TRS 799: Proseminar for New Doctoral Students
Fall Semester 2012

**Credit Hours:** 0.0
**Classroom:** Caldwell 100 (the Happel Room)
**Day/time:** Mondays, 12:10-1:00 p.m.

**Instructor contact information:**
Charles B. Jones, M.T.S., Ph.D.
Caldwell Hall 107-D or 106
X6882/6886
jonesc@cua.edu
Office Hours: by appointment

**Course Description (from Cardinal Station)**
This course is designed to provide detailed professional preparation for students at the doctoral level. Students will hear weekly presentations on such topics as the structure of a doctoral program, basic research methods, university risk and compliance issues, FERPA, dissertation defense procedures, academic dishonesty, and so on.

**Instructional Methods**
This course will consist entirely of weekly presentations by the instructor or guest lecturers.

**Required Text**
None

**Course Goals**
The purposes or goals of the course are to give new doctoral students information that will prepare them both for their course of studies and for the academic profession.

**Course Requirements**
The instructor will take attendance at all sessions. Students will be expected to attend at least seven of the sessions to pass the milestone in their course of studies. Students must also attend the library tour, to be schedules separately.

**Assessment:**
This course is offered on a pass/fail basis only.
Accommodations for students with disabilities:
Any student who feels s/he may need an accommodation based on the impact of a disability should contact the instructor privately to discuss specific needs. Please contact Disability Support Services (at 202 319-5211, room 207 Pryzbyla Center) to coordinate reasonable accommodations for students with documented disabilities. To read about the services and policies, please visit the website: http://disabilitysupport.cua.edu.

********************

Course Schedule

August 27
The Structure of a Doctoral Program

Sept. 3: Labor Day holiday; no class

Sept. 10:
The Dissertation Proposal and Defense Process (Begg and Jones)

Sept. 17
Conferences, Learned Societies, and Academic Publishing (Jones)

Sept. 24
Teaching and Learning (Miller)

Oct. 1
University Risk and Compliance Issues: Overview (Vin Lacovara)

Oct. 8: Columbus Day holiday: no class

Oct. 9: "Administrative Monday": Monday classes meet
FERPA (Family Educational Rights and Privacy Act) (Peggy O’Donnell)

Oct. 15
Advising, Enrollment, and Registration Issues (Abimbola Akintolayọ)

Oct. 22
The Academic Job Market (Jones)

In addition to the above class sessions, students are required to register for a library orientation session to be scheduled and recorded separately. Please select one of the following times: Mr.
Dustin Booher of the Mullen Library staff will conduct the orientation. Meet at the MERIC classroom on the first floor of the library.

Thursday, August 30th (12:30-1:30 p.m.)
Tuesday, September 4th (2:00-3:00 p.m.)
Wednesday the 5th (12:00-1:00 p.m.)