

CHFD 8910
Research and Issues in Child and Family Development
Tuesday, 12:30-1:45, Dawson 112

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Office hours: Tuesday and Thursday 9:30-11 and by appointment

Objectives:

- Identify specific professional development and educational objectives you wish to accomplish this semester.
- Prepared a draft of your program of study.
- Develop an understanding of several aspects of career planning and obtaining professional positions in both academic and non-academic settings.
- Understand the process of portfolio approval and begin preparation of the portfolio required for completion of masters or doctoral degrees.

The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary

Completion of this course requires the following of you: 1) attend class as specified below and participate in discussions and activities, 2) prepare specific goals/objectives for the semester, 3) articulate career goals as you know them to be at this time; 4) in collaboration with your major professor, prepare draft program of study; 5) prepare a resume/vita and draft cover letter; 6) prepare a draft of your portfolio in pdf file format,.

All students are required to have a University email account and must be able to access WebCT. Some course materials will be placed on WebCT. Students will also be subscribed to a listserv for the class. This listserv will be used for all email communication. If you use an email address different from your UGA address, notify the instructor.

Attendance

Attendance will be taken for required class sessions. Attendance at some class sessions will be optional and attendance will not be taken. Attendance at required sessions will be worth 150 points total. Should you be absent for a required session and believe it should be excused, you must submit written documentation for the absence before the following class period.

Assignments

Prepare Specific Goals/Objectives for the Semester

Success in achieving ones professional aspirations comes from having clear goals and specific objectives related to those goals. To help you in this regard, you are to email me a brief document (it can be an attachment or simply the text of the email) identifying what you want to accomplish this semester. These should be specific and 'measurable' objectives as opposed to broad, general goals.

Career Goals

Although they may change over the next couple of years, you should have some sense of the type of career you want. I want you to speculate on where you think you will be after you graduate. These will help you focus your thinking during the semester.

Draft Program Of Study

Most of you have or are close to selecting a major professor. A next important step is to get clarity on what courses you will take, your timeline, etc. Therefore, you will be required to submit to me a draft of your program(s) of study on appropriate forms for the department and graduate school. You can prepare these with your major professor, but I will be happy to answer any questions, especially if you don't have one yet. There are various ways to approach this task and various formats. Some major professors have definite preferences about the components of a program of study, others are more *liaise faire*.

For master's students the program of study is simply the form for the graduate school, which is pretty bare bones table of your courses. You may want to prepare a timeline in addition to completing the form.

Doctoral students must complete the department program of study and the program of study form for the graduate school. MFT students also complete a form that pertains to AAMFT Accreditation requirements.

I will be available during class time on days we don't meet and at other times to be of assistance on this.

Resume/Vita

If you don't already have one, it's time to prepare a resume or vita, as appropriate to your career plans. We will have a presentation on these and I will discuss them and I will have you submit one.

Draft Portfolio

As you know, regardless of whether you are a masters or doctoral student, you must complete various portfolio requirements and document those accomplishments. For masters students, approval of your portfolio is a requirement for graduation. For doctoral students you cannot advance to candidacy until you have had your portfolio approved. Portfolios are submitted in the form of a pdf file. The approval is first obtained from your committee and then from the Portfolio Committee (in the form of the Graduate Program and Policies Committee).

There are several important things to know about the process and timing. These will be covered in a class session to insure you all are clear about the graduate faculty expectations.

By the end of the semester you will be required to submit to me a draft of your portfolio. This may be very sketchy at that point, but should have the basic elements in place. To prepare this file you will need to use Adobe Acrobat Professional. Acrobat 9.0 Pro Windows can be purchased though MSD at https://www.msdl.edu/catalog/product_items.php?product_id=1098 for about \$55.00. You may locate it other places and it is available on some computers in the department or on campus. This is useful software to have since professionals increasingly share documents in pdf format.

Grading

	Points Possible	Your Points
Class Attendance	150	
Objectives	50	
Draft Program of Study	100	
Draft Portfolio	100	
Career Goals	50	
Total	450	

This term is the beginning of plus/minus grading. The following percentage cutoffs will be used:
 A: 94%; A-: 90% ; B+: 87%; B: 84%; B-: 80%; C+: 77; C: 74%; C-: 70%; D: 60%

Tuesday, January 13	Introduction and overview of course
Tuesday, January 20	Objectives for semester due - discussion
Tuesday, January 27	Overview of how to complete programs of study
Tuesday February 3	Work on programs of study
Tuesday February 10	Christie Sanders – career planning
Tuesday February 17	Christie Sanders – resumes and vitas
Tuesday February 24	Work on career goals and resumes/vitas
Tuesday March 3	Career goals and resumes/vitas due - discussion
Tuesday March 10	No Class - Spring Break
Tuesday March 17	Christie Sanders – applying and interviewing
Tuesday March 24	Discussion of academic jobs – programs of study due
Tuesday March 31	Discuss search plans & interviews
Tuesday April 7	Presentation on portfolios
Tuesday, April 14	Work on portfolios
Tuesday April 21	Work on portfolios
Tuesday April 28	Review and Wrap-Up Turn in career goals and portfolios.

Class policies and other information

Protection of Private Information: If you have requested a restriction of your personal information please call or email the instructor as soon as possible and I will use an alternate way of calling your name in class.

Questions on Grading and Assignments: Every attempt will be made to fairly and consistently evaluate students' performance on assignments, quizzes, and exams. If you would like your instructor to reconsider points that have been assigned to any assignment, quiz, or exam, the request must be submitted in writing within 2 days from the day the assignment, quiz, or exam was returned. The written request must include the specific reason why you believe the grade should be changed.

Timeliness: Students are expected to arrive on time and remain for the entire period. Assignments must be completed and submitted on time according to the course schedule to receive full credit. Ten percentage points will be subtracted from your grade for the first 24 hours that the assignment is late and 5 percentage points each additional 24 hours up to a maximum of 25 percentage points.

Documentation for absences or missed exams: Written documentation must be from a physician, law enforcement officer, or other professional in which an explanation is given regarding the seriousness of the issue that prevented the student from completing the exam, project or paper on time. Written explanations from family members and friends will not be accepted.

Withdrawal and incomplete: Should you choose to withdraw from this class after drop/add ends a W only can be assigned if you are passing the course at the time you withdraw. If you are failing the course, you will receive a WF. Also, according to university policy, students who withdraw after the semester mid-point (or those who are withdrawn due to excessive absences) automatically receive a WF. The only exceptions are when the withdrawal is recommended by the Office of Student Affairs because of some emergency or health reasons that they have verified. Since you can initiate a withdrawal on-line, be sure you are aware of your progress in the class prior to doing taking that action. Also remember than a reduction in your course load may affect financial aid eligibility (including HOPE) and full-time student status.

Incompletes: The UGA Bulletin states that a grade of Incomplete "indicates that a student was doing satisfactory work but, for non-academic reasons beyond his or her control, was unable to meet the full requirements of the course. If an I is not satisfactorily removed after three semesters, the symbol will be changed to the grade of F." This is the policy regarding receiving a grade of 'incomplete' for this class. Circumstances leading to an incomplete will require documentation.

Additional considerations

TURN OFF CELL PHONES AND PAGERS before coming to class. Students are not to use cell phones to talk to or text others during class. Use of camera phones during exams can result in academic dishonesty reports.

Students are expected to come to class prepared to share ideas and discuss. Lively discussion, diversity of opinions and critical thinking are encouraged and welcomed.

It is important that we all feel comfortable expressing our personal views. This requires that we respect the views of others. The class will follow two ground rules: (a) Everyone has a right to be heard; (b) We will respectfully agree to disagree.

Students should avoid rude, disruptive and otherwise unprofessional behavior. Examples include non-participation in small group activities, leaving early, leaving and coming back into the classroom during class, sleeping, reading newspapers, side discussions during class lectures and presentations, and doing other work during class sessions.

UGA Academic Honesty Policy

All academic work must meet the standards contained in “A Culture of Honesty.” Students are responsible for informing themselves about those standards before performing any academic work.

The link to more detailed information about academic honesty can be found at:

<http://www.uga.edu/honesty/>

Additional Student Needs

Computer Access: The computer lab, located in Dawson Hall, is available to students enrolled in CFD. The lab includes computers for both MAC and PC users. There is a printing fee. A list of additional computer labs available to students across campus may be obtained in the Dawson Hall computer lab.

Student accommodations: Students with a disability or health-related issue who need an accommodation should contact the instructor as soon as possible so that your needs can be met.