Syllabus

CLIMATE/SPACE 501-004:
CLaSP PhD Professional Seminar

Fall 2023 (1 Credit)

A course in successfully navigating the first year of CLaSP PhD student life

Course Description:

Successfully navigating a PhD program requires more than academic and research abilities. Mastery of professional and administrative skills are critical to getting the most of your time as a student to prepare for future careers. In this course, we cover a range of 'soft skills' topics that do not fall into an academic discipline but are nevertheless important to ensure successful education. Each class session will feature a lecture or activity on a particular topic, often accompanied by resource sheets. By the end of the course, the student shall gain an understanding of scientific communication venues such as conferences and publications, learn strategies for project identification, management, and reproducibility, and explore strategies for communicating with advisors, mentees, the research community, and the general public.

Course Prerequisites:

Graduate standing.

Instructors:

Dr. Mike Liemohn, Professor, Department of Climate and Space Sciences and Engineering
Room 1420, Climate and Space Research Building (on North Campus, 2455 Hayward St.)
Email: liemohn@umich.edu

Dr. Allison Steiner, Professor, Department of Climate and Space Sciences and Engineering
Room 2517E, Climate and Space Research Building
Email: alsteine@umich.edu

Dr. Jeremy Bassis, Professor, Department of Climate and Space Sciences and Engineering
Room 2529, Climate and Space Research Building
Email: jbassis@umich.edu

Class Sessions:

Wednesdays from 2:30 pm – 3:20 pm, in GG Brown room 2147 (in the Civil and Environmental Engineering wing).

We are also using Lecture Capture and will post the videos after each class session.

Learning Objectives:

It is expected that, by the end of the course, students will be able to:

- Understand what it means to be a PhD student at the University of Michigan
- Know how to read a scientific journal article and, generally, about the publication process
- Be familiar with techniques for optimizing your experiences at science conferences
- Understand the mentor-mentee relationship, from both sides

- Set up a github site and a structure for data set management

Grading Apportionment:

This is a 1-credit class. Not much beyond attending class sessions is expected of you. Your overall course grade is made of several elements:

In-class participation	70%	Weekly
Professional Development Activity	10%	One extra seminar/workshop
After-class assignments	20%	There will be two, so 10% each

I hope that you all get 100% in this class.

In-Class Participation:

If you attend and participate, then you get credit for that day. We have 14 class sessions; for full credit on this grading element, you must attend (in person) 12 of them. An excused absence for illness, religious observance, or school-related activities counts as attendance. Less than 12 will result in a proportional drop in your grade for this element (70% / 12 = 5.83% towards the course grade for each unexcused absence beyond two).

Details of Homework and the Professional Development Activity:

There will be two graded-for-completion homework assignments: (1) a draft mentoring plan between you and your advisor and (2) a draft data management plan for how you might handle the data sets for your research. These will be brief (~1 page) written documents, uploaded to Canvas (full grade for completion).

For the professional development activity, please attend one extra seminar or workshop beyond what is required of you (i.e., beyond our class sessions, beyond the RCRS training, and beyond the requirements for other classes, like CLaSP 747/749). This can be a seminar in another department, a CRLT training, or meeting with a visitor to your department. If you need clarification on what is acceptable, then please check with Dr. Liemohn. You will be asked to write a brief statement (< 1/2 page) about the event and upload it to Canvas (full grade for completion).

Additional optional out-of-class activities will be suggested. These are not required and will not be graded but are encouraged for additional skill-building enrichment.

Student Collaboration:

I encourage collaboration and peer tutoring. Please help each other learn and get through the course requirements. Even more so, help each other get through life as U-M PhD students. When it comes to actually writing/typing up a submission, though, I expect each of you to do your own work. You learn very little by copying another's answers.

Course Grade Policy:

Your overall grade in the course will be a satisfactory or unsatisfactory. You need to reach an 80% on the overall course score to receive a satisfactory grade. Yes, if you attend all of the class sessions, then you only need to do one of the three "assignments" to pass. I hope that you do them all, though.

Extra Credit:

There will be one opportunity for extra credit near the end of the course: turning in the receipt acknowledging that you filled out the course evaluation. If you upload a screen shot/pic/PDF of the page showing that you submitted it, then this will count for extra percentage points towards your overall course grade. Specifically, it will replace one unexcused absence (5.83%). This will not be reflected in Canvas but will be added afterwards.

I highly value your feedback about the course and look forward to reading your comments on what went well and what could be done differently. I strive to improve my teaching skills every term. I hope that you submit a course evaluation even if you don't need the extra credit.

Late Policy:

The three assignments turned in via Canvas are all due by 11:59 pm on the last day of class: December 6. I need to be done with this class before the Fall AGU Meeting the next week, so assignments submitted late are reduced by 10% **per day** off the possible score (i.e. 1% towards the total grade). Excused late submissions **must** be requested ***before*** the due date and time. I will be fairly lenient in granting extensions, but please request extensions ahead of time. A sudden injury or illness with doctor's note is about the only excuse I will accept after the due date.

Religious or School-Function-Related Absence

If students expect to miss classes as a consequence of their religious observance or are traveling with a U-M sports team or organization, then alternate arrangements will be made to accommodate missed academic work. It is the obligation of students to provide the instructor with reasonable notice of the dates on which they will be absent (*before* they occur). We will determine a mutually agreeable alternative timeline within the boundaries of the class (usually a shifted deadline).

Disability Access

If you think you may need an accommodation for a disability, then please inform the instructor early in the term. You should contact the Services for Students with Disabilities (SSD) office to be issued a Verified Individual Services Accommodation (VISA) form, to be given to the instructor. I will fully accommodate all such requests.

Student Mental Health and Wellbeing

If you or someone you know if feeling overwhelmed, depressed, and/or in need of support, then services are available. Grad school can be hard, but please know that you are not alone in having such thoughts and feelings, nor do you have to go through it alone. The first option is talking to a trusted friend or relative. This includes me; I am our department's Rackham Diversity Ally and I am ready and willing to listen to your story. For professional help, please contact Counseling and Psychological Services (CAPS) at 734-764-8312 or online at https://caps.umich.edu. You may also consult University Health Service (UHS) at 734-764-8320 and at https://www.uhs.umich.edu/mentalhealthsvcs, or for alcohol or drug concerns, see www.uhs.umich.edu/aodresources. For a listing of other mental health resources available on and off campus, visit http://umich.edu/~mhealth/. We are still in a pandemic; please take care of yourself.

Student Sexual Misconduct Policy

Title IX prohibits discrimination on the basis of sex, which includes sexual misconduct – including harassment, domestic and dating violence, sexual assault, and stalking. Sexual violence can undermine students' academic success and I encourage anyone dealing with sexual misconduct to talk to someone about their experience, so that they can get the support they need. Confidential support and academic advocacy can be found with the Sexual Assault Prevention and Awareness Center (SAPAC) on their 24-hour crisis line 734-936-3333 and at https://sapac.umich.edu. Alleged violations can be reported to the Office for Equity, Civil Rights, and Title IX (ECRT) at https://ecrt.umich.edu/ .

CLIMATE/SPACE 501-004 Course Outline (Fall 2023)

Date	Topic	Instructor
W Aug 30	Introduction to the class, initial conversation	Liemohn/all
W Sep 6	PhD job description, student rights and responsibilities	Bassis
W Sep 13	Personal finance as a grad student	Liemohn
W Sep 20	Advisor relations	Steiner
W Sep 27	Reading scientific literature	Liemohn
W Oct 4	Developing a 5-year plan	Liemohn
W Oct 11	Project management	Liemohn
W Oct 18	Practices of Good Mentoring (you as mentor)	Bassis
W Oct 25	Data management and reproducibility in scientific research	Liemohn
W Nov 1	Sparking scientific creativity	Liemohn
W Nov 8	Scientific publication process	Steiner
W Nov 15	Github tutorial	Welling
W Nov 22	**No class,** Thanksgiving Break	--
W Nov 29	Academic networking, making the most of conferences	Bassis
W Dec 6	Community engagement, final conversation	Liemohn

Assignments

Assigned	Due	Description
W Aug 30	W Dec 6	Professional development activity, seminar, workshop
W Sep 20	W Dec 6	Draft mentoring plan
W Oct 25	W Dec 6	Draft data management plan

CLIMATE/SPACE 501-004: CLaSP PhD Professional Seminar
Course Conduct Statement

Profs. Mike Liemohn, Allison Steiner, and Jeremy Bassis

The College of Engineering has an honor code. This is taken seriously.
See the website: http://www.engin.umich.edu/students/honorcode/code/

Policy on Homework and Projects

You are encouraged to form study groups to work on homework problems and to study in other ways. You are allowed to consult with other students during the conceptualization of a problem. However, all written work, whether in scrap or final form, is to be generated by you alone. You are not allowed to possess, look at, use, or in any way derive advantage from the existence of solutions prepared in prior years, whether these solutions were former students' work product or copies of solutions that had been made available by others.

Unless arrangements are made with me beforehand, late assignments are marked down by 10% per day and will not be accepted after one week or when it is graded and returned, whichever is first.

Violations

Violation of this policy is grounds for the initiation of a report filed with the Dean's office and the case would come before the Honor Council of the College of Engineering. If you have any questions about this policy, then please do not hesitate to contact me.