Syllabus
AEC 6932 – Strategies for Success as a University Faculty Member
Fall 2019, Tuesdays, Periods 2-3 (8:30 – 10:25 am)

Instructors
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Office hours: Tuesdays, 10:30 – 11:30 am

Course Description
Roles and responsibilities of university faculty members in agricultural education and communication; performance expectations; strategies for successful tenure and promotion; planning and executing teaching, research, and extension programs based upon formal position assignments. (two credits)

Prerequisites
Doctoral students enrolled in the final fall semester of their degree programs.

General Course Objectives
Upon completion of the course students should be able to:
1. Plan for and effectively execute teaching, research, and extension assignments;
2. Develop and effectively use a personal time management system;
3. Determine program priorities based upon formal position assignments;
4. Structure their efforts as a new faculty member for successful tenure and promotion;
5. Establish positive and effective communications and relationships with faculty, colleagues, university administrators, and constituents;
6. Evaluate and compete effectively for university faculty positions; and
7. Serve as contributing citizens of their academic units, institutions, and profession.

Text
No text is required. Selected readings will be incorporated into class discussions.

Assignments and Grading
A contract grading strategy will be used for the course (attached). The standard 10-point grading scale will be used (90-100 = A, etc.). Minus or plus grades will not be assigned.

Academic Honesty
As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity." You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor

received unauthorized aid in doing this assignment." It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code.

Online Course Evaluations

Online Course Evaluation Process Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. These evaluations are conducted online at https://evaluations.ufl.edu. Evaluations are typically open for students to complete during the last two or three weeks of the semester; students will be notified of the specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results.

Software Use

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

Services for Students with Disabilities

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation 0001 Reid Hall, 352-392-8565, www.dso.ufl.edu/drc/

Campus Helping Resources

Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

- *University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575,* www.counseling.ufl.edu/cwc/
  Counseling Services

Groups and Workshops
Outreach and Consultation
Self-Help Library
Wellness Coaching

- U Matter We Care, www.umatter.ufl.edu/

- *Career Resource Center,* First Floor JWRU, 392-1601, www.crc.ufl.edu/

Student Complaints

- Residential Course: https://sccr.dso.ufl.edu/policies/student-honor-code-studentconduct-code/.

- Online Course: http://www.distance.ufl.edu/student-complaint-process

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<u>Session</u>	<u>Topic</u>
August 20	Course Overview Preliminary Discussion and Selection of Course Topics
August 27	NO CLASS
September 3	The Faculty Role Seeking Faculty Positions Applying, Interviewing, and Negotiating
September 10	Seeking Faculty Positions Applying, Interviewing, and Negotiating
September 17	Planning for Tenure and Promotion (including annual reporting)
September 24	Planning for Tenure and Promotion
October 1	Work/Life Harmony, Well-being Managing Time and Priorities
October 8	Work/Life Harmony, Well-being Managing Time and Priorities
October 15	Planning, Conducting, and Disseminating Research Research Collaboration
October 22	Planning, Conducting, and Disseminating Research Research Collaboration
October 29	Securing and Managing Grants and Program Funds
November 5	Planning, Delivering, and Evaluating Stakeholder Programs
November 12	Mentoring Students
November 19	Recruiting Students and Promoting Programs
November 26	Supervising Interns Final Thoughts and Questions