Class time and location: AEB 220, Wednesdays 10:45am-11:35am

Professor: Jessie Fan, Ph. D.
242 Alfred Emery Building (AEB)
Office hour: Wednesdays 11:40am -1pm. Other times by appointment
Phone: 801-581-4170 (no voicemail. Please send an email if you need a call back)
Email: fan@fcs.utah.edu.

Course objectives:
This course will serve as an orientation into the graduate program in Human Develop and Social Policy. The specific goal will be for students to progress in their coursework, find a committee chair and develop their own plan for a thesis or project. Students will have an orientation to faculty interests for collaboration and will develop and explore their research ideas. Skills will be developed in writing, identifying relevant citation styles, Endnote, literature searches, library resources, internet sources, Institutional Review Board (IRB) applications protecting human subjects, thesis editing, presentation of work and funding opportunities. The class also serves to increase social interaction and develop student bonds with other members of their cohort as it progresses through the program.

Evaluation Methods and Point Allocation:

- Attendance and participation 50%
- Interview at least three faculty to help develop your thesis or project committee 10%
- Turn in an annotated bibliography of 10 articles you plan to cite in your thesis/project proposal 10%
- Complete CITI IRB training [https://irb.utah.edu/training/](https://irb.utah.edu/training/) 10%
- Class presentation 15-20 min on faculty interview and thesis ideas 20%

Grading Scale:

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<tr>
<th>Percentage Range</th>
<th>Grade</th>
<th>Description</th>
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<tr>
<td>92.0% or higher</td>
<td>A</td>
<td>90.0%-91.9%</td>
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<tr>
<td>82.0%-87.9%</td>
<td>B+</td>
<td>80.0%-81.9%</td>
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<td>70.0%-77.9%</td>
<td>C+</td>
<td>65.0%-69.9%</td>
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<tr>
<td>55.0%-62.9%</td>
<td>D+</td>
<td>50.0%-54.9%</td>
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<td>Lower than 50.0%</td>
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Course Outline (Any change of dates will be announced in class)

- **Week 1 (8/21)**: General orientation (General thesis development process and important dates)
- **Week 2 (8/28)**: Library orientation I (Lorelei Rutledge, FCS library liaison) 801-585-3922. Meet Lorelei at the library first floor entrance (West entrance, across from the campus bookstore). Tour of the library.
- **Week 3 (9/4)**: Library orientation II – database searches and Endnote web. Meet Lorelei in Room 1009 in the library. **Assignment: Annotated bibliography.**
- **Week 4 (9/11)**: Human subjects – Institutional Review Board (IRB). **Assignment: Complete CITI IRB training.**
- **Week 5 (9/18)**: Introducing two faculty members. **Assignment: Three faculty interviews.**
- **Week 6 (9/25)**: Introducing two faculty members
- **Week 7 (10/2)**: Introducing two faculty members. **IRB training assignment due.**
- **Week 8 (10/9)**: Fall break. No class.
- **Week 9 (10/16)**: Introducing two faculty members
- **Week 10 (10/23)**: Introducing two faculty members
- **Week 11 (10/30)**: Introducing two faculty members
- **Week 12 (11/6)**: Introducing two faculty members
- **Week 13 (11/13)**: Introducing two faculty members. **You should have finished all faculty interviews.**
- **Week 14 (11/20)**: Thanksgiving break. No class.
- **Week 15 (11/27)**: Student presentation I
- **Week 16 (12/4)**: Student presentation II. **Annotated bibliography due.**
ADA statement:
The University of Utah seeks to provide equal access to its programs, services and activities for people with disabilities. If you will need accommodations in this class, reasonable prior notice needs to be given to the Center for Disability Services, 162 Union Building, 581-5020 (V/TDD). CDS will work with you and the instructor to make arrangements for accommodations. While CDS and the instructor will make sure your exam is set up for the allowed extended time, if you choose to take your exam at a regular Uonline site, it is your responsibility to make sure that you have enough time before the site closes.

Accommodations Policy:
Some of the readings, lectures, films, or presentations in this course may include material that may conflict with the core beliefs of some students. Please review the syllabus carefully to see if the course is one that you are committed to taking. If you have a concern, please discuss it with me at your earliest convenience. For more information, please consult University of Utah’s Policy 6-100 at http://regulations.utah.edu/academics/6-100.php

Student and Faculty Responsibilities:
All students are expected to maintain professional behavior in the classroom or online setting, according to the Student Code, spelled out in the Student Handbook. Discussion threads, e-mails, and chat rooms are all considered to be equivalent to classrooms, and student behavior within those environments shall conform to the Student Code. Students have specific rights as detailed in Article III of the Code. The Code also specifies proscribed conduct (Article XI) that involves cheating on tests, plagiarism, and/or collusion, as well as fraud, theft, etc. Students should read the Code carefully and know they are responsible for the content. According to Faculty Rules and Regulations, it is the faculty responsibility to enforce responsible classroom behaviors, and I will do so, beginning with verbal warnings and progressing to dismissal from and class and a failing grade. Students have the right to appeal such action to the Student Behavior Committee. For more information, please consult University of Utah’s Policy 6-400 at http://regulations.utah.edu/academics/6-400.php

Disagreement about Grades:
If you disagree with the grading of a particular assignment or exam, you need to send an e-mail to me explaining why you think you deserve more or less points. I will then regrade your assignment or exam. Be aware that your grade can be lower, higher, or unchanged as a result of the regrading.

Withdrawal Policy:
For information regarding withdrawal policy and related tuition and fees, please contact the Registrar’s Office (801-581-5808). For more information, please consult University of Utah’s Policy 6-100 at http://regulations.utah.edu/academics/6-100.php

Incomplete:
An incomplete will only be granted if you can justify to the instructor that you cannot finish the course because of circumstances beyond your control, and that you have a passing grade at the time of the request, and if the majority of course work is already completed. For more information, please consult University of Utah’s Policy 6-100 at http://regulations.utah.edu/academics/6-100.php