

Syllabus

Psych 213, Professional Procedures and Survival in Psychology

Fall 2006

Tuesdays, 4:00-6:30

Crick Conference Room, Mandler Hall

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

September 26 Introduction

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

October 3 How to get a job, Part 1

Assignment 1 due: find 3 to 4 different jobs you might apply for

- A. finding jobs: discuss results of Assignment 1
- B. how to apply for jobs

October 10 How to get a job, Part 2

Assignment 2 due: write a vita

- A. workshop Assignment 2
- B. the job interview: what to ask (and when to ask it)
how to behave
role of chair in the process
understanding the start-up package

October 17 How to get a job, Part 3

Assignment 3 due: write a research statement

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

October 24 Tenure

Assignment 4 due: read the tenure requirements for UC and for one other institution

- 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

October 31 Being a professional

- A. balancing work with other demands: time management, how to work and have a family or a life outside of the job
- B. publication: peer review vs. non-peer review, numbers vs. quality, judging target journals for your research, dealing with editors

November 7 Grants Part 1

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

November 14 Grants Part 2

Assignment 5 due: Write a mini grant proposal for a small-scale project (about 3 pages)

- A. workshop Assignment 4
- B. maintaining grants: what is expected after a grant is funded

November 21 Ethical issues in research

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

November 28 Teaching

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