

**PHI 6934: RESEARCH AND PROFESSIONAL DEVELOPMENT SEMINAR  
FALL 2024**

**INSTRUCTOR**

Dr. Jaime Ahlberg  
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E-mail is the most efficient way to get in touch with me.

**COURSE DETAILS**

Time: T 3pm-6pm (Periods 8-10)  
Location: Philosophy Department Library  
Announcements may sometimes be posted on the course webpage at <https://elearning.ufl.edu>

**COURSE DESCRIPTION**

This seminar is designed to support graduate students complete their dissertation and start planning for a career after earning their Philosophy PhD. Students can expect opportunities to workshop their writing, develop job market materials (such as a CV, teaching portfolio, research statement, and diversity statement), and learn about research prospects in their areas of interest (including conferences, fellowships and grants, and journals). Information and tools for pursuing academic careers will be presented, as will strategies for marketing a Philosophy PhD across disciplines and outside of the academy. Students can expect to be connected with a variety of resources that aid in professionalization and job marketing.

**TEXTS AND RESOURCES**

**Required**

- Karen Kelsky (2015) *The Professor is In: The Essential Guide to Turning Your PhD into a Job* (New York: Three Rivers Press)

**Recommended Resources**

- Inside Higher Ed: <https://www.insidehighered.com/>
- Chronicle of Higher Education: <https://www.chronicle.com/>
- Imagine PhD: <https://www.imaginephd.com/> (free account)
- Daily Nous: <https://dailynous.com/>
- UF Center for Humanities and the Public Sphere Grad Toolkit (especially “Resources”, where you can find “Beyond the Professoriate” among other things): <https://envision.humanities.ufl.edu/>
- UF’s Preparing Future Faculty Program: <https://gradadvance.graduateschool.ufl.edu/programs/preparing-future-faculty/>
- UF Center for Teaching Excellence <https://teach.ufl.edu/> (especially the Center for Integration of Research, Teaching, and Learning: <https://teach.ufl.edu/cirtl/>)
- UF Office of Postdoctoral Affairs: <https://postdoc.aa.ufl.edu/> (especially Job Databases and Resources: <https://postdoc.aa.ufl.edu/career-resources/jobs/>)

## REQUIREMENTS AND GRADING

Progress on Research Presentation (45%) Work Plan for the semester (5%) Meet commitments to research partner(s) (5%)	55%
Prepare Job Documents CV and cover letter template (5%) Teaching Statement (5%) Outline of Teaching Portfolio (5%) Research Statement and Dissertation Abstract (5%) Diversity Statement (5%)	25%
5 Year Calendar	20%

### Grading Scale

A	4.0	94-100
A-	3.67	90-93
B+	3.33	87-89
B	3.0	84-86
B-	2.67	80-83
C+	2.33	77-79
C	2.0	74-76
C-	1.67	70-73
D+	1.33	67-69
D	1.0	64-66
D-	0.67	60-63
E	0.0	0-59

### Attendance & Participation

Regular attendance will be essential to your success in the course. If you need to be absent please let me know. Excused absences must be consistent with university policies in the Graduate Catalog (<http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#attendance>) and require appropriate documentation. Additional information can be found here: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

You must come to class on time and prepared. This means keeping current on the reading assignments and being aware of the course schedule and activities, as discussed in class and announced on the course website. It also means coming to class with thoughtful and constructive feedback and questions for your peers when they present their work.

### Progress on Research

Each student will have one opportunity to present ongoing research to the seminar. This will involve making work available to the seminar at least one week before the scheduled presentation. It will also involve briefly presenting the work on the day of the presentation and then engaging in discussion with the class for one hour. Please be in consultation with me before selecting a work for presentation, and be mindful not to overload your peers with long, drafty material.

Students will also be partnered with “research buddies” for the semester. Each student will be expected to develop a Work Plan for the semester as well as draft a List of Commitments to their research buddies, in order to facilitate accountability in making progress. This Work Plan will be due in the second week of the course.

### **Preparation of Job Market Documents**

Over the course of the semester we will be talking about how to write effective job market documents, including: CV, cover letter templates, teaching statement and outline of a teaching portfolio, research statement, dissertation abstract, and diversity statement. Each student will be expected to draft each of these documents, as appropriate to their area of specialization and their stage in the PhD program and job marketing process. Please see the Reading and Assignment Schedule for due dates.

### **5 Year Calendar**

Over the course of the semester we will be investigating professional opportunities relevant to students’ areas of interest, including conferences, fellowships, grants, and journal publications. Students will be encouraged to populate a 5 Year Calendar with dates relevant to these opportunities (such as deadlines and events), and to discuss their calendar with other students in the course. A final calendar will be due the last day of classes.

## **OTHER POLICIES AND INFORMATION**

### **Accommodations for Students with Disabilities**

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center. [Click here](#) to get started with the Disability Resource Center. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

### **University Honesty Policy**

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel.

## Canvas e-Learning Environment

This course is supplemented by online content in the e-Learning environment known as "Canvas." To login to the e-Learning site for this course, go to <https://elearning.ufl.edu/>, click the **e-Learning in Canvas** button, and on the next page enter your Gatorlink username and password. You can then access the course e-Learning environment by selecting PHP 6930 from the **Courses** pull-down menu at the top of the page. If you encounter any difficulties logging in or accessing any of the course content, contact the UF Computing Help Desk at (352) 392-4537. Do not contact the course instructor regarding computer issues.

## Online Course Evaluation

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

## Software Use

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

## Student Privacy

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see: <http://registrar.ufl.edu/catalog0910/policies/regulationferpa.html>

## CAMPUS RESOURCES

### Health and Wellness

#### **U Matter, We Care:**

If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) or 352 392-1575 so that a team member can reach out to the student.

**Counseling and Wellness Center:** <http://www.counseling.ufl.edu/cwc>, and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

#### **Sexual Assault Recovery Services (SARS)**

Student Health Care Center, 392-1161.

**University Police Department** at 392-1111 (or 9-1-1 for emergencies), or <http://www.police.ufl.edu/>.

## Academic Resources

**E-learning technical support**, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu. <https://lss.at.ufl.edu/help.shtml>.

**Career Resource Center**, Reitz Union, 392-1601. Career assistance and counseling. <https://www.crc.ufl.edu/>.

**Library Support**, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.

**Teaching Center**, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring. <https://teachingcenter.ufl.edu/>.

**Writing Studio, 302 Tigert Hall**, 846-1138. Help brainstorming, formatting, and writing papers. <https://writing.ufl.edu/writing-studio/>.

**Student Complaints Campus:**  
[https://www.dso.ufl.edu/documents/UF\\_Complaints\\_policy.pdf](https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf).

**On-Line Students Complaints:** <http://www.distance.ufl.edu/student-complaint-process>.

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**Please come to class having already read the assignments listed for that day.**

<b>Date</b>	<b>Assignment</b>
<b>Week 1</b> 8/27	1. Introductions and Setting Expectations for the Course <ul style="list-style-type: none"> <li>• Discuss course activities: 5 year calendar, document development, research buddies</li> <li>• Tell each other about our work</li> <li>• Indicate the ways in which we individually need support</li> <li>• Raise concerns and questions about research progress, professional development, and job marketing</li> <li>• Sign up for presentations and reading facilitations</li> </ul> 2. Read “For PhDs a Tandem Job Search is Increasingly the Norm” by Jennifer S. Furlong and Stacey M. Hartman. <i>The Chronicle of Higher Education</i> , August 2, 20024: <a href="https://www.chronicle.com/article/for-ph-d-s-a-tandem-job-search-is-increasingly-the-norm">https://www.chronicle.com/article/for-ph-d-s-a-tandem-job-search-is-increasingly-the-norm</a>
<b>Week 2</b> 9/3	1. Read and Discuss <i>The Professor is In</i> <ol style="list-style-type: none"> <li>I. Dark Times in the Academy (Facilitator: )</li> <li>II. Getting Your Head in the Game (Facilitator: )</li> <li>III. The Nuts and Bolts of a Competitive Record (Facilitator: )</li> <li>IX. Some Advice about Advisors (Facilitator: )</li> <li>X. Leaving the Cult (Facilitator: )</li> </ol> 2. Submit Work Plan for the semester and List of Commitments to your Research Buddies
<b>Week 3</b> 9/10	1. 3-4:30pm: Visit from Michael Goldberg, Career Design Learning Specialist for Advanced Degrees, Career Connections Center <ul style="list-style-type: none"> <li>• Translating a CV into a resume (for industry jobs and academic-adjacent jobs)</li> <li>• Translating and articulating unique skills as a Humanities PhD student</li> <li>• Job search strategies (networking, etc.)</li> </ul> 2. 4:45-6:00pm: Student Presentation 1: Julianna Costanzo
<b>Week 4</b> 9/17	1. 4-5:30pm: Visit from Dr. Talline Martins, Director of the Office of Graduate Professional Development, and Dr. Jim Gillespie, The Graduate School <ul style="list-style-type: none"> <li>• Resources available through the Graduate School</li> <li>• Tales from the Trenches: A Recent UF Philosophy PhD talks about his career path</li> </ul> 2. Read and Discuss <i>The Professor is In</i> <ol style="list-style-type: none"> <li>IV. Job Documents that Work (Facilitator: )</li> </ol>

	<p>V. Techniques of the Academic Interview (Facilitator: )  VI. Navigating the Job Market Minefield (Facilitator: )  VII. Negotiating an Offer (Facilitator: )  VIII. Grants and Postdocs (Facilitator: )</p>
<p><b>Week 5</b> 9/24</p>	<p style="text-align: center;"><b>Teaching &amp; Diversity Statements</b></p> <ol style="list-style-type: none"> <li>3-4:30pm: Visit from Dr. Alex Britton-Bailey, Director of UF’s Center for Teaching Excellence <ul style="list-style-type: none"> <li>Teaching Statements and Portfolios</li> <li>Diversity Statements</li> <li>Discussion of Certificate Opportunities at UF for Humanities PhDs</li> <li>International Opportunities (including UF’s virtual exchange program)</li> </ul> </li> <li>4:45-6:00: Discuss Application for Academic Jobs Workbook, especially sections on teaching portfolios and diversity statements:  chrome-extension://efaidnbnmnnibpcajpcglcfindmkaj/https://institutions.beyondprof.com/wp-content/uploads/2023/02/Apply-Stage-Workbook-2023.pdf <ul style="list-style-type: none"> <li>Discuss Beyond the Professoriate video on Teaching Statements (Barbi Honeycutt, Founder of FLIP It Consulting)</li> <li>Discuss Beyond the Professoriate video on Teaching Portfolios (Laura Schram, Director of Professional &amp; Academic Development in the Rackham Graduate School at University of Michigan)</li> </ul> <p style="text-align: center;"><b>Masters and Doctoral Students, Industry Meet-Up</b>  Wednesday, September 25, 5:30-7:30pm  Career Connections Center, Reitz Union</p> <p>Learn more and sign up:  <a href="https://careerhub.ufl.edu/events/2024/09/25/fall-2024-master-and-doctoral-students-industry-meet-up/">https://careerhub.ufl.edu/events/2024/09/25/fall-2024-master-and-doctoral-students-industry-meet-up/</a></p> </li> </ol>
<p><b>Week 6</b> 10/1</p>	<p style="text-align: center;"><b>Presentation Skills</b>  <b>Teaching Portfolios, Cont.</b></p> <ol style="list-style-type: none"> <li>3-4:30: Visit from Dr. Amy Martinelli, Lecturer and Director of Forensics, Dial Center for Speech and Communication Studies</li> <li>Workshop draft of Teaching Statement and Teaching Portfolio</li> </ol>
<p><b>Week 7</b> 10/8</p>	<p style="text-align: center;"><b>Grant Opportunities and Dissertation Fellowships</b></p> <ol style="list-style-type: none"> <li>3-4:30: Visit from Sara Agnelli, Center for Humanities and the Public Sphere <ul style="list-style-type: none"> <li>How to translate the value of one’s research and skill-sets to other departments and units across campus</li> <li>Discussion of Resources for Graduate Students on Campus and Online</li> <li>Presentation on UF Opportunities for Graduate Students this semester (Summer Institute, Summer Internship Program, Tedder Fellowships)</li> </ul> </li> </ol>

	<p>2. <b>Research and Discuss Fellowship and Grant Opportunities.</b> Visit from Jon Rick on dissertation fellowships.  <a href="https://funding.humanities.ufl.edu/graduate-students/">https://funding.humanities.ufl.edu/graduate-students/</a>  <a href="https://www.neh.gov/grants/listing">https://www.neh.gov/grants/listing</a>  <a href="https://www.acls.org/programs/dcf/">https://www.acls.org/programs/dcf/</a>  <a href="https://www.acls.org/fellowship-grant-programs/">https://www.acls.org/fellowship-grant-programs/</a></p> <ul style="list-style-type: none"> <li>• Come to class with list of relevant fellowships</li> <li>• Come to class with a list of relevant grants, or grant organizations or foundations that are relevant to your areas of research.</li> <li>• Look into internal grant and fellowship opportunities.</li> <li>• Add relevant deadlines to 5 year calendar</li> </ul> <p><b>Due: Teaching Statement, Outline of Teaching Portfolio</b></p>
<p><b>Week 8</b> 10/15</p>	<p style="text-align: center;"><b>CVs and Resumes</b></p> <ol style="list-style-type: none"> <li>1. Workshop CV and Cover Letter</li> <li>2. Watch: Designing Your Life TED Talk: <a href="https://www.youtube.com/watch?v=SemHh0n19LA">https://www.youtube.com/watch?v=SemHh0n19LA</a></li> <li>3. Watch: 10 Transferable Skills from Your PhD: <a href="https://beyondprof.com/10-transferable-skills-from-your-phd-that-employers-want/">https://beyondprof.com/10-transferable-skills-from-your-phd-that-employers-want/</a></li> <li>4. Read: Transferrable Skills &amp; Accomplishment Based Bullet Points Handout</li> <li>5. Read: Creating a Resume from your CV Handout</li> <li>6. Student Presentation 2: [...]</li> </ol>
<p><b>Week 9</b> 10/22</p>	<p style="text-align: center;"><b>Research Statement and Dissertation Abstract</b></p> <ol style="list-style-type: none"> <li>1. Read Sample Research Statements</li> <li>2. Workshop draft of Research Statement</li> <li>3. Workshop draft of Dissertation Abstract, Discuss the 5 Year Calendar</li> <li>4. Discuss Online Presence (Personal Website, ResearchGate, Academia.edu, LinkedIn). <b>Visit from: TBD</b> <ul style="list-style-type: none"> <li>• Review the personal websites of our faculty</li> <li>• Google yourself: check to see what your online presence looks like at the moment (including what's viewable through social media)</li> </ul> </li> <li>4. Student Presentation 3: [...]</li> </ol>



	<b>Due: CV</b>
<b>Week 10</b> 10/29	<ol style="list-style-type: none"> <li>1. Student Presentation 4: [...]</li> <li>2. Student Presentation 5: [...]</li> </ol> <b>Due: Research Statement, Dissertation Abstract</b>
<b>Week 11</b> 11/5	<ol style="list-style-type: none"> <li>1. Student Presentation 6: [...]</li> <li>2. Student Presentation 7: [...]</li> </ol>
<b>Week 12</b> 11/12	<p style="text-align: center;"><b>Interdisciplinary Work</b></p> <ol style="list-style-type: none"> <li>1. Browse Video Interview Library, watch one or two interviews of Humanities PhDs in non-academic jobs, for example:  <a href="https://institutions.beyondprof.com/phd-career-interview-chandra-kavanagh-phd/">https://institutions.beyondprof.com/phd-career-interview-chandra-kavanagh-phd/</a>  <a href="https://institutions.beyondprof.com/phd-career-interview-vincent-picciuto-phd/">https://institutions.beyondprof.com/phd-career-interview-vincent-picciuto-phd/</a>  <a href="https://institutions.beyondprof.com/phd-career-interview-ryan-cobb/">https://institutions.beyondprof.com/phd-career-interview-ryan-cobb/</a> </li> <li>2. Visit from : TBD</li> <li>3. Student Presentation 8: [...]</li> </ol>
<b>Week 13</b> 11/19	<p style="text-align: center;"><b>Journals and Conferences</b></p> <ol style="list-style-type: none"> <li>1. Research and Discuss Journals Relevant to Your Area of Expertise <ul style="list-style-type: none"> <li>• Come to class with a list of journals that are relevant to your work (ask your advisors and peers!). Get a sense of their status in your subfield(s).</li> <li>• Think of a piece of work that might be suitable to work up for submission.</li> <li>• Include at least one deadline for submission on your 5 Year Calendar.</li> </ul> </li> <li>2. Research and Discuss Conferences <ul style="list-style-type: none"> <li>• Come to class with a list of conferences relevant to area of expertise (check with your advisors!)</li> <li>• Come to class with an idea of a particular paper/abstract to submit to a particular conference</li> </ul> </li> </ol> <b>Due: Lists of Journals and Conferences</b>
<b>Week 14</b> 11/26	No Class: Thanksgiving Holiday
<b>Week 15</b> 12/3	<ol style="list-style-type: none"> <li>1. Review and Workshop 5 Year Calendars</li> </ol> <b>Due: 5 Year Calendar by 11:59pm December 3</b>

