
Department of Sociology and Legal Studies
PhD Professional Development Seminar
Winter 2021

Purpose

The Professional Development Seminar is a required element of the PhD program. It constitutes a “milestone” and is graded on a complete/did not complete basis. The objective is twofold: 1) to provide students with valuable practical information on completing their degree, and 2) to provide preparation for employment in a variety of roles after the degree.

Organization

The milestone can be completed through a modular approach, with 10 credits normally completed over three terms (1 academic year). In order to complete the requirement, you must earn credits in any of the following five areas:

- Research Skills Development
 - You may receive credits in this category for attending Research skills sessions, such as the "Archive Research" and "access to information requests" workshops, summer stats camps and qualitative methods seminars, etc.
- Teaching Skills Development
 - You may receive credit in this category for attending TA training sessions, teaching development sessions at the Centre for Teaching Excellence, giving guest lectures for courses, etc.
- Career Development
 - You may receive credits in this area for attending job panels with the department, career advising workshops, etc.
- Public Sociology
 - You may receive credits in this category for communicating your research to wider publics beyond academic audiences. This could be in the form of published magazine and newspaper articles, media interviews profiling your work, giving public talks and engagement, maintaining a blog or other open access site for critical reflection, etc.
- Contribution to the UW Intellectual Community
 - You may receive credits in this area if you give lectures in the department or at conferences elsewhere, if you host or organize UW academic events, or if you attend department speaker series sessions.

While the importance of developing a broad array of skills is strongly encouraged, you may complete your 10 modules in any combination of areas.

Credits can be earned by attending sessions held within and outside the department. All of these activities will be worth one credit, unless otherwise stated.

- Several **in-department seminars** will be offered, often conducted by people from outside the department, such as the library, the Office of Research Ethics or the Centre for Teaching Excellence. These are open to all members of the Department, including graduate students.
- Participants will also receive credit for attending **departmental colloquia** and signing the posted attendance list.
- Participants can earn credit by attending **external workshops** or other events offered by other units on campus. These might include colloquia or talks given in other departments, or workshops offered by units such as the Centre for Teaching Excellence. Participants must arrange their own registration for these events, and confirm eligibility for Pro Seminar credit in advance with the Graduate Coordinator. After the workshop, registration confirmation (or an equivalent) should be emailed to the Graduate Coordinator (by doing so, you are attesting that you in fact attended the workshop).
- Participants can also receive 2 credits credit for **delivering a talk about their own research**. This will usually be an hour-long colloquium. This can be organized in consultation with the Graduate Coordinator and the Graduate Chair.
- Participants can also receive credit for **attending academic conferences**, whether or not they present their own work there. They must submit a copy of the conference program.

Examples of Sessions held outside the department

Students are required to register themselves and to submit proof of registration for the event.

Topic examples	Offered by	Credit	Dates/time
Dissertation boot camp	Writing and Communication Centre	2 credits	Usually Fall term. See: https://uwaterloo.ca/writing-and-communication-centre/current-graduate-students/dissertation-boot-camp
Workshops for teaching development (e.g. Effective Lesson Plans – CTE1202)	Centre for Teaching Excellence	1 credit each	Throughout the year: See: https://uwaterloo.ca/centre-for-teaching-excellence/
One-hour career advising appointment	Centre for Career Action	1 credit	https://uwaterloo.ca/career-action/graduate-students-post-docs/career-advising-appointments

You can find up-to-date options on the websites of each of these centres.

FAQ

How do I log my credits?

- At department events, you must sign in on the appropriate sign in sheet. Don't see the list? Make one, have your colleagues sign. Draw a smiley face on it, and email it to the grad co-ordinator.
- For all other events or workshops, you must email confirmation of registration and/or participation to the grad co-ordinator.

What does this confirmation for non-department events look like?

- If you attended a talk or workshop, please forward on the email (or screenshot) you received when you signed up with a message noting that this is for Professional Development Seminar credit.
- If you gave a talk, please send your slides and/or the conference schedule.
- If you hosted an event, or were involved in public engagement activities (i.e., in sharing your research beyond academic conferences in public talks, blogs, newspaper articles, etc.), please provide photos, or other visual documentation. We would love to see!

Can I "double-count" activities that fall into more than one category? (e.g., a conference talk on research methods could fall into Research Skills or Intellectual Community).

- No. You can only count an activity once.

What if I don't complete my 10 credits in three terms?

- If you do not complete your credits in three terms, sadly you are not off the hook. You will still need to complete the requirement. We do recommend that you try to complete this within your first three terms.

What types of non-department modules do you recommend?

- We're glad you asked. The following list gives some options.

Developing Research Skills

What	Details	How/When
Summer School - York Institute for Social Research	Multi-day intensive workshops on methods.	http://www.isryorku.ca/what-we-do/short/
Summer School - ICPSE Ann Arbour	Multi-day to month-long intensive workshops on quantitative methods.	https://www.icpsr.umich.edu/icpsrweb/sumprog/
Waterloo Library	Workshops on: <ul style="list-style-type: none"> • Demystifying the Statistics Canada Website • Accessing Statistics Canada Datasets using <odesi> • Using GIS, geospatial data in your research 	https://uwaterloo.ca/library/services/workshops

Developing your Teaching Skills

What	Details	How/When
Online modules	Individual modules for career and teaching training, to be completed at home.	http://www.queensu.ca/teachingandlearning/modules/index.html
Waterloo Library	Workshops on: <ul style="list-style-type: none"> • Copyright & Licensing for teaching 	https://uwaterloo.ca/library/services/workshops
Centre for Teaching Excellence	Workshops on a wide variety of topics from Using Twitter in the Classroom, to Learning how to use LEARN.	For a current list of workshops, see: https://uwaterloo.ca/centre-for-teaching-excellence/events?date=Current&type=All&audience=106
Centre for Teaching Excellence	Workshops on teaching pedagogies, learning styles, and the secrets of becoming a successful teacher. <ul style="list-style-type: none"> • Fundamentals of microteaching (step 1): https://uwaterloo.ca/centre-for-teaching-excellence/support-graduate-students/fundamentals-university-teaching-program/fundamentals-microteaching-sessions • Fundamentals of university teaching (step 2) : https://uwaterloo.ca/centre-for-teaching-excellence/support-graduate-students/fundamentals-university-teaching-program • Certificate of University Teaching (step 3). https://uwaterloo.ca/centre-for-teaching-excellence/support-graduate-students/certificate-university-teaching 	Offered every term, can be done in modules, or in 1 block. If you would like to apply for the Certificate of University Teaching program, after completing the “fundamentals” programs, contact cte-cut@uwaterloo.ca by the third month of a term (for an application deadline of April 1, August, 1 and December 1) for the admission cycle in the next term. An application will be required.

Career Development

What	Details	How/When
Library workshop	Workshops on (subject to periodic change): <ul style="list-style-type: none"> • Calculating your academic footprint • Making sure people can find you and your work • OpenMetrics to capture online attention to your research • OpenAccess Publishing • Author's rights, predatory publishing, and your research 	https://uwaterloo.ca/library/services/workshops
Career Action Center	Workshops on (subject to periodic change): <ul style="list-style-type: none"> • Work search strategies • Management consulting as a career option • Exploring your personality type to determine career options • Writing cover letters • Translating academic experience to industry • Writing academic CVs • Writing resumes • Preparing postdoc applications • Parallel career planning for both academic and non-academic jobs 	See https://uwaterloo.ca/career-action/graduate-students-post-docs/workshops-and-events https://uwaterloo.ca/career-action/workshops-Grad-Workshops

Public Sociology

What	Details	How/When
Conference attendance	Are you attending academic conferences?	
Conference – paper presentation	Are you presenting your research at academic conferences?	
Public event organization	Do you have a panel, workshop, conference or event you're organizing to share academic research with the larger community?	Contact Grad Chair for details.
Public writing	Are you sharing your research with wider communities, via news articles, opinion pieces, or middle state publications such as magazines?	