

**Fall 2012 • SOCY 5151 • Proseminar**  
**Tuesdays, 3:00 pm-4:45 pm • Fretwell 480c**

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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. 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. As part of the course, you will review articles across the discipline and begin reading in a particular focus area. We will work on writing skills while helping you to become familiar with the literature. Additionally, you will partner with a faculty mentor.

**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:**

Web Assignments	20%
Article Summaries	30%
Peer Edits	20%
Final Paper and Presentation	30%

Article summaries should include the following:

- Full Bibliographic Citation -- ASA style
- Research Questions
- Summary of Main Argument
- Data and Methods
- Main Findings
- Any relevant citations that you should read
- Your thoughts
- If you cite the article directly, put it in quotes, and add the page number.

Dropbox: all assigned articles will be posted in the readings folder in dropbox. You can find the appropriate article by looking up the faculty member's last name. Please do not delete any files. Each student has a folder where they will post their article summaries, essays, final paper, and final presentation. Your peers have access to these folders. For the essays associated with the assigned reading, please label them with the weekly topic. For example, politicalsociology1.doc and politicalsociology2.doc. This will make it easier for peers to critique the essays.

For the peer edits, you will take an electronic copy of a peer's work and edit it using the track changes option in Microsoft Word. You will give the author a hard-copy of the edited paper in class. Do not save the edits to dropbox.

Your final paper should be a literature review (12 to 16 pages in length; double spaced; 12 point Times New Roman). Tables should be formatted ASR style and references should be in ASA format. You will complete article summaries throughout the semester to prepare you for the final paper.

Your final presentation is a 10 minute summary of your literature review. You should prepare a power point presentation. You will be graded on quality of the powerpoint and on your oral presentation skills.

Date	Topic	Final Paper Assignments	Other Assignments	Peer Reviews
Aug 21	Introduction Literature Reviews	<a href="http://www.plagiarism.org/plag_article_what_is_plagiarism.html">http://www.plagiarism.org/plag_article_what_is_plagiarism.html</a>		
Aug 28	Library Resources	1 page description of 2 <i>Annual Review of Sociology</i> articles due in dropbox by Sunday at 5pm		
Sept 4	Political Sociology Social Movements Dr. Fitzgerald	1 page description of 2 <i>American Sociological Review (ASR)</i> articles due in dropbox	<p>Manza, Jeff. 2000. "Political Sociological Models of the U.S. New Deal." <i>Annual Review of Sociology</i> 26: 297-322</p> <p>Walder, Andrew G., 2009. "Political Sociology and Social Movements" <i>Annual Review of Sociology</i> 35:393-412.</p> <p>1 page essay on Political Sociology due in Dropbox by Sunday at 5pm.</p> <p>Peer reviews of Political Sociology essays due in class.</p>	<p>Bjerre edits Davis and Kularski</p> <p>Davis edits Kularski and Larimore</p> <p>Kularski edits Larimore and Mason</p> <p>Larimore edits Mason and Sannito</p> <p>Mason edits Sannito and Smith</p> <p>Sannito edits Smith and Syler</p> <p>Smith edits Syler and Bjerre</p> <p>Syler edits Bjerre and Davis</p>
Sept 11	Social Psychology Dr. Walker Dr. Webster	Sociological Abstracts search due in class	<p>Ritzer, George (editor). 2012. <i>The Wiley-Blackwell Companion to Sociology</i>. Blackwell Publishing Ltd. Selected Chapters.</p> <p>1 page essay on Social Psychology due Sunday at 5pm.</p> <p>Peer reviews of Social Psychology essays due in class.</p>	<p>Bjerre edits Larimore and Mason</p> <p>Davis edits Mason and Sannito</p> <p>Kularski edits Sannito and Smith</p> <p>Larimore edits Smith and Syler</p> <p>Mason edits Syler and Bjerre</p> <p>Sannito edits Bjerre and Davis</p> <p>Smith edits Davis and Kularski</p> <p>Syler edits Kularski and Larimore</p>
Sept 18	Work and Organizations Dr. Cao	1 page description of 2 articles due in dropbox	<p>Vallas, Steven P., William Finlay, Amy S. Wharton. 2009. <i>Sociology of Work: Structures and Inequalities</i>. Oxford University Press. Selected Chapters</p> <p>Scott, W. Richard. 2004. "Reflections on a Half Century of Organizational Sociology" <i>Annual Review of Sociology</i> 30:1-21.</p> <p>1 page essay on Sociology of Work and Organizations due in Dropbox by Sunday at 5pm.</p> <p>Peer reviews of Work/Organizations essays due in class.</p>	<p>Bjerre edits Sannito and Smith</p> <p>Davis edits Smith and Syler</p> <p>Kularski edits Syler and Bjerre</p> <p>Larimore edits Bjerre and Davis</p> <p>Mason edits Davis and Kularski</p> <p>Sannito edits Kularski and Larimore</p> <p>Smith edits Larimore and Mason</p> <p>Syler edits Mason and Sannito</p>

Sept 25	Culture Dr. Schmutz	1 page description of 3 articles due in dropbox	2010 Roy, William G. and Timothy J. Dowd. "What is Sociological about Music?" <i>Annual Review of Sociology</i> 36: 183-203.  1 page essay on Sociology of Culture due in Dropbox by Sunday at 5pm.  Peer reviews of Sociology of Culture essays due in class.  Schedule an appointment (ideally, the week of Oct. 2) with your faculty mentor to discuss your research interests.	Bjerre edits Syler and Kularski Davis edits Kularski and Larimore Kularski edits Larimore and Mason Larimore edits Mason and Sannito Mason edits Sannito and Smith Sannito edits Smith and Davis Smith edits Syler and Bjerre Syler edits Bjerre and Davis
Oct 2	Health Dr. Scheid	1 page description of 2 articles due in dropbox	Read the first two essays (pages S1-S14) in the journal below. Plus, read one additional essay of your choosing in this special issue of <i>Journal of Health and Social Behavior</i> <a href="http://hsb.sagepub.com/content/51/1_suppl">http://hsb.sagepub.com/content/51/1_suppl</a>  1 page essay on Sociology of Health due in Dropbox by Sunday at 5pm.  Peer reviews of Sociology of Health essays due in class.	Bjerre edits Larimore and Mason Davis edits Mason and Sannito Kularski edits Sannito and Smith Larimore edits Smith and Davis Mason edits Syler and Bjerre Sannito edits Bjerre and Syler Smith edits Davis and Kularski Syler edits Kularski and Larimore
Oct 16	Individual meetings No Class	1 page description of 7 articles due in dropbox	Meeting Schedule: Mason 2:20-2:40 • Bjerre 2:40-3:00 • Davis 3:00-3:20 • Kularski 3:20-3:40 • Larimore 3:40-4:00 • Sannito 4:00-4:20 • Smith 4:20-4:40	
Oct 23	Teaching  Online Modules No Class	1 page description of 4 articles due in dropbox	Please complete the following podcasts (episodes) and write a 1 page essay that describes things you will do to be an effective teacher. The essay will be turned in. <a href="http://teaching.uncc.edu/podcasts">http://teaching.uncc.edu/podcasts</a> 7, 20, 16, 2, 3, 5, 8, 13, 14, 15, 19, 22, 23, 24, 26, 28, 18, 30, 29  Schedule an appointment (ideally, the week of Oct 30) with your faculty mentor to discuss your literature review.	
Oct 30	Group Discussion	1 page description of 7 articles		

<b>Nov 6</b>	<b>Ethics Online Training No Class</b>	Write Paper	Take the Basics Course for Social and Behavioral Research. Download and email me your completion certificate before Nov 14. Read the directions attached to the syllabus. This course should take 2-3 hours. <a href="http://www.citiprogram.org">http://www.citiprogram.org</a>	
<b>Nov 13</b>	<b>Grants Online Training No Class</b>	Paper Draft Due at 5pm in dropbox (must be at least 10 pages to get full credit for turning in the draft)	<a href="http://www.cos.com/usertraining/">http://www.cos.com/usertraining/</a>  Please take the training, COS Funding Opportunities and Funding Alert.	
<b>Nov 20</b>	<b>Excel and Powerpoint  Class will only meet from 4:15 to 4:45 for peer critiques</b>	Peer revisions of paper drafts due in class	<a href="https://ninernet.uncc.edu/tools/skillport">https://ninernet.uncc.edu/tools/skillport</a>  Take Powerpoint and Excel courses on skillport (this will take 13-18 hours). You need to complete the beginning and advanced Excel and Powerpoint courses listed on the attached sheet. Turn in the test grade sheet for each class... ensuring that you scored better than 85% on each section.	Bjerre edits Smith Davis edits Syler Kularski edits Sannito Larimore edits Bjerre Mason edits Davis Sannito edits Kularski Smith edits Larimore Syler edits Mason
<b>Nov 27</b>	<b>Student Research Presentations (upload powerpoint files to your dropbox folders)</b>			
<b>Dec 4</b>	<b>Networking and Celebration Meeting at The Flying Saucer--All faculty and graduate students will be invited Final Paper Due Dec 4 at 8am</b>			

## Codes for Excel and PowerPoint Training

### Microsoft Office 2007: Beginning Excel

Getting Started with Excel 2007 ..... mo\_bgex\_a01\_dt\_enus (2 hours)  
Manipulating and Formatting Data and Worksheets ..... mo\_bgex\_a02\_dt\_enus (3.5 hours)  
Reviewing and Printing in Excel 2007 .... mo\_bgex\_a03\_dt\_enus (1.5 hours)  
Excel 2007 Formulas and Functions ..... mo\_bgex\_a04\_dt\_enus (2 hours)  
Excel 2007 Charts, Pictures, Themes, and Styles ..... mo\_bgex\_a06\_dt\_enus (1.5 hours)

### Microsoft Office 2007: Advanced Excel

Advanced Formatting in Excel 2007 ..... mo\_adex\_a01\_dt\_enus (2 hours)  
Advanced Data Management in Excel 2007 mo\_adex\_a02\_dt\_enus (1.5 hours)

### Microsoft Office 2007: Beginning PowerPoint

Getting Started with PowerPoint 2007 .... mo\_bgpp\_a01\_dt\_enus (1.5 hours)  
Adding Graphics to Presentations in PowerPoint 2007 ..... mo\_bgpp\_a02\_dt\_enus (1.5 hours)  
Adding Multimedia and Animations to Presentations in PowerPoint 2007 ..... mo\_bgpp\_a03\_dt\_enus (1 hour)

### Microsoft Office 2007: Advanced PowerPoint

Creating Custom Slide Shows in PowerPoint 2007 ..... mo\_adpp\_a01\_dt\_enus (1 hour)

## 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:

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 #.)

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.