PROFESSIONAL DEVELOPMENT IN CRIMINOLOGY
CCJ 6065
Tuesday, 1:00 p.m., Eppes 0214

Professor: Carter Hay
Office: Eppes 307
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Office hours: Tuesday 1:00-3:00 (please make appointment) or other arranged times

Course description

This course provides PhD students with training on professional activities that are central to a successful career in criminology. Primary focus is on the strategies, skills, and professional standards needed to translate one’s scholarly interests into a successful and ethical career—first as a graduate student and then as a professional criminologist. As this description indicates, this course is most appropriate for PhD students interested in a career that emphasizes teaching, research, policy, and service to the field.

Course objectives

Students who successfully complete this course will develop skills and strategies pertaining to these dimensions of professional involvement:

- Career and time management
- Succeeding in the program/passing comprehensive exams/doing a dissertation
- Developing a research agenda/conducting research/being an effective and productive writer/navigating the peer review process
- Preparing and giving presentations at professional meetings
- Serving as a journal referee
- Seeking external funding
- Being a successful teacher
- Securing employment
- Starting into the career/getting tenure

Reading material
Silvia, Paul. 2015. *Write it up: Practical strategies for writing and publishing journal articles.* American Psychological Association. [You can buy your own copy, but an e-copy also can be accessed from lib.fsu.edu site.] 36078


There also will be articles, chapters, and notes placed on the course site.
Course requirements

1. Class participation (15% of grade). Each student is expected to read the assigned material and contribute to class discussion. Students should come to class with notes over major themes in the reading and specific topics or questions to be raised. All students will be involved in the discussion.

2. Professional development paper (25% of grade). Students will write an approximately 10-page paper on a professional development topic of their choice. This paper will not need to exhaustively review the literature on a given topic; instead, it will summarize the main arguments and themes from 3-5 major books or articles that go beyond the course readings.

3. Other class assignments (60% of grade). At four points in the semester, students will complete assignments relevant to topics covered at that time. For example, during the “Serving as a journal referee” section, students will review a manuscript using the guidelines and tips discussed in class. Similarly, during the “Becoming an effective teacher” section, students will create the first draft of a syllabus for a course they can teach in the future. Instructions for assignments will be discussed in class 1-2 weeks in advance of due dates. All assignments will be submitted as hard copies.

Something that is not required but should be done

If you have not done so already, you should become a member of the American Society of Criminology (ASC), the Academy of Criminal Justice Sciences (ACJS), or both. These are the main professional organizations in our field, and membership provides you a subscription to top journals *Criminology*, *Criminology & Public Policy*, and *Justice Quarterly*.

Moreover, membership provides you information on each organization’s annual meetings. The ASC meetings are always in the Fall, and the ACJS meetings are always in the Spring. Ph.D. students should strive to attend these meetings and present a paper by their 2nd-3rd year in graduate school.

Other policies and issues

♦ Changes in the reading and schedule may occasionally be made. Notice of changes will be made during class (or on the Canvas course website) and students are responsible for getting this information.

♦ The Florida State University Academic Honor Policy outlines the University’s expectations for the integrity of students’ academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to “. . . be honest and truthful and . . . [to] strive for
personal and institutional integrity at Florida State University.” (Florida State University Academic Honor Policy, found at http://fda.fsu.edu/Academics/Academic-Honor-Policy.)

♦ Students with disabilities needing academic accommodation should:
   (1) register with and provide documentation to the Student Disability Resource Center;
   (2) bring a letter to the instructor indicating the need for accommodation and what type.

Please note that instructors are not allowed to provide classroom accommodation to a student until appropriate verification from the Student Disability Resource Center has been provided.

This syllabus and other class materials are available in alternative format upon request. For more information about services available to FSU students with disabilities, contact the:

Student Disability Resource Center, 874 Traditions Way, 108 Student Services Building, Florida State University, Tallahassee, FL 32306-4167, (850) 644-9566 (voice), (850) 644-8504 (TDD), sdrc@admin.fsu.edu, http://www.disabilitycenter.fsu.edu/.
## SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
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<tbody>
<tr>
<td>January 7</td>
<td>Introduction to course, discussion of objectives and requirements</td>
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<td>January 14</td>
<td>Career management/time management</td>
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<td>On career management, our discussion will focus on this question: Where do you see your career headed? It might be academia, but we’ll talk about many careers and jobs that our PhD graduates have entered. The general theme of our discussion will be this: If you know where you are headed, you can know how to prepare. Next, we will focus on a different type of management: Time management. Even if you know where you are headed, getting there requires you to glean as much productivity as possible out of your days, weeks, and months. Our readings for this week focus on this topic, with a particular focus on identifying and gaining control over your different priorities.</td>
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<td>Reading: Chapter 3 from <em>Rediscovering Willpower</em> by Roy Baumeister and John Tierney. PDF for Brian Tracy’s <em>Eat That Frog!</em></td>
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<td>January 21</td>
<td>Navigating the program/passing comps/doing a dissertation</td>
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<td>During most weeks, we focus on skills and strategies that extend beyond the PhD. However, in this early week, we’ll focus squarely on the graduate school experience. We’ll use Cullen and Vose’s article as a jumping off point, and then focus particular attention on the comprehensive exams and the dissertation.</td>
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<td>Reading: Cullen, Francis T., and Brenda Vose. 2014. “How to be a successful graduate student.” <em>Journal of Contemporary Criminal Justice</em> 30:362-377.</td>
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<td>January 28</td>
<td>Research (week 1): Developing a research agenda and ideas</td>
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<td>Research fundamentally involves specific issues of theory, methods, and statistics. We leave those issues to your other classes and instead focus on broad themes to consider in developing research ideas and interests, writing manuscripts, and navigating the peer review process.</td>
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<td>Reading:</td>
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**February 4** Research (week 2): Effective writing

**Reading:**

Silvia, Paul. 2015. *Write it up: Practical strategies for writing and publishing journal articles.* (Read the Introduction and Chs. 2-8).


Assignment #1 (Developing an idea for research) is due.

**February 11** Research (week 3): Navigating the peer review process

**Reading:**

Silvia, Paul. 2015. *Write it up: Practical strategies for writing and publishing journal articles.* (Read Chs. 1, 9, 10).

Baumer et al. Editors’ Corner selections from *The Criminologist*.

**Other sources to consider:**


**February 18** Preparing and giving presentations at professional meetings

A standard part of being a professional criminologist involves attending professional meetings. We’ll focus on the basics of these meetings and the things to do and not do in preparing and giving presentations.

**Reading:**

Also see the “Annual Meeting Info” at http://asc41.com/annualmeeting.html.


February 25  Serving as a journal referee

Criminologists who pursue a scholarly career will be called upon to serve as journal reviewer; in fact, those with an active research career often get these requests monthly. We will discuss strategies and tips for playing this role. As an assignment due next week, students will review a paper.

Reading:


March 3  Seeking external funding

Many criminology careers now require one to seek and secure external funding. We will discuss this issue broadly, but then also will focus especially on dissertation grants available to PhD students in criminology.

[No reading.]

Assignment #2 (reviewing a manuscript) is due.

March 10  Being a successful teacher (week 1): Up-front issues on designing a course

For those who go into academia, teaching arguably is the most time-consuming part of the career, especially in the early years. This is true even for those at research-oriented universities. We will devote three weeks to discussing the philosophies, practices, and logistics of effective teaching. There is a key theme to our discussion: There is no single way to be an effective teacher (different people do it in different ways), but there are core basics that most effective teachers prioritize.

Reading:

Chs. 1-3 and 5 from *Instruction at FSU*.

**March 17**  
Spring break

**March 24**  
Being a successful teacher (week 2): Lectures, assignments, and tests

**Reading:**


Chs. 7-8 from *Instruction at FSU*.

**March 31**  
Being a successful teacher (week 3): Dealing with students/evaluations


Assignment #3 (creating a syllabus) is due.

**April 7**  
Securing employment

The process of gaining employment as a criminologist basically involves four steps: (1) locating jobs, (2) preparing the necessary materials and submitting an application, (3) interviewing, and (4) negotiating and finalizing a contract on jobs that may be offered to you. We devote the next two weeks to these issues.

**Reading:**

Rice, Stephen et al. 2012. “Meet the members of your search committee, Parts I. and II. The *Criminologist* 37: May/June (pp. 26-27) and September/October (pp. 21-22).

**Other sources to consider:**


**April 14**  
Securing employment (continued)

[No reading.]

Assignment #4 (letter of interest) is due.

**April 21**  
Starting into the career and getting tenure
The first few years beyond the PhD will involve plenty of on-the-job training. That’s a ways off for all of you, but here’s a great chapter on the early academic career:


April 27 (The Monday after the last week of classes)

Professional Development paper is due at 6:00 p.m.