

Kennesaw State University
SOCI 2210
Professional Development for Sociology Students
Fall 2016

Classroom: SSB 2021
Class Hours: MW 9:30 - 10:45
Office Hours: MW 11:00 - 1:00

Instructor: Gail Markle, Ph.D.
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Course Description: This course is designed to introduce students to the skills and strategies necessary to successfully meet the requirements for a B.S. in Sociology. The course provides information about career opportunities in Sociology and related fields as well as information about preparing for and applying to graduate school. The primary objective of this course is to assist students in developing a plan to reach their academic and career goals.

Course Prerequisite: SOCI 1101 Introduction to Sociology

Course Goals and Learning Outcomes:

The course begins with an overview of the undergraduate major, then proceeds with an exploration of career options and graduate study, and concludes with the development of a strategic academic and career plan. Upon completion of this course students should be able to:

- Identify strategies for success in the KSU B.S. in Sociology program
- Cultivate the ability to think critically
- Improve academic writing skills
- Demonstrate the ability to conduct bibliographic research in Sociology
- Demonstrate the ability to write a literature review
- Demonstrate an understanding of basic research methods concepts including variables, univariate and bivariate statistics, and hypotheses
- Develop a sociological research question appropriate for survey research
- Identify personality traits and their relevance for career choice
- Formulate a plan to prepare for success in reaching academic and career goals

Principal Texts: All students are expected to obtain the textbooks for this class.

Edwards, Mark. 2012. *Writing in Sociology*. Thousand Oaks, CA: Sage.

Richard, Paul, and Linda Elder. 2014. *The Miniature Guide to Critical Thinking: Concepts and Tools, 7th Edition*. Tomales, CA: Foundation for Critical Thinking.

Additional Readings: The following articles are available on Electronic Reserve or D2L. The password for Electronic Reserve is ?.

ASA Style Guide. D2L

- Berger, Peter L. [1963]2005. "Invitation to Sociology." Pp. 5-10 in Ron Matson (ed.), *The Spirit of Sociology: A Reader*. Upper Saddle River, NJ: Pearson.
- Berger, Peter L., and Thomas Luckman. 2005. "The Social Construction of Reality." Pp. 17-27 in David Kauzlarich (ed.), *Sociological Classics: A Prentice Hall Pocket Reader*. Upper Saddle River, NJ: Pearson.
- Charon, Joel M. 2004. "How Do Sociologists Study Society?: Researching the Social World." Pp. 8-28 in *Ten Questions: A Sociological Perspective*. Belmont, CA: Wadsworth/Thomson.
- CUNY, 2015. *The Importance of Networking*. CUNY Center for Career Development.
- Fowler, Floyd J. Jr. 2002. "Designing Questions to be Good Measures." Pp. 76-102 in *Survey Research Methods*. Thousand Oaks, CA: Sage. D2L
- Frye, Ron. 2009. "Chapter 1: The Product is You." Pp. 1-18 in *100 Great Answers to the Toughest Interview Questions, 6th ed.* Boston: Cengage.
- 2009. "Chapter 2: It's Still a Jungle Out There." Pp. 19-34 in *100 Great Answers to the Toughest Interview Questions, 6th ed.* Boston: Cengage.
- Girden, Ellen, and Robert Kabacoff. 2011. "Chapter 1: Introduction." Pp. 1- 25 in *Evaluating Research Articles from Start to Finish, 3rd ed.* Thousand Oaks, CA: Sage.
- Kursmark, Louise M. 2012. "Chapter 1: Proving Your Value to Employers." Pp. 3-21 in *Best Resumes for College Students and New Grads, 3rd ed.* St. Paul, MN: JISTWorks.
- 2012. "Chapter 2: Writing Your Resume." Pp. 23-40 in *Best Resumes for College Students and New Grads, 3rd ed.* St. Paul, MN: JISTWorks.
- Lambert, Stephen. 2009. "Chapter 1. The Self-Assessment." Pp. 3-18 in *Great Jobs for Sociology Majors*. NY: McGraw-Hill.
- 2009. "Chapter 3. Researching Careers and Networking." Pp. 37-54 in *Great Jobs for Sociology Majors*. NY: McGraw-Hill.
- Mills, C. Wright. 2005. "The Promise of Sociology." Pp. 1-8 in David Kauzlarich (ed.), *Sociological Classics: A Prentice Hall Pocket Reader*. Upper Saddle River, NJ: Pearson.
- Neuman, W. Lawrence. 2011. "Strategies of Research Design." Pp. 170-174 and 178-183 in *Social Research Methods: Qualitative and Quantitative Approaches*. Boston: Allyn & Bacon. D2L
- Ritzer, George. 2011. "Introduction to Sociological Theory." Pp. 33-39 in Ron Matson (ed.), *The Spirit of Sociology: A Reader*. Upper Saddle River, NJ: Pearson.
- Society for Applied Sociology. 2004. *A Workbook for Job Seekers in Sociology*. Arnold, MD: Author.

Class Format: Class meetings will include a mixture of lectures, guest speakers, activities, and discussions.

Expectations: Please silence your cell phones, iPods, and other electronic devices. **PLEASE NO LAPTOPS IN CLASS.** Students are expected to read assignments prior to the class period, to listen to class presentations, and to participate in class discussions.

E-mail. Students are expected to use their assigned KSU e-mail account at all times, as university-related information will go to that address. E-mails should be professional and include appropriate greetings, salutations, capitalization and grammar. The instructor will attempt to respond to student e-mails within 48 hours.

Intellectual property protection. Course lectures (including those presented by guest speakers, panelists, etc.) are the property of the presenter, KSU, and the Board of Regents. Class lectures may NOT be recorded in any form without prior permission from the instructor.

Attendance: Regular and punctual attendance in class is required. If you must be absent please be aware that you are responsible for all announcements, assignments, and material covered during class time. **Your attendance record will affect your grade.** For perfect attendance 2 points will be added to your final grade. For 1-2 absences 1 point will be added to your grade. Beginning with the 4th absence 1 point will be deducted from your final grade. For each successive absence an additional point will be deducted from your final grade. For example, five absences would result in a 2 point deduction from your final grade; six absences would result in a 3 point deduction, and so on. Absence for KSU business and mandatory court appearances may be excused with proper documentation. Attendance will be taken by sign-in sheet. **Anyone signing in for someone else is guilty of academic dishonesty and will be dealt with appropriately.**

Enrollment Status: Students are solely responsible for managing their enrollment status in a class; nonattendance does not constitute a withdrawal. Please refer to the official KSU policy for potential reimbursement if you withdraw from classes.

Components of Evaluation:

Critical Thinking Quiz	10%
Research Concepts Portfolio	20%
Literature Review	20%
Research Survey Development	20%
Strategic Academic/Career Plan	20%
“Elevator Speech” Presentation	10%

Critical Thinking Quiz: The Critical Thinking Quiz is adapted from Keesler’s (2006) Critical Thinking Test in Sociology. The quiz will be handed out on August 31. You will take the test at home and return it on **September 7**. The quiz is not an assessment of your sociological knowledge; rather it is an exploration of your ability to think critically using sociologically based critical thinking skills. The quiz must be your own work; please do not use any internet sources or collaborate with classmates or others.

Research Concepts Portfolio: The Research Concepts Portfolio consists of four separate assignments covering basic research concepts including variables, univariate and bivariate statistics, research questions, and hypotheses. Specific details will be provided. The portfolio is due **September 26**.

Reference Writing Assignment: This assignment combines aspects of an annotated bibliography and a literature review, therefore you must follow the specific instructions posted in D2L. You will base this assignment on an appropriate research question, for which you have received instructor approval. You must include a minimum of six academic sources and use ASA style. Instructor approval of the research question is due **October 10** and the Reference Writing Assignment is due **October 19**.

Research Survey Development: You will develop a survey instrument designed to generate the data needed to answer the research question from your Reference Writing Assignment. You will develop three hypotheses utilizing three different dependent variables. The questionnaire must contain seven content questions and three demographic questions. Detailed instructions will be posted on D2L. The survey is due **November 2**.

Strategic Academic/Career Plan: Using the *Workbook for Job Seekers in Sociology*, you will create a strategic plan encompassing additional coursework, internship and research experience, as well as career goals and strategies for attaining them. This assignment is designed to help you develop your career goals and identify the necessary steps to achieve them. This assignment includes a Statement of Career Goals, a Resume approved by the KSU Career Center, and a Projected Course Plan. Detailed instructions will be posted on D2L. Your Strategic Academic/Career Plan is due **December 5**.

“Elevator Speech” Presentation: Based on your Strategic Academic/Career Plan you will prepare and present a 2 minute engaging summary about who you are (what your skills, talents, and gifts are; what you’ve learned; and where you aspire to go). This “elevator speech” will be a useful tool for communicating important information about your professional self and hopefully yield an invitation to have a longer conversation with potential employers/clients/investors in the future. Be prepared to give and receive feedback in class. Detailed instructions will be provided. Presentations will be made on **November 30, and December 5**.

Please **do not e-mail me your assignments**. They are due at the beginning of class on the assigned dates. Late work will be penalized ten points per day (24 hour period). **Plagiarism will not be tolerated**. Definitions and consequences of plagiarism are posted on the KSU website: <http://www.kennesaw.edu/elearning/proseprep/plagiarism.html> **If any portion of your work is plagiarized you will receive a 0 for the assignment, and disciplinary action will be taken.**

Grading Scale: 100-90 = A; 89-80 = B; 79-70 = C; 69-60 = D; 59 and below = F.

Earning Grades: Grades are “earned” and are not arbitrarily “granted” in this class. Thus, unless I make an error in calculation, I will not change your grade at the end of the semester for HOPE eligibility, graduation requirements, or any other reason.

Accommodations: This course will be conducted in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. If you are a student with a disability and anticipate needing any type of accommodation, please inform me at the beginning of the semester and make the appropriate arrangements with Disabled Student Support Services at http://www.kennesaw.edu/stu_dev/dsss/dsss.html. The Office of Disabled Student Support Services will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

Academic Honesty: You are required to adhere to the tenets of the Kennesaw State University Policy on Academic Honesty. This policy can be found at: http://www.kennesaw.edu/academicaffairs/acadpubs/acadpub/ucat2006-07/x.General_Policies.pdf

All students are expected to be honorable and to observe standards of conduct appropriate to a community of students and scholars. This means students are responsible for completing their own work without unauthorized help, plagiarism or falsification. If a student plagiarizes, they will receive a zero for the assignment that contains the plagiarism and face possible disciplinary action for academic misconduct. [Required University statement: University Policies; Statement of Student Rights and Responsibilities; KSU Student Code of Conduct; Plagiarism and Cheating: No student shall receive, attempt to receive, knowingly give or attempt to give unauthorized assistance in the preparation of any work required to be submitted for credit (including examinations, laboratory reports, essays, themes, term papers, etc.). Unless specifically authorized, the presence and/or use of electronic devices during an examination, quiz, or other class assignment is considered cheating. Engaging in any behavior which a professor prohibits as academic misconduct in the syllabus or in class discussion is cheating. When direct quotations are used, they should be indicated, and when the ideas, theories, data, figures, graphs, programs, electronic based information or illustrations of someone other than the student are incorporated into a paper or used in a project, they should be duly acknowledged. No student may submit the same, or substantially the same, paper or other assignment for credit in more than one class without the prior permission of the current professor(s). University Policy on Academic Misconduct: Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the KSU Student Academic Integrity Policy.]

The course syllabus provides a general plan for the course; deviations may be necessary.

COURSE SCHEDULE

Date	Topic	Assignment
August 15	Introduction to the Course	
August 17	What is Sociology?	Berger, "Invitation to Sociology" Mills, "The Promise of Sociology"
August 22	Program Overview, Advising Student Conduct Academic Integrity Internships, Cooperative Studies Study Abroad Programs	Edwards, Ch 13 and 16
August 24	Counseling and Psych Services Guest Speaker	
August 29	Foundations of Social Theory Research Methods in Sociology Senior Seminar	Charon, "How do Sociologists Study Society?" Ritzer, "Introduction to Sociological Theory" Berger and Luckman, "The Social Construction of Reality"
August 31	Critical Thinking	Richard and Elder, <i>The Miniature Guide to Critical Thinking</i>
September 5	Labor Day Holiday, no class	
September 7	Critical Thinking	Critical Thinking Quiz due
September 12	Research Methods Concepts Research Design	Neuman, "Strategies of Research Design" D2L
September 14	Research Methods – Variables	TBA
September 19	Research Methods – Univariate And Bivariate Statistics	TBA
September 21	Research Methods – Hypotheses	TBA
September 26	Research Methods In class exercise	Research Concepts Portfolio due

October 3	Turning Ideas into Research Questions	Edwards, Ch 1-3
October 5	Library Research, Guest Speaker How to Read a Journal Article Last day to withdraw without academic penalty	Girden and Kabacoff, "Introduction"
October 10	Annotated Bibliographies Reference Writing Assignment Research Question Due	Edwards, Ch 4-5
October 12	The Literature Review	Edwards, Ch 6-7
October 17	Academic Writing KSU Writing Center Speaker	Edwards, Ch 8-10
October 19	Writing Quantitative Papers	Reference Writing Assignment due
October 24	Survey Development	Fowler, "Designing Questions to be Good Measures" D2L
October 26	Survey Development	
October 31	Survey Pre-test	Bring 3 copies of your survey to class
November 2	Careers in Sociology	Survey due SAS, "Workbook for Job Seekers in Sociology" Lambert, "Researching Careers and Networking"
November 7	Statement of Career Goals Skills and Values	Lambert, "The Self-Assessment"
November 9	Preparing for your Career or Graduate School KSU Career Center Speaker	
November 14	The Resume	Kursmark, Ch 1 Kursmark, Ch 2
November 16	Resumes Interviewing	Bring resume to class Fry, Ch 1-2

November 21	Fall Break – no class	
November 23	Fall Break – no class	
November 28	The Elevator Speech	CUNY, <i>The Importance of Networking</i> D2L
November 30	Elevator Speech Presentations	
December 5	Elevator Speech Presentations	Strategic Academic/Career Plan due

****I RESERVE THE RIGHT TO MODIFY THE SYLLABUS AS THE COURSE PROCEEDS****