

# HBEH 813: Professional Development II

## Spring 2019

Department of Health Behavior  
Gillings School of Global Public Health

Thursday, 11:00am – 1:30pm, 332 Rosenau

### Course Instructors

Clare Barrington, PhD, MPH (Instructor of record)  
*cbarrington@email.unc.edu*

Dirk Davis, MPH (facilitator)  
*dirkd@email.unc.edu*

### Office Hours: By Appointment

### Course Description

Professional Development II is required for second-year PhD and third-year MSPH-to-PhD students in the Department of Health Behavior and is a 1-credit course that meets for 5 sessions. The course is designed to offer doctoral students a structured, efficient opportunity for enhancing professional development competencies relevant to doctoral training and career advancement in our discipline. The course focuses on professional development topics relevant to advanced students nearing the dissertation phase and completion of doctoral training. The course is taught through engaged discussion with the instructors, guest speakers, panels, and in-class exercises.

### Course Objectives

At the end of the course students will be able to:

- Articulate a plan and timeline for their dissertation
- Draft an NIH biosketch that could be submitted as part of a NRSA application
- Plan writing productivity in the third year of the PhD program and beyond

### Course Expectations & Assignments

The course will be graded as H (high pass), P (pass), L (low pass), and F (fail). Students are expected to complete readings and assignments before class and arrive ready to contribute to class discussions and exercises. All readings are posted on the course Sakai website. Course grades are based on engagement in the class discussion, attendance, arriving on time, and quality of exercises and course assignments. There are four additional requirements for the course:

Assignment	Description	Possible Points	Due Date
Draft dissertation timeline	Draft a timeline for completing your dissertation, starting Fall 2019. You can draw from your draft NRSA timeline, but should also include additional specifics for oral qualifying exams, soliciting committee feedback throughout the process, and planning your dissertation defense. Check out examples on Sakai.	30	February 14 by 5pm via Assignments in Sakai
Draft NRSA/NIH biosketch	Using the NIH guidelines for a fellowship, submit a draft of your biosketch. <a href="https://grants.nih.gov/grants/forms/biosketch.htm">https://grants.nih.gov/grants/forms/biosketch.htm</a> (use fellowship format). Check out examples on Sakai.	40	February 28 by 5pm via Assignments in Sakai

Draft dissertation writing plan	Using the tools you learned in class (and others), draft a writing plan for you to complete your dissertation proposal in the timeline you drafted previously. Timeline(s) may be updated as needed.	30	March 7 by 5pm via Assignments in Sakai
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### Course Grading

All course assignments will be graded on the following grading scale:

- H** High pass: clear excellence
- P** Pass: satisfactory graduate work
- L** Low Pass: inadequate graduate work
- F** Fail

### Course Website

Accessible through Sakai at <http://sakai.unc.edu/>. Resources for this course and beyond regarding professional development topics will be continuously updated under the Resources folder on Sakai.

### Honor Code

As a student at UNC-Chapel Hill, you are bound by the University's honor code, which can be viewed at <http://instrument.unc.edu/>. It is your responsibility to learn about and abide by the code for all work conducted for this course.

### No Laptop Policy

Unless formally stated otherwise, laptops must remain closed during class in an attempt to help you remain engaged in class discussions, avoid distractions, and get the most out of the class. We encourage you to take notes by hand if you would like.

### Diversity and Inclusion Statement

In support of the University's diversity and inclusion goals and the Gillings School of Global Public Health, the Health Behavior department embraces diversity as an ethical and societal value. We broadly define diversity to include race, gender, national origin, ethnicity, religion, social class, age, sexual orientation, and physical and learning ability. Promoting and valuing diversity in the classroom enriches learning and broadens everyone's perspectives and are key elements for the success of any enterprise.

***This class will follow principles of inclusion, respect, and acceptance that support the values of diversity.***

### Some useful links:

- UNC Non-Discrimination Policies: <http://policy.sites.unc.edu/files/2013/04/nondiscrim.pdf>
- Prohibited Discrimination, Harassment, and Related Misconduct at UNC: <https://deanofstudents.unc.edu/incident-reporting/prohibited-harassmentsexual-misconduct>
- Diversity and Inclusion at the Gillings School of Global Public Health: <http://sph.unc.edu/resource-pages/diversity/>

## Course Schedule

Date	Topic
January 31	<ul style="list-style-type: none"> <li>• Briefly review course syllabus and expectations</li> <li>• The doctoral dissertation: getting started, choosing a topic, committee considerations, manuscript and monograph formats, setting a timeline and strategies for completion, and funding considerations.</li> <li>• Questions for Clare and other future guest lecturers</li> </ul>
February 7	<ul style="list-style-type: none"> <li>• NRSA/NIH Biosketch</li> <li>• How to write a lot (when no one is looking)</li> </ul>
February 14	<ul style="list-style-type: none"> <li>• Comprehensive Exam and open discussion with Dr. Clare Barrington, PhD Program Director</li> </ul> <p><b>DUE: Draft dissertation timeline via Assignments on Sakai by 5pm</b></p>
February 21	<ul style="list-style-type: none"> <li>• How to prepare for the job market (before you're actually looking)</li> <li>• Post-doc panel: Laura Villa-Torres, Marissa Hall, Nev Bhushan</li> </ul>
February 28	<ul style="list-style-type: none"> <li>• Preparing for Year 3 and beyond</li> <li>• Student panel: Ida Griesemer, Natalie Blackburn, Deshira Wallace</li> <li>• Wrap-up and feedback on course</li> </ul> <p><b>DUE: NIH Biosketch via Assignments on Sakai by 5pm</b></p>
March 7	<p>No class</p> <p><b>DUE: Draft dissertation writing plan via Assignments on Sakai by 5pm</b></p> <p><b>DUE: Course evaluation via Qualtrics link (sent out by Dirk) by 5pm</b></p>