clearly not thought out and/or thrown together will result in an E for the semester.

Capstone Presentation Due: 4/24/2009 presentation of your project is mandatory.

PFF Year-2 Assignments Summary

Assignment	Due Date	Method of Delivery
Interactive Discussion Reading Due	08/15/2008	Email to facilitator
Individualized Self-Development Plan – 1 st draft	10/3/2008	In class submission
Interactive Discussion Group Facilitation	Varies	Please see above directions
CV Submitted to Blackboard	10/23/2008	By 4pm via Blackboard
Signed and Edited Versions of Individualized Self-Development Plan	12/5/2008	By 4pm to the PFF Staff
ToolBox	3/5/2009	By 4pm via Blackboard
Professional Portfolio	4/3/2009	By 4pm to the PFF Staff
Visual Capstone Presentation	4/24/2009	At the Capstone Fair

Supplementary Information

PFFNET Listserv

This listserv is administered by the PFF National Office and is used to share news and information, field inquiries, and provide a forum for discussion about topics related to PFF. You can sign up for this listserv by visiting its web site:

<http://www.preparing-faculty.org/PFFWeb.PFFNET.htm>

Tomorrow's Professor Listserv

This listserv seeks "...to foster a diverse, world-wide teaching and learning ecology among its nearly 12,000 subscribers at over 500 institutions and organizations." You can sign up for this listserv by visiting its web site:

<http://ctl.stanford.edu/Tomprof/index.shtml>

PFFJOBS Listserv

The PFF National Office manages this resource for PFF participants seeking employment. It provides ongoing notices of job announcements and is available only to students in the PFF programs. You can sign up for this listserv by visiting its web site: www.preparing-faculty.org/PFFWeb.Jobs.htm

Useful Web Sites

- ASU PFF: <http://www.asu.edu/graduate/pff>
- PFF National: <http://www.preparing-faculty.org>
- Chronicle of Higher Education: www.chronicle.com
- Carnegie Foundation: www.carnegiefoundation.org

PARTICIPATORY PHASE – FALL 2008 SCHEDULE

Date		Event/Topic	Time	Place
9/5/08	RA	Introduction & Self Guided Development	8-10am	Coor 184
9/12/08	RA	Fall Reception	3-5pm	MU Ventana A/B
9/19/08		Artistic Freedom / Intellectual Freedom – Susan Holechek	1-3pm	Coor L1-30
9/19/08		Today's College Student – Marqueshia Wilson	1-3pm	Coor L1-34
9/19/08		Technology and New Media in the Classroom – James Leaman	3-5pm	Coor L1-34
10/3/08	RA	Becoming a Member of your Academic Discipline & Networking	8-10am	Coor 184
10/3/08	D	Individualized Self Development Plan – 1st Draft	In class	Coor 184
10/10/08		Balancing Life – Meghan Price	1-3pm	Coor L1-34
10/10/08		Teaching Students Who Are Different From You – Gina Warren	1-3pm	Coor L1-30
10/10/08		The Global Campus – Yun Teng	3-5pm	Coor L1-30
10/24/08		Faculty Career Paths – Mahesh Chaudhari	1-3pm	Coor L1-30
10/24/08		Dealing with Disruptive Students – Qian Hu	3-5pm	Coor L1-30
10/23/08	D	Electronic Copy of CV	4pm	Blackboard
10/31/08		Your Faculty Responsibility for Ensuring Student Safety – Sarah Everman	1-3pm	Coor L1-34
10/31/08		Navigating the Waters of Controversial Research – Jennifer Brian	3-5pm	Coor L1-34
11/14/08	RA	***Mock Interviews ***Mandatory Attendance	8-10am	Coor 184
11/21/08		Ethical Issues for Faculty – So Hyun Park	1-3pm	Coor 191
11/21/08		Bridging the Gap Between the Ivory Tower and the Community = Brigitte Hogan	1-3pm	Discovery 181
11/21/08		Time/Energy Management – Getting More Done in Less Time – David Solnick	3-5pm	Discovery 181
12/5/08	D	Faculty Feedback Version & Your Final Version – Self Development Plan	4 pm	In person

RA - Required Attendance

D - Assignment Due

PARTICIPATORY PHASE - SPRING 2009 SCHEDULE

Date		Event/Topic	Time	Place
1/23/09	RA	Campus Visit	8-10am	Coor 184
1/30/09		Responsible Conduct in Research – Elodie Billionniere	1-3pm	TBD
1/30/09		Artistic Freedom / Intellectual Freedom – Samantha Basting	1-3pm	TBD
1/30/09		Mentoring Graduate Students – Busaba Laungrungrong	3-5pm	TBD
2/20/09	RA	Making Choices that are Right for You	8-10am	Coor 184
2/27/09		Dealing with Rejection and Hostile Criticism – Alison Trego	1-3pm	TBD
2/27/09		Moving out of the shadow of your advisor – Kristin Tovson	1-3pm	TBD
2/27/09		Strategies for Writing Productivity – Mugdha Yeolekar	3-5pm	TBD
3/5/09	D	Developmental Toolbox Due	5pm	Blackboard
3/20/09	RA	New Media	8-10am	Coor 184
3/27/09		Maintaining Collegiality in a Difficult or Hostile Environment – Magdiel Galan Oliveras	1-3pm	TBD
3/27/09		Working in an Interdisciplinary Environment – Krista Adams	1-3pm	TBD
3/27/09		Today's College Student – James Broyles	3-5pm	TBD
3/27/09		Ethical Issues for Faculty – Caridad Rodriguez Torres	3-5pm	TBD
4/3/09		Dealing with Disruptive Students – Ewan Booth	1-3pm	TBD
4/3/09		Teaching Students Who Are Different from You – Lindsey Gorzalski	1-3pm	TBD
4/3/09		Responding to the Vocal Minority in the Classroom – Assen Kokalov	3-5pm	TBD
4/3/09	D	Professional Portfolio Due	5pm	In person
4/24/09	D	Capstone Presentation	3-5pm	TBD
4/24/09	RA	Capstone & Graduation	3-5pm	TBD

RA - Required Attendance D - Assignment Due

2008-2009 Seminar Learning Objectives

Seminar 1: Overview of Second Year and Self Guided Development

Date: 9/5/2008

Learning Objectives:

- Understand the course requirements, guidelines and assignments.
- Gain knowledge regarding self-guided professional development.
- Understand what is required to be successful.

Seminar 2: Becoming a Member of your Academic Community & Learning to Network

Date: 10/3/2008

Learning Objectives:

- Understand what it means to become an active member of your academic community (profession/discipline).
- Develop strategies for building and enhancing professionalization and socialization among your academic peers.
- Develop practical methods of networking and establishing collegiality in your field or discipline.
- Understand the value of networking with respect to your career goals.

Seminar 3: Mock Interviews

Date: 11/14/2008

Learning Objectives:

- Gain experience with the academic interview process.
- Develop strategies that will aid you in the interview process.
- Gain experience answering typical interview questions.
- Develop an awareness of what types of behaviors and/or answers are ineffectual in the interview process.

Seminar 4: Perspectives from Other Campuses

Date: 1/23/2009

Learning Objectives:

- Gain knowledge of the requirements needed to work at this institution and its peer institutions.
- Gain knowledge of the workload with respect to research, teaching, and service that is required at this institution and its peer institutions.
- Gain an understanding of how certain institutional factors affect the hiring process (e.g. size of the university, private vs. state, university mission)
- Gain an understanding of the culture at this institution.

Seminar 5: Academic Career Choices – Which one is right for you?

Date: 2/20/2009

Learning Objectives:

- Gain an understanding about the differences that exist between academic institutions.
- Gain knowledge about how research, teaching and service requirements differ with respect to different types of academic institutions.
- Understand the impact that your choices can make on your career.
- Develop strategies for determining which academic career choice is right for you.

Seminar 6: New Media in the Academic Environment

Date: 3/20/2009

Learning Objectives:

- Understand how new media enhances the classroom.
- Develop and understanding of how new media is shaping higher education.
- Gain tools to find help determining which new media is the most appropriate for you.