
Department of Sociology and Legal Studies
PhD Professional Development Seminar
Spring 2023

**The requirements laid out in this document apply to students entering the program in September 2023 and after.*

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

Students are required to complete 10 credits. They can fulfill the 10-credit requirement in a flexible way, but with limits as to how many credits of a particular type can be earned. There are 6 categories that each have a maximum number of credits that can be applied to the 10-credit requirement.

- 1) teaching - max 4 credits
- 2) research - max 5 credits
- 3) contribution to public sociology – max 4 credits
- 4) service – max 4 credits
- 5) other - max 3 credits
- 6) TA training - max 1 credit

These maxima are designed to ensure that every student must earn credits from at least 3 of the categories to reach the 10-credit requirement. This ensures a reasonable amount of breadth and prevents anyone from earning all credits within a single category (which would not be sufficiently diverse exposure to professional skills development to meet the goals of the prosem requirement). There is some recognition that certain things require more effort than others by rewarding more effortful endeavours with 2 credits instead of 1. However, there is no attempt to award credits based primarily on time spent. This is, again, to ensure breadth (e.g., publishing your work takes an enormous amount of effort, but it provides exposure to only one type of professional development skill and therefore counts for only 2 credits).

The following lists the categories and types of credits that can be earned. For anything that does not fit neatly into one of these categories, please contact that Graduate Coordinator to assess suitability.

1) teaching - max 4 credits

- every workshop offered by the CTE (including individual workshops offered as part of the fundamentals of teaching program) (1 day or less) = 1 credit
 - E.g., <https://uwaterloo.ca/centre-for-teaching-excellence/support-graduate-students/fundamentals-university-teaching-program/fundamentals-microteaching-sessions>
- every teaching-related workshop offered by the library (1 day or less) = 1 credit
 - <https://uwaterloo.ca/library/services/workshops>
- guest lecture = 2 credits

- sessional teaching = 2 credits
- online skills training modules = 1 credit
 - e.g., <https://www.queensu.ca/teachingandlearning/modules/index.html>

2) research - max 5 credits

- publication submission (anywhere in the authorship order – peer-reviewed articles, book chapters, research reports) = 2 credits
- RAship = 1 credit
- attending a research dissemination workshop = 1 credit
- giving a conference/research talk = 2 credits
- attending a conference/research talk = 1 credit
- organising a conference/research talk = 2 credits
- research methods training workshop (1 day or less) = 1 credit
 - e.g., StatsCan; Library
- research methods training workshop (more than 1 day) = 2 credits
 - e.g., workshops at York Institute for Social Research or University of Michigan ICPSR.
- every research-related workshop offered by the library (1 day or less) = 1 credit

3) contribution to public sociology – max 4 credits

- published magazine and newspaper articles = 1 credit
- media interviews profiling your work = 1 credit
- published book review = 1 credit
- giving public talks and engagement = 2 credits
- maintaining a blog or other open access site for critical reflection, etc. = 2 credits
- research-informed creative works and arts-based knowledge mobilization = 2 credits

4) service – max 4 credits

- grad student rep (department or GSA) = 2 credits
- other formal role with the department, faculty, GSA, etc. = 2 credits
- journal editorial board = 2 credits
- journal reviewer = 1 credit
- professional association role (e.g., CSA Student Concerns Subcommittee) = 2 credits
- community service related to area of study (e.g., board of directors at criminal justice-related agency) = 2 credits
- peer mentorship program for incoming graduate students = 1 credit

5) other - max 3 credits

- 3 Minute Thesis competition = 2 credits
- Dissertation Boot Camp = 2 credits
- Speak Like a Scholar = 2 credits
- career advising workshop/appointment = 1 credit
- workshops offered by Campus Wellness (1 day or less) = 1 credit
- every career-related workshop offered by the library (1 day or less) = 1 credit

- every workshop offered by the Centre for Career Action (1 day or less) = 1 credit
 - <https://uwaterloo.ca/career-action/graduate-students-post-docs/workshops-and-events>
- every workshop offered by the Writing and Communication Centre (1 day or less) = 1 credit

6) TA training - max 1 credit (yes, all new TAs are required to do multiple workshops).

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.

University of Waterloo
Faculty of Arts
Department of Sociology and Legal Studies
Professional Seminar Completion Form

Please submit this form to the Graduate Coordinator upon completion of the requirement.

Student:

ID#

Date submitted:

| | <u>Name of event/ workshop/ the thing you did to earn a credit</u> | <u>Brief description</u> | <u>Date(s)</u> | <u>Category:</u> 1) teaching 2) research 3) contribution to public sociology 4) service 5) other 6) TA training | <u># of credits</u> |
|---|---|---------------------------------|-----------------------|--|----------------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |

| | | | | | |
|----|--|--|--|--|---------|
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| | | | | | Total = |

Please append any available evidence of attendance/participation/involvement.