“Making Educational and Social Systems Work for All”
-- UO College of Education Mission Statement

EDLD 610 ADVANCED PROSEMINAR
3 Credits – CRN 36330
University of Oregon – College of Education

2015 Spring Term Syllabus
Meeting Days/Time: Wednesdays 1:00-3:50 pm (1300-1550)
Location: Lokey Education 115

<table>
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COURSE DESCRIPTION AND OBJECTIVES
This proseminar serves as an opportunity for small group advising and as acculturation in research and inquiry for more advanced graduate students in Educational Methodology, Policy, and Leadership (EMPL). The goal of this course is to engage issues in professional activity and life in the field including: 1) Professional Issues in Teaching and Service, 2) Professional Issues in Research, 3) Dissertation Issues, and 4) how to find, apply for, and successfully compete for jobs. This seminar is also designed to provide opportunities for students to complete Ph.D. competency evidence products.

COURSE PREREQUISITES
Students must be an EMPL PhD program major and must have successfully completed one or more years of graduate study in the program.

REQUIRED READINGS
Readings in the course will be comprised of journal articles and book chapters. All participants in the course are expected to read all assigned material. Readings will be provided on the web or via e-mail.

ASSIGMENTS
Assignments in the course consist of completing a minimum of one competency portfolio product, leading discussion of at least one group discussion topic, and attending and participating in all classes.

OTHER REFERENCES AND RESOURCES:
COURSE STRUCTURE AND REQUIREMENTS

EDLD 610 Advanced Proseminar is organized in a seminar format. The major activities consist of completion of at least one comprehensive examination portfolio product, leadership of at least one discussion section on a topic to be chosen/assigned, and participation in all group discussion and activities.

COMPREHENSIVE PORTFOLIO PRODUCT

One of the purposes of Advanced Proseminar is to provide a venue and guidance for the design and completion of Ph.D. Comprehensive Portfolio products that have not been completed in other courses. My role as instructor in this course will be to provide guidance and assistance in the development and completion of the product. Products produced in Advanced Proseminar will be graded/evaluated by each student's faculty advisor. The portfolio product can be completed at any time during the quarter but no later than June 5th.

Advanced Proseminar is the primary venue for most EMPL Ph.D. students to complete the portfolio requirement for delivering a colloquium or “mock job talk” presentation. We will work together to schedule one or more special sessions at which students can make their presentations. Presentations will be a presentation of research results comparable to the kind of colloquium usually delivered as part of a job interview. The talk usually consists of a PowerPoint presentation that takes about 15-20 minutes. Additional details on the job talk will be provided in class.

As part of the first several years of study, Ph.D. students in EMPL compile evidence in an academic portfolio that demonstrates they have successfully mastered the competencies required to advance to the dissertation phase. This portfolio meets the graduate school’s requirements for a comprehensive examination. In general, evidence will include key assignments in required EMPL courses specifically designed to document mastery of foundational concepts and other evidence of mastery of skills and knowledge gained in a specialized interest area. In addition, products can be produced in EDLD 610 Advanced Proseminar or by working individually with your primary advisor (see EMPL Ph.D. program bulletin for additional details on the comprehensive portfolio).

Upon completion of each evidence product, students must submit an electronic copy of the product to the EMPL Graduate Academic Secretary (Angela Pellerin). Students will have until the end of the term (June 5th) to submit the requisite product(s).

DISCUSSION AND PARTICIPATION

Organization of this proseminar course is informal and intended to be highly interactive. For this to work well your active participation will be required. We will work as a group and sometimes in smaller groups to review, study and discuss material and issues. All students will be expected to share a leadership role in managing and promoting discussion on assigned readings and topics. Students make be asked to turn in a summary of group work or discussions as evidence of involvement and completion of activities.

GRADING POLICY

Late work will be penalized a minimum of 10%. Work is due at the beginning of class on the due date. Each student is responsible for submitting his/her own original work. Any instance of academic
dishonesty (e.g., plagiarism, unapproved collaboration) will result in a minimum of a score of zero for the assignment. Grading will be assigned on percentage of possible points based on the following scale, although I retain the right to lower particular cutoffs for students' benefit: A+ 97-100% A 92-96%, A- 88-91%; B+ 85-87%, B 80-84%, B- 77-79%; C+ 74-76%, C 69-73%, C- 66-68%; F < 66%.

Successfully completing at least one portfolio product will count 35% of the quarter grade, leading one or more discussions will count 25% of the quarter grade, and 40% of the grade will be awarded based on student discussion, participation in group work, group summaries, and involvement in the class. No extra credit assignments are offered in this class.

**COURSE INCOMPLETES** will be offered only very rarely and in unusual circumstances that truly prevent the student from completing course work during the regular course schedule. My policy on incompletes is more restrictive than the general UO policy. Incompletes will NOT be awarded simply because you have not been able to finish course work. Incompletes will only be awarded when there is a documented medical or similar unforeseen emergency that prevents completion of course work.

**COURSE MEETING DATES:**
There will be no class or office hours on May 13th. This class session will be replaced by one or two sessions that we will schedule to allow students the opportunity to present mock job talks/colloquia.

**COURSE POLICIES**

**ATTENDANCE POLICY**
Attendance is required to succeed in this course and master the course material. If a student does miss class, it is the student’s responsibility to get class notes, and handouts or other distributed materials. Contact the instructor in case of illness or emergencies that preclude completing assignments or attending class sessions. Messages can be left on the instructor's voice mail or e-mail at any time of the day or night, prior to class. If no prior arrangements have been made before class time, the absence will be unexcused.

**ACADEMIC MISCONDUCT POLICY**
All students are subject to the regulations stipulated in the UO Student Conduct Code (http://conduct.uoregon.edu). This code represents a compilation of important regulations, policies, and procedures pertaining to student life. It is intended to inform students of their rights and responsibilities during their association with this institution, and to provide general guidance for enforcing those regulations and policies essential to the educational and research missions of the University.

**ACADEMIC HONESTY**
In using information from other sources, it is very important that you summarize the main ideas in your own words, and attribute correctly any direct quotes or significant ideas from anyone else. The UO policy on academic dishonesty says: "Plagiarism is the inclusion of someone else's product, words, ideas, or data as one's own work. When a student submits work for credit that includes the product, words, ideas, or data of others, the source must be acknowledged by the use of complete, accurate, and specific references. By placing one's name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. Unauthorized collaboration with others on papers or projects can inadvertently lead to a charge of plagiarism. If in doubt, consult the instructor. In addition, it is plagiarism to submit as your own any academic exercise (for example, written work, printing) prepared totally or in part by another. Plagiarism also includes submitting work in which portions were substantially produced by someone acting as a tutor or editor. (http://tep.uoregon.edu/workshops/teachertraining/learnercentered/syllabus/academicdishonesty.html)

**CONFLICT RESOLUTION**
Several options, both informal and formal, are available to resolve conflicts for students who believe they have been subjected to or have witnesses bias, unfairness, or other improper treatment. It is important to exhaust the administrative remedies available to you including discussing the conflict with the specific individual, contacting the Department Head, or within the College of Education, you can contact Associate Dean for Research and Academics, at 346-1399 or lindstrm@uoregon.edu; or Surendra Subramani, student advisor, at 346-1782 or surendra@uoregon.edu.

- Outside the College, you can contact:
  - UO Bias Response Team: 346-1139 or http://bias.uoregon.edu/whatbrt.htm
  - Conflict Resolution Services 346-0617 or http://studentlife.uoregon.edu/SupportandEducation/ConflictResolutionServices/tabid/134/Default.aspx
  - Affirmative action and Equal Opportunity: 346-3123 or http://aaeo.uoregon.edu/
DIVERSITY
It is the policy of the University of Oregon to support and value diversity. To do so require that we:
- Respect the dignity and essential worth of all individuals.
- Promote a culture of respect throughout the University community.
- Respect the privacy, property, and freedom of others.
- Reject bigotry, discrimination, violence, or intimidation of any kind.
- Practice personal and academic integrity and expect it from others.
- Promote the diversity of opinions, ideas and backgrounds which is the lifeblood of the university.

DOCUMENTED DISABILITY
Appropriate accommodations will be provided for students with documented disabilities. If you have a documented disability and require accommodation, arrange to meet with the course instructor within the first two weeks of the term. The documentation of your disability must come in writing from the Accessible Education Center in the Office of Academic Advising and Student Services. Disabilities may include (but are not limited to) neurological impairment, orthopedic impairment, traumatic brain injury, visual impairment, chronic medical conditions, emotional/psychological disabilities, hearing impairment, and learning disabilities. For more information on Accessible Education Center, please see http://aec.uoregon.edu

MANDATORY REPORTING
UO employees, including faculty, staff, and GTFs, are mandatory reporters of child abuse when the employee has “reasonable cause to believe any child with whom the employee comes in contact has suffered abuse or that any person with whom the employee comes in contact has abused a child.” UO employees, including faculty, staff, and GTFs, also are mandatory reporters of prohibited discrimination when the employee obtains “credible evidence that any form of prohibited discrimination by or against students, faculty or staff is occurring.” “Prohibited discrimination” includes discrimination, and discriminatory harassment, including sexual harassment and sexual assault. This statement is to advise you that that your disclosure of information about child abuse or prohibited discrimination to a UO employee may trigger the UO employee’s duty to report that information to the designated authorities. Please refer to the following links for detailed information about mandatory reporting:
https://hr.uoregon.edu/policies-leaves/general-information/mandatory-reporting-child-abuse-and-neglect/presidents-message
http://around.uoregon.edu/mandatoryreporting

EXPECTED CLASSROOM BEHAVIOR
Classroom expectations include:
- Participating in class activities
- Respecting the diversity of cultures, opinions, viewpoints in the classroom
- Listening to fellow students, professors, and lecturers with respect
- Arriving on time, prepared for class
- Attending for the duration of class; not reading other materials, books, newspapers; working on laptop or other electronic devices on matters unrelated to class
- Please turn off cell phones and other electronic devices when class begins

Note. Racist, homophobic, sexist, and other disrespectful comments will not be tolerated.

GRIEVANCE
A student or group of students of the College of Education may appeal decisions or actions pertaining to admissions, programs, evaluation of performance and program retention and completion. Students who decide to file a grievance should follow the student grievance procedure, or alternative ways to file a grievance outlined in the Student Grievance Policy (https://education.uoregon.edu/academics/student-grievance) or enter search: student grievance.

INCLEMENT WEATHER
In the event the University operates on a curtailed schedule or closes, UO media relations will notify the Eugene-Springfield area radio and television stations as quickly as possible. In addition, a notice regarding the university’s schedule will be posted on the UO main home page (in the “News” section) at http://www.uoregon.edu. Additional information is available at http://hr.uoregon.edu/policy/weather.html.

If an individual class must be canceled due to inclement weather, illness, or other reason, a notice will be posted on Canvas or via email. During periods of inclement weather, please check Canvas and your email rather than contact department personnel. Due to unsafe travel conditions, departmental staff may be limited and unable to handle the volume of calls from you and others.