SURVIVAL SKILLS AND ETHICS
SLHS/PSIO 649, Spring 2015

Instructor: Jeannette D. Hoit, PhD
Office: Speech, Language, and Hearing Sciences (SLHS) 507
Phone: 621-7064
Email: hoit@email.arizona.edu

Time/Place: Wednesdays, 3:00-5:50 pm / SLHS 409

Purpose: This course is designed for graduate students and postdoctoral fellows in all disciplines. It provides information and experiences that will aid in successful "survival" during the student years and those following graduation. Topics include effective speaking and writing, grantspersonship, teaching, mentoring, career options, among others. Discussion of ethical issues and resources is integrated across topics.

Format: There will be a combination of lecture presentation, class discussions, panel discussions, and a variety of in-class activities.

Requirements: Requirements include participation in in-class discussions and activities and completion of assignments.

Grading: To receive an "A" in the course at least 90% of in-class activities and out-of-class assignments must be completed and there may be no more than two absences from class. To receive a "B" at least 80% of in-class activities and out-of-class assignments must be completed and there may be no more than four absences from class.

Recommended Readings and Resources: These will be posted on D2L.

Trainees and Fellows on Federally Funded Training Grants -- This course includes coverage of the recommended Core Instructional Areas in Responsible Conduct in Research (RCR):

1. Conflict of interest (personal, professional, and financial)
2. Human subjects, animals, and safe laboratory practices
3. Mentor/mentee responsibilities and relationships
4. Collaborative research (including collaborations with industry)
5. Peer review
6. Data acquisition, management, sharing, and ownership
7. Research misconduct and policies for handling misconduct
8. Responsible authorship and publication
9. Social responsibility; environmental and societal impacts of research

Some of the materials for this course were provided by a workshop titled "Teaching Survival Skills and Ethics to Emerging Scientists," Wheeling, West Virginia, May, 1995, M.J. Zigmond and B.A. Fischer, funded by National Science Foundation, University of Pittsburgh, and National Institute of Mental Health, and subsequent workshops held from 2000-2014. Dr. Hoit was a core faculty member of the national program for Teaching Survival Skills and Ethics (Directors: Fischer and Zigmond).
Jan 14  Introduction and Introductions

Assignment: Subscribe to the GradFunding Newsletter by sending an email to list@list.arizona.edu. Put “subscribe gradfunding John Doe” in the subject line (replace your name for John Doe). Leave the message body blank and delete any signature.

Assignment: Schedule an individual appointment with me, preferably near the beginning of the semester.

Jan 21  Successful Surviving

Assignment due: Bring in a written synopsis of the requirements of your graduate program and when you will address (or have already addressed) each requirement. For those who are nearing the end of their graduate programs, include future goals (e.g., application for postdoctoral funding, interviewing for jobs, etc.).

Assignment due: Bring in a summary (in written or pictorial form) of how you see your time/energy being distributed across your academic work, domestic responsibilities, interpersonal relationships, play, rest, and other activities. Decide whether or not your life is “in balance.” If you judge it to be out of balance, indicate what adjustments you would need to make to restore balance.

Jan 28  Effective Speaking and Writing

Feb 4  Effective Speaking and Writing (including Effective Visuals)

Assignment due: Ask three faculty members (including your mentor, if possible) the following question: “What are your criteria for authorship?” (or, rephrased, “In your opinion, what does someone have to do to earn the right to be an author?”). Turn in a summary of their responses. Do not identify them by name (call them Faculty Member A, Faculty Member B, and Faculty Member C).

GUEST SPEAKER:
John R. Hall, PhD, AHS Biomedical Communications

Feb 11  Effective Speaking and Writing

Bring to class: Bring in the current version of your CV/resume for peer editing.  
Note: After your CV/resume has been peer-edited, you should revise it, then give it to your mentor for editing. Your revised CV/resume is due to me on March 11.

GUEST SPEAKER:
Kem Blanchard, Senior Career Coordinator, UA Career Services

Feb 18  Effective Speaking and Writing (including for the General Public)

Bring to class: Write a short paragraph about your research (or other creative activity) for the general public (100 word limit). It should communicate the relevance of the research/activity to the general public, using plain language that can be understood by a lay audience. It needs to paint the “big picture,” catch the interest of your readers, and convince them of the importance of the work. There will be an in-class peer-editing activity associated with these paragraphs. The final (revised) version of this paragraph will be due on March 4.

GUEST SPEAKER:
Melanie Lenart, PhD, Environmental Scientist and Writer, Institute for the Study of Planet Earth
Feb 25  Your Turn to Talk

Assignment due: You will give an oral presentation of your research or other creative activity. The presentation will be 3 minutes long (+/- 30 seconds) with a maximum of 6 slides. Your presentation should: (a) be understandable to all the participants in this course, that is, a knowledgeable group with a diverse set of backgrounds; (b) be well-rehearsed and be within the specified time limits; and (c) meet criteria of a high-quality presentation (logical organization, clear and concise language, effective delivery style, and appropriate visual aids). You will receive feedback from the instructor and other class members immediately following your presentation.

Assignment due: You will introduce one of the other presenters. To prepare for this, you will need to interview the person before the presentation to gather pertinent information (e.g., name, affiliation, educational background, title of talk).

Mar 4  Mentoring and Communication

Assignment due: Turn in your revised paragraph for the general public (100 word limit; include an actual word count at the end of the paragraph).

Assignment due: Complete the mentoring questionnaire and bring it to class. The questionnaire will be posted on D2L.

GUEST SPEAKER:
Jack Harris, Jack Harris & Associates

Mar 11  Grants and Grantspersonship

Assignment due. Bring to class: (a) your revised CV/resume, and (b) the version of your CV/resume containing editorial remarks provided by your mentor, if possible.

GRANTS PANEL: To be announced

Mar 18  SPRING RECESS

Mar 25  Grants and Grantspersonship

Assignment due: Interview two people in your discipline (e.g., your mentors, other faculty members, people working outside the university) about grant funding. For example, you might ask them: (a) What are the funding needs in your discipline (e.g., to sustain research or other creative activities, to support graduate students/post-docs, teaching support, continuing education, travel to professional meetings, etc.)? (b) What funding opportunities are available (e.g., from federal, state, private, etc. sources)? (c) How competitive are grants in your discipline? (d) What are the expectations regarding grant funding in your discipline? (e) What are the greatest funding challenges you face? Turn in a written report of what you have learned from these interviews and be ready to talk about it. (Also, if possible, read a grant written by someone in your discipline).

GUEST SPEAKERS:
Georgia Ehlers, Director, Fellowships and Community Engagement
Shelley Hawthorne Smith, PhD, Asst Director, Fellowships and Community Engagement
Apr 1  The Art and Science of Teaching

GUEST SPEAKER:
Celestino Fernandez, PhD, University Distinguished Outreach Professor and Faculty Fellow, School of Sociology

TEACHING PANEL: To be announced

Apr 8  Integrity in Research and Other Creative Activities (and Animal Care)

Assignment due: Write a definition of each of the following terms: (a) fabrication, (b) falsification, and (c) plagiarism (cite your sources). Provide a brief summary of an actual case of each. Cases may be from the media or personal experience.

GUEST SPEAKER:
Nick Delamere, PhD, Professor and Head, Department of Physiology

Apr 15  Integrity in Research and Other Creative Activities (and Human Subjects)

GUEST SPEAKER:
Mariette Marsh, Director, Human Subjects Protection Program

Apr 22  Beyond the Degree (Academic and Alternative Careers)

Assignment due: Turn in a list of all the possible types of employment opportunities available to you in your field of study.

Assignment due: Bring in an actual posting for a job that interests you.

Assignment due: Write a cover letter applying for the job you have selected (i.e., the job posting). Be sure to “sell yourself” in the letter!

Assignment due: Include the final version of your CV/resume. This version should include any revisions you chose to make based on my feedback.

Optional Assignment: Take career path test from AAAS: http://myidp.sciencecareers.org/

GUEST SPEAKER:
Kem Blanchard, Senior Career Coordinator, UA Career Services

Apr 29  Beyond the Degree (Interviewing and Negotiating)

Assignment due: Bring in your “wish list” for the job you are applying for.

Assignment due: Bring in two lists of questions (5 questions per list): (a) one list containing questions that a prospective employer might ask you during a job interview, and (b) one list containing questions that you might ask a prospective employer during a job interview.

GUEST SPEAKER:
Kem Blanchard, Senior Career Coordinator, UA Career Services

May 6  Summary and Synthesis

FIRST JOB PANEL: To be announced
Class Policies

1. **Absences**: Students are expected to attend class unless there is an unavoidable circumstance such as illness or emergency. Attendance may be taken periodically. Anyone who is chronically absent may have their grade lowered or be dropped from the class. All holidays or special events observed by organized religions will be honored for those students who show affiliation with that particular religion. Absences pre-approved by the UA Dean of Students (or Dean designee) will be honored.

2. **Please turn off all cell phones and pagers during class.** If you must take a call for emergency purposes, please do so by placing your phone’s ringer on silent or vibrate and leave the room to answer your phone.

3. **Incomplete Grade Policy**: Incomplete grades will be given ONLY in special circumstances as outlined in the university’s policy. See: [http://catalog.arizona.edu/2006-07/policies/grade.htm](http://catalog.arizona.edu/2006-07/policies/grade.htm)

4. **Threatening Behavior**: Threatening behavior is prohibited at the University of Arizona. “Threatening behavior” means any statement, communication, conduct or gesture, including those in written form, directed toward any member of the University community that causes a reasonable apprehension of physical harm to a person or property. See [http://policy.web.arizona.edu/threatening-behavior-students](http://policy.web.arizona.edu/threatening-behavior-students) for the University’s policy.

5. **Accessibility and Accommodations**: It is the University’s goal that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on disability, please let me know immediately so that we can discuss options. You are also welcome to contact Disability Resources (520-621-3268) to establish reasonable accommodations.

6. All students are expected to know and abide by the **Code of Academic Integrity**. Conduct prohibited by the Code consists of all forms of academic dishonesty, including, but not limited to: cheating, fabrication, facilitating academic dishonesty, and plagiarism as set out and defined in the Code of Conduct, failure to observe rules of academic integrity established by the faculty member for a particular course; and attempting to commit any act prohibited by the Code. A violation of the Code may result in a report of the incident being sent to the Dean of Students and a copy of that report being filed in the student’s departmental records. The complete Code of Academic Integrity can be found at [http://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity](http://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity)

7. **Statement of Copyrighted Materials**: Students are advised that all lecture notes, lectures, study guides and other course materials disseminated by the instructor to the students, whether in class or online, are original materials and as such reflect intellectual property of the instructor or author of those works. All readings, study guides, lecture notes and handouts are intended for individual use by the student. Students may not distribute or reproduce these materials for commercial purposes without the express written consent of the instructor. Students who sell or distribute these materials for any use other than their own are in violation of the University’s Intellectual Property Policy (available at [http://www.ott.arizona.edu/uploads/ip_policy.pdf](http://www.ott.arizona.edu/uploads/ip_policy.pdf)). Violations of the instructors copyright may result in course sanctions and violate the Code of Academic Integrity.

8. **Change in Syllabus**: This syllabus is a tentative document and is subject to change with reasonable advance notice. The policies on grading and absences will NOT change.