

# Syllabus

## Psych 213, Professional Procedures and Survival in Psychology

Winter 2009

Wednesdays, 2:00-4:30

5240 McGill

### Instructors

Mark Appelbaum & Gail Heyman

### Course Description

This course provides a forum on issues associated with surviving in a professional (particularly, academic) psychology environment. It will cover:

1. **Critical issues in professional survival:** research, time management, authorship, journals and their status, dealing with journal editors, grant writing, understanding the grant review process, IRB issues, and ethics.
2. **How to get a job:** where to look, how to apply, writing a vita, the nature of job interviews, the job talk, different types of academic environments, and ethics in accepting or rejecting positions.
3. **How to keep a job:** about tenure, what departments expect of junior faculty, networking, teaching expectations, research expectations, service expectations, and dealing with colleagues.

### Schedule

#### January 7 Introduction

- A. course content and requirements
- B. the structure and dynamics of colleges and universities

#### January 14 Time Management in Academic Life

- A. deciding how to spend available work time
- B. balancing work with other demands; how to work and have a family or a life outside of the job

#### January 21 How to Get a Job, Part 1

*Assignment 2 due: find 3 or 4 different jobs you might apply for*

- A. discuss Assignment 2
- B. the job interview:
  1. what to ask (and when to ask it)
  2. role of chair in the process
  3. the start-up package

#### January 28 Writing about Research

*Assignment 1 due: write your research statement*

- A. workshop on Assignment 1
- B. publication: peer review vs. non-peer review, numbers vs. quality, judging target journals for your research, dealing with editors

#### February 4 How to Get a Job, Part 2

*Assignment 3 due: write a vita*

- A. workshop on Assignment 3
- B. the job talk

#### February 11 Tenure

*Assignment 4 due: read the tenure document posted*

- A. what is tenure: how it differs between institutions
- B. roles of research and publication: depth vs. breadth issues, teaching, service
- C. role of chair and department

#### February 18 Grants

- A. overview of governmental and other research-supporting institutions
- B. grant writing
- C. the grant review process

#### February 25 Ethical Issues in Research

- A. dealing with IRB
- B. determining authorship
- C. case studies that present ethical challenges

#### March 4 Teaching

- A. teaching strategies
- B. how to design a good course

#### March 11 Wrapping Up

- A. being a professional
- B. general discussion