CCJS 699D: PROFESSIONAL DEVELOPMENT

Class Time:  Tuesday 10:30am – 1:15pm  
Professor: Jean M. McGloin 
Office Hours:  Tuesday 2-4pm or by appointment  
Phone: 301-405-3007  
E-mail: jmcgloin@umd.edu  
Office:  2220L LeFrak Hall

GRADING SCHEMA:

- Class Participation: 30%
- Paper Reviews: 15%
- Revision Response: 10%
- Final Paper: 30%
- Other Assignments: 15%

Class Participation: This class is a small seminar, so active engagement is vital. All students are expected to participate in a thoughtful manner.

Final Paper: Early in the semester, you should work with the professor to identify a paper that you can make ready for submission to a peer-reviewed journal at the end of the course. During the second half of the semester, you will benefit from several reviews of this paper, as well as in-class discussions about the proper structure and content of a peer-reviewed article generally, and your manuscript specifically. This should be an empirical article.

Paper Reviews: Students will complete three reviews of empirical articles that are being prepared for submission to peer-reviewed journals. All students will review the same paper for the first assignment, which focuses on the proper way to complete reviews. The second two reviews will be focused on your colleagues’ papers, which they are preparing for submission.

Revision Response: All students will receive two reviews from fellow students of their manuscript, as well as comments from the professor (who will serve the role of journal “Editor”). They will be expected to craft a revision of their paper and a response letter that details these revisions.
Other Assignments: During the semester, students will prepare a CV, complete a presentation(s), and gather materials to discuss in class.

CLASS POLICIES:

- **Attendance:** On May 10, 2011, the Campus Senate amended the University of Maryland Policy for A Student’s Medically Necessitated Absence from Class V-100 (G). Under this new policy, instructors are expected to accept as an excused absence a self-signed note from a student who has missed a single lecture, recitation, or laboratory, attesting to the date of the illness. This note must also contain an acknowledgement by the student that the information is true and correct and that providing false information is prohibited under the Code of Student Conduct. The student is also obligated to make a reasonable attempt to inform the instructor of his/her illness in advance. A student is allowed only ONE self-signed note per class for the semester, but this DOES NOT apply to days of major grading events. Please note that multiple unexcused absences will affect your participation grade.

- **Missed Deadlines/Late Assignments:** Extensions for papers or presentations will not be given except in cases of a medical or family emergency. Accompanying written documentation is required. If a completed assignment is late without my prior approval, it will lose one letter grade for every day that is past the due date.

- **Academic Integrity:** Academic dishonesty will not be tolerated in any form and any violations will be reported to the Office of Student Conduct. Academic dishonesty includes cheating, fabrication of information used in assignments, plagiarism, and knowingly facilitating the academic dishonesty of another.

CLASS SCHEDULE

- **September 5:** Class Introduction and Review
  *Bring your CV to class.

- **September 12:** The Dissertation Process
  * Be prepared to discuss your dissertation – either in tangible terms or as a more abstract idea. Also, bring a timeline that details your progress plan from now until graduation.

- **September 19:** The Importance of Conference Presentations

- **September 26:** Professional Presentations Continued
  *Be prepared to give a 10-15 minute “ASC-style” presentation in class.
- October 3: Publishing Philosophies

*For class, find two tenure standards – specifically, the publishing expectations. Also, be ready to articulate and defend your own publishing philosophy.

- October 10: Crafting an Article for Submission: The Process of Publishing

- October 17: Discussing your Paper/Manuscript Idea

*For class, be ready to discuss the paper that you will prepare for submission to a peer-reviewed journal.

- October 24: Reviewing Articles and Responding to Reviews

*For class, bring your reviews of both papers that you were handed in class last week. Bring two copies of each review – one for to consult in class, and one for me to keep and grade.

- October 31: The Process of Publishing Part 2

*Hand in your paper draft to two colleagues in the class. By Friday at 12pm, everyone must prepare and submit to me their two reviews. I will submit these reviews and the “Editorial letter” to you by Monday so that you can read and think about them before class.

- November 7: Paper/Reviews Discussion

- November 14: No class – ASC conference

- November 21: Paper/Reviews Discussion

- November 27: Teaching

*Hand in response letters – I will read and tell you if I think it would be persuasive

- December 4: The Job Market

- December 11: Balancing Teaching, Research and Service; The Role of Grants

**FINAL PAPER DUE BY DECEMBER 14 AT 12PM. EMAIL SUBMISSIONS ARE PERMITTED.