

**Kennesaw State University**  
**SOCI 2210**  
**Professional Development for Sociology Students**  
**Spring 2016**

Classroom: SSB 2021  
Class Hours: TR 3:30 - 4:45  
Office Hours: TR 9:00 - 10:45

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 **VV24YHV2**.

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, 6<sup>th</sup> 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, 6<sup>th</sup> ed.* Boston: Cengage.
- Girden, Ellen, and Robert Kabacoff. 2011. "Chapter 1: Introduction." Pp. 1- 25 in *Evaluating Research Articles from Start to Finish, 3<sup>rd</sup> 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, 3<sup>rd</sup> ed.* St. Paul, MN: JISTWorks.
- 2012. "Chapter 2: Writing Your Resume." Pp. 23-40 in *Best Resumes for College Students and New Grads, 3<sup>rd</sup> 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 4<sup>th</sup> 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 January 28. You will take the test at home and return it on **February 2**. 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. We will discuss the results in class.

*Research Concepts Portfolio:* The Research Concepts Portfolio consists of several assignments covering basic research concepts including variables, univariate and bivariate statistics, research questions and hypotheses. Specific details will be provided. The portfolio is due **February 18**.

*Literature Review:* Using an appropriate research question, for which you have received instructor approval, and following Chapters Four and Seven of the Edwards book, write an appropriate Literature Review. You must include a minimum of eight academic sources and use ASA style. Detailed instructions will be posted on D2L. The literature review is due **March 8**.

*Research Survey Development:* You will develop a survey instrument designed to generate the data needed to answer the research question from your literature review. You will develop four hypotheses utilizing three different dependent variables. The questionnaire must contain 10 content questions and three demographic questions. Detailed instructions will be posted on D2L. The survey is due **March 22**.

*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. Detailed instructions will be posted on D2L. Your strategic academic/career plan is due **April 28**.

*“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 **April 21, April 26, and April 28**.

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](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](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

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| Date        | Topic   | Assignment   |
|-------------|---|--|
| January 12  | Introduction to the Course  |  |
| January 14  | What is Sociology?  | Berger, "Invitation to Sociology"<br>Mills, "The Promise of Sociology"   |
| January 19  | Program Overview, Advising<br>Student Conduct and Academic<br>Integrity         |  |
| January 21  | Foundations of Social Theory<br>Research Methods in Sociology<br>Senior Seminar | Charon, "How do Sociologists Study Society?"<br>Ritzer, "Introduction to Sociological Theory"<br>Berger and Luckman, "The Social Construction<br>of Reality" |
| January 26  | Internships, Cooperative Studies<br>Study Abroad Programs<br>Guest Speakers     | Edwards, Ch 13 and 16  |
| January 28  | Critical Thinking   | Richard and Elder, <i>The Miniature Guide to<br/>Critical Thinking</i>   |
| February 2  | Critical Thinking   | <b>Critical Thinking Quiz due</b>  |
| February 4  | Research Methods Concepts<br>Research Design                                    | Neuman, "Strategies of Research Design" D2L  |
| February 9  | RMC – Variables   | TBA  |
| February 11 | RMC – Univariate and<br>Bivariate Statistics                                    | TBA  |
| February 16 | RMC – Hypotheses  | TBA  |
| February 18 | Turning Ideas into Research<br>Questions  | Edwards, Ch 1-3<br><b>Research Concepts Portfolio due</b>  |

|             |   |  |
|-------------|---|--|
| February 23 | The Literature Review<br>Library Research, Guest Speaker<br>How to Read a Journal Article | Girden and Kabacoff, "Introduction"  |
| February 25 | The Literature Review   | Edwards, Ch 4-5  |
| March 1     | The Literature Review   | Edwards, Ch 6-7  |
| March 2     | <b>Last day to withdraw without academic penalty</b>                                      |  |
| March 3     | Academic Writing<br>KSU Writing Center Speaker  | Edwards, Ch 8-10   |
| March 8     | Writing Quantitative Papers   | <b>Literature Review due</b>   |
| March 10    | Survey Development  | Fowler, "Designing Questions to be<br>Good Measures" D2L   |
| March 15    | Survey Development  |  |
| March 17    | Survey Pre-test   | <b>Bring 3 copies of your survey to class</b>  |
| March 22    | Careers in Sociology  | <b>Survey due</b><br>SAS, "Workbook for Job Seekers in Sociology"<br>Lambert, "Researching Careers and Networking" |
| March 24    | Statement of Career Goals<br>Skills and Values  | Lambert, "The Self-Assessment"   |
| March 29    | Preparing for your Career or<br>Graduate School<br>KSU Career Center Speaker              |  |
| March 31    | The Resume  | Kursmark, Ch 1<br>Kursmark, Ch 2   |
| April 5     | Spring Break – no class   |  |
| April 7     | Spring Break – no class   |  |
| April 12    | Resumes   | <b>Bring resume to class</b>   |

|          |                               |   |
|----------|-------------------------------|---|
| April 14 | Interviewing                  | Fry, Ch 1-2                                   |
| April 19 | The Elevator Speech           | CUNY, <i>The Importance of Networking</i> D2L |
| April 21 | Elevator Speech Presentations |   |
| April 26 | Elevator Speech Presentations |   |
| April 28 | Elevator Speech Presentations | <b>Strategic Academic/Career Plan due</b>     |