

Sociology 5151: Proseminar

Fall 2009

Fretwell 415

Wednesdays 5:30-8:15pm

Instructor: Dr. Stephanie Moller

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Course Objectives: This course will familiarize you with the graduate program, the department and the profession. The course will begin with an overview of research resources, followed by tools that will help you with communication and teaching. Toward the end of the course, Sociology faculty will share their experiences as teachers, researchers, and as Sociologists in general. This course should give you a good feel for the discipline and our faculty. It is meant to be an introductory session to help prepare you for graduate school.

Required Reading:

Johnson, William A., Richard P. Rettig, Gregory M. Scott, and Stephen M. Garrison. 2006. *The Sociology Student Writer's Manual* (fifth edition). NJ: Pearson Prentice Hall.

Grades:

You will pass this course if you complete all of the required assignments.

Date	Topic		Required Assignments
Aug 26	Introduction	Fretwell 415	http://www.plagiarism.org/plag_article_what_is_plagiarism.html Johnson et al. Introduction
Research Resources			
Sept 2	Library Resources	Atkins Library, Rm 125 Bridgette Sanders	Johnson et al. Chapters 6-7
Sept 9	Ethics	No Class Meeting	Please take the <i>Basics Course for Social and Behavioral Research</i> on http://www.citiprogram.org Please download and email me your completion certificate before September 12. Please read the directions attached to the syllabus. This course should take 2-3 hours. http://www.asanet.org/galleries/default-file/Code%20of%20Ethics.pdf
Sept 16	Grants	Fretwell 415	http://www.cos.com/usertraining/ Please take the training, COS Funding

			Opportunities and Funding Alert. Come to class with a list of potential funding opportunities on topics that interest you.
Tools to Help with Communication			
Sept 23	Mastering Microsoft	No Class Meeting	https://ninernet.uncc.edu/tools/skillport Microsoft is an essential tool for Graduate School: Word, Excel, and Powerpoint Take 4 courses on skillport (this will take 8-12 hours)
Sept 30	Learning Center Pres	Fretwell 415	Johnson et al. Chapters 1-4
Teaching Sociology			
Oct 7	Preparing to be an Effective Teacher	No Class	http://teaching.uncc.edu/podcasts Please complete the following podcasts and write a 1 page essay that describes things you will do to be an effective teacher. The essay will be turned in on October 14. 7, 20, 16, 2, 3, 5, 8, 13, 14, 15, 19, 22, 23, 24, 26, 28, 18, 30, 29
Oct 14	Judy Aulette	Fretwell 415	
Becoming a Sociologist			
Oct 21	Conducting Research	Fretwell 415	Johnson et al. Chapters 8, 10-12
Oct 28	Scott Fitzgerald	Fretwell 415	Reading TBD
Nov 4	Lisa Rashotte	Fretwell 415	Reading TBD
Nov 11	Elizabeth Stearns	Fretwell 415	Reading TBD
Nov 18	Teresa Scheid	Fretwell 415	Reading TBD
Nov 25	Thanksgiving Break	No Class	
Dec 2	Yang Cao	Fretwell 415	Reading TBD
Dec 9	Wei Zhao	Fretwell 415	Reading TBD

CITI Training Individual Account Set-up

1. Go to: <https://www.citiprogram.org/>
 2. **NEW USERS** must register before proceeding. Select “**Register Here**”
(NOTE: Your Username and Password are determined by you and are NOT connected to your UNC Charlotte Novell or email logins. Be sure to choose a Username and Password you will remember. You are able to login and out at your convenience and download training completion certificates using your login information.)
 3. **RETURNING USERS:** login with your Username and Password.
 4. REGISTRATION STEPS 1-4:
 - a. #1: Select your institution or organization
 - Choose: “University of North Carolina at Charlotte”
 - The remaining categories in this question, Veterans Affairs, Department of Energy and HIV/AIDs Network Coordination, may be left blank.
 - b. #2: Create your unique username and password.
 - Your Username and Password are determined by you and are NOT connected to your UNC Charlotte Novell or email logins. Be sure to choose a Username and Password you will remember. You are able to login and out at your convenience and download training completion certificates using your login information.
 - c. #3: Enter your name:
 - First Name
 - Last Name
 - d. #4: Provide preferred email address.
 - You may also provide a secondary email address.
- After completing these four (4) registration steps, hit SUBMIT.
5. **MEMBER INFORMATION:** The next step is to provide the following information requested by *University of North Carolina at Charlotte*. Required fields are marked with an asterisk (*). Fields without the * are optional. You decide if you want to include the optional information.
 - a. Gender*
 - b. Highest degree*
 - c. Employee Number* (Input your 800# or student ID #.) [NOTE**If you do not have an 800# or a student ID, contact the UNC Charlotte Compliance Office for assistance.]
 - d. Department
 - e. Which course do you plan to take?*

Choose the best course option for you. You may change this selection after registration is complete by selecting the Update My Profile selection from the Main Menu.

- Basic Human Subjects – Biomedical
- Basic Human Subjects – Social & Behavior Focus
- Basic Human Subjects – Biomedical AND Social & Behavioral Focus
- Good Clinical Practice
- Health Information Privacy & Security (HIPS)
- Responsible Conduct of Research
- Refresher Course – Biomedical Research
- Refresher Course – Social and Behavioral Research
- Other

f. Role in human subjects research.*

Choose the best available option for you. You may not find your role exactly in this list but try to choose something that is as close to your role as possible. Once you are registered, you may go back and change this designation.

g. Address: Address, City, State, Zip/Postal Code, Country

h. Office Phone* (This is a required field. You may choose to provide a cell #, work #, home #, etc.)

i. Home Phone

j. May we re-contact you to complete a course survey?*

After completing required fields, hit SUBMIT.

6. SELECT CURRICULUM

- a. Question #1: Choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group. Choose one answer:
- Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
 - Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
 - IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members
 - Students conducting no more than minimal risk research
 - Research with data or laboratory specimens- ONLY: No direct contact with human subjects.
 - I have completed the Basic Course. Please go to Question 2.
 - I work with Lab Animals

- b. Question #2: If you have completed the Basic Course portion, please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Refresher Course for that group.
Choose one answer.
- Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
 - Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
 - IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members
 - Research with data or laboratory specimens- ONLY: No direct contact with human subjects.
 - I have not completed the Basic Course. Please go to Question 1. **IF YOU ARE A FIRST TIME USER OF THIS SYSTEM YOU SHOULD CHECK THIS BOX.**
- c. Question #3: If you want to take Good Clinical Practice (GCP) please make your selection below.
- Good Clinical Practice (GCP)
- d. Question #4: Do you conduct studies that use Lab Animals?
Complete as appropriate.
- e. Question #5: If you want to take Health Information Privacy and Security (HIPS) optionally, please make your selection below.
- Health Information Privacy and Security Course – Information for Students or Instructors
- f. Question #6: If you want to take Responsible Conduct of Research (RCR) Course, please make your selection below.
- Biomedical Responsible Conduct of Research Course
 - Social and Behavioral Responsible Conduct of Research Course
 - Physical Science Responsible Conduct of Research Course
 - Humanities Responsible Conduct of Research Course

After completing your selections, hit SUBMIT.

7. SELECT YOUR INSTITUTION OR ORGANIZATION

This is an optional feature where you may select additional institutions or affiliates. This would be applicable if you are conducting collaborative research with another organization or institution. When viewing this screen, you are provided with additional examples of when choosing an affiliate would be appropriate.

8. MAIN MENU

You may proceed with the course modules.

Frequently Asked Questions regarding the CITI training may be found at <https://www.citiprogram.org/citidocuments/faq.htm>