

## Professional Development Seminar

Boston University  
Political Science 702  
Spring 2020

**Professor:** Organized by Taylor Boas, Director of Graduate Studies, and team-taught by PO faculty and a couple recent graduates.

**Class location and time:** Thursday, 6:30–8:30 p.m. (starts at 5:30 on 2/13, 3/5, 3/19, and 3/26), 232 Bay State Rd. rm. 312B.

### Course Description

You learn a lot of substance, theory, and methods in your political science graduate seminars, but what about those practical aspects of life in graduate school, and beyond? This course is intended for second- and third-year PhD students who are preparing for comprehensive exams or working on a dissertation prospectus. It covers the how-tos of remaining steps in the program (applying for research grants, writing a prospectus, conducting fieldwork, applying for both academic and non-academic jobs) as well as topics that should be relevant throughout your career (conferences, publishing, teaching small seminars and large introductory courses, professional ethics, and the academic career from appointment to after tenure). Students are expected to attend the seminar regularly, participate in discussions, and complete any assignments and readings for that week's session in advance.

### Schedule

#### 1/23/20: Creating a Timeline for Life after Comprehensive Exams (Taylor Boas)

- What do you need to accomplish by the end of your time as a graduate student?
- How do you go about completing these tasks? What should be prioritized?
- What happens if you go "off track"?
- What type of job are you hoping to have when you finish? What can you do to best tailor yourself to meet this goal?

**Assignment:** Create a timeline for finishing up your time at BU. When will you defend your dissertation proposal, apply for research grants, present at conferences, begin looking for jobs, etc.? How will you balance these tasks with teaching and personal life?

### Recommended Reading:

Ackelsberg, Martha, with Gayle Binion, Georgia Duerst-Lahti, Jane Junn, Laura Van Assendelft, and Bang-Soon Yoon. 2004. "Remembering the 'Life' in Academic Life: Finding a Balance between Work and Personal Responsibilities in the Academy." *PS: Political Science and Politics* 37, 4: 879-883,  
<https://betan.apsanet.org/portals/54/Files/Status%20of%20Women/CSWP%20report%20Oct%2004.pdf>

Roberts, Carol. 2010. *The Dissertation Journey: A Practical and Comprehensive Guide to Planning, Writing, and Defending Your Dissertation*. 2nd ed. Thousand Oaks, CA: Corwin.

### **1/30/20: Applying for Research Grants (Dino Christenson)**

The focus of the class will be to help graduate students find sources of funding, awards and fellowships. In addition, students will gain insight into completing funding, award and fellowship applications for academic research. Finally, we will discuss the current environment for political science funding by the federal government.

#### **Recommended Reading:**

Przeworski, Adam and Frank Salomon. 1995. *On the Art of Writing Proposals: Some Candid Suggestions for Applicants to Social Science Research Council Competitions*. SSRC.

Henson, Kenneth T. 2003. "Debunking Some Myths about Grant Writing." *The Chronicle of Higher Education*, June 26.

Moffat, Anne Simon. 1994. "Grantsmanship: what makes proposals work?" *Science* 265 (September 23).

Seth Masket. Defending NSF funding: the MPSA panel. Posted Monday April 15, 2013 at <http://mischiefsoffaction.blogspot.com/2013/04/defending-nsf-funding-mps-a-panel.html>

David Weigel, "The Republican War on Social Science: They're winning it." *Slate*. Posted Tuesday, April 30, 2013 at [http://www.slate.com/articles/news\\_and\\_politics/politics/2013/04/national\\_science\\_foundation\\_and\\_tom\\_coburn\\_the\\_republican\\_effort\\_to\\_cut.html](http://www.slate.com/articles/news_and_politics/politics/2013/04/national_science_foundation_and_tom_coburn_the_republican_effort_to_cut.html)

### **2/6/20: Writing the Prospectus (Graham Wilson)**

- Choosing a topic and question
- The Advisor/Advisee relationship
- Familiarizing yourself with the literature
- Identifying the correct methodological approach
- Joining/creating a dissertation proposal writing group (see: Stanford's guide to starting a dissertation writing group: [http://vpge.stanford.edu/docs/DWG\\_starter\\_kit.pdf](http://vpge.stanford.edu/docs/DWG_starter_kit.pdf))

#### **Recommended Reading:**

Chapter two from *Social Science Methodology: A Unified Framework*, 2d ed, CUP, 2012.

Peter J. May, "Constructing the Prospectus" *PS: Political Science and Politics* 34:4 (Dec., 2001), pp. 843-44.

Sarah Banesh, "The Key to a Successful Prospectus: Consult an Advisor, Early and Often," *PS: Political Science and Politics* 34:4 (Dec., 2001), pp. 853-54.

See UC Berkeley's guide to the dissertation proposal process:

<http://iis.berkeley.edu/content/dissertation-proposal-resources>

Krathwohl and Smith (2005), *How To Prepare A Dissertation Proposal: Suggestions For Students In Education And The Social And Behavioral Sciences*

Howard Becker, *Writing for Social Scientists: How to Start and Finish Your Thesis, Book or Article* (1986)

### **2/13/20 (starts at 5:30 p.m.): Fieldwork (Steven Rosenzweig)**

- Why do fieldwork?
- How do you plan for fieldwork?
- What are the logistics of doing fieldwork?
- How can you incorporate fieldwork into your research designs?

#### **Recommended Reading:**

Kapiszewski, Diana, Lauren M. MacLean, and Benjamin L. Read. *Field Research in Political Science: Practices and Principles*. Strategies for Social Inquiry. Cambridge: Cambridge University Press, 2015. Chapters 1, 3, and 4.

Morse, Yonatan L. 2019. "Elite interviews in the developing world: finding anchors in weak institutional environments." *Qualitative Research* 19(3): 277–291.

### **2/20/20: Professional Ethics (Taylor Boas)**

- Ethics within academia: recourses and responsibilities
- Institutional Review Boards: what they do and do not do
- Research ethics: experiments, ethnography, and beyond

#### **Recommended Reading:**

"A Guide to Professional Ethics in Political Science." 2nd Ed. American Political Science Association, 2012.

<http://www.apsanet.org/portals/54/Files/Publications/APSAEthicsGuide2012.pdf>.

"GRS Academic and Professional Conduct Code," Graduate School of Arts and Sciences, Boston University, 2016.

<https://www.bu.edu/cas/files/2017/02/GRS-Academic-Conduct-Code-Final.pdf>.

Yanow, Dvora, and Peregrine Schwartz-Shea. "Encountering your IRB 2.0: what political scientists need to know." *PS: Political Science & Politics* 49, no. 2 (2016): 277-286.

<https://doi.org/10.1017/S1049096516000202>.

Leon Neyfakh, "The Ethics of Ethnography," *Slate* June 18, 2015.

<https://slate.com/news-and-politics/2015/06/alice-goffmans-on-the-run-is-the-sociologist-to-blame-for-the-inconsistencies-in-her-book.html>.

Jesse Singal, "The Case of the Amazing Gay-Marriage Data: How a Grad Student Uncovered a Huge Fraud," *Slate* June 1, 2015.

<https://slate.com/culture/2015/06/gay-marriage-study-faked-how-grad-student-david-broockman-uncovered-a-huge-scientific-fraud.html>

Tom Bartlett, "Dartmouth and Stanford Apologize After a Political-Science Experiment Gone Wrong," *Chronicle of Higher Education* Oct. 29, 2014.

<https://www.chronicle.com/article/DartmouthStanford/149687>.

### **2/27/20: Conferences, Workshops, and Networking (Lida Maxwell)**

- When should you attend?
- Is your research ready to be presented at a conference?
- What does a successful presentation of research look like?
- Papers vs. posters
- Are workshops worth your time? What types of workshops should you attend?
- The dos and don'ts of networking
- When and how to make contacts within the academic community

### **Recommended Reading:**

Smith and Salmond, "Verbal Sticks and Rhetorical Stones: Improving Conference Presentations in Political Science", *PS: Politics and Political Science* 44:3 (July 2011), pp. 583-588.

Pete Etchells, "The PhD's Guide to Academic Conferences," *Scientific American* (June 2012), available at:

<http://blogs.scientificamerican.com/guest-blog/2012/06/29/the-phds-guide-to-academic-conferences/>

Tips on writing proposals for conferences:

<http://users.polisci.wisc.edu/psga/Writing%20Conference%20Proposals.pdf>

Phil Agre, "Networking on the Network: A Guide to Professional Skills for PhD Students," available at: <http://vlsicad.ucsd.edu/Research/Advice/network.html>

Devashree Gupta and Israel Waismel-Manor, "Network in Progress: A Conference Primer for Graduate Students," *PS* (July 2006), pp. 485-490. available at:

<http://www.apsanet.org/imgtest/PSJul06GuptaWaismelManor.pdf>

### **3/5/20 (starts at 5:30 p.m.): Academic Publishing (Maxwell Palmer)**

- Paper formatting and style
- When should you consider publishing? How do you get published?
- Book versus article publishing
- Co-authoring and working with faculty

### **Recommended Reading:**

Timothy Rich, "Publishing as a Graduate Student: A Quick and (Hopefully) Painless Guide to Establishing Yourself as a Scholar," *PS: Politics and Political Science* 46:2 (April 2013), pp. 376-379. <https://doi.org/10.1017/S104909651300005X>

"Notes from the Editor," *APSR* (2017) 111, 3. <https://doi.org/10.1017/S0003055417000181>.

Read the "Instructors to Contributors" section, beginning on page v.

"Notes from the Editor," *APSR* (2020) 114, 1. <https://doi.org/10.1017/S0003055419000728>

Djupe, P., Smith, A., & Sokhey, A. (2019). "Explaining Gender in the Journals: How Submission Practices Affect Publication Patterns in Political Science." *PS: Political Science & Politics*, 52(1), 71-77. <https://doi.org/10.1017/S104909651800104X>

Gary King. 2006. "Publication, Publication." *PS: Political Science and Politics*, 39, Pp. 119–125. <https://gking.harvard.edu/files/gking/files/paperspub.pdf>

### **3/19/20 (starts at 5:30 p.m.): Teaching Seminars (Vivien Schmidt)**

- Structuring the Seminar Syllabus
- Structuring Seminar Activities
- Seminar Teaching Techniques
- Relationships with students
- Leading and facilitating classroom discussion
- Encouraging student interaction in class and online

#### **Recommended Reading:**

Wilbert McKeachie (1999), *Teaching Tips: Strategies, Research and Theory for College and University Teachers*. 10th edition.

### **3/26/20 (starts at 5:30 p.m.): Teaching Large Introductory Courses (Rosella Cappella Zielinski)**

- How to make the most of discussion sections – what should you cover? To what extent should your lecture follow the professor's?
- Communicating with the professor you're T'ing for
- Creating a teaching statement as you move through your graduate experience
- Developing your own course – syllabus writing, classroom ideas, time management

**Assignment:** create a draft syllabus of a class you would like to teach, including the main topics discussed and how students will be evaluated.

#### **Recommended Reading:**

On how to write a teaching statement:

<http://www.cte.ku.edu/documenting/statements/index.shtml>

Writing a winning teaching statement – from Columbia University, available at:

<http://www.columbia.edu/cu/tat/pdfs/teaching%20statement.pdf>

Yale's Guide to teaching as a graduate student:

[http://www.yale.edu/graduateschool/teaching/forms/Becoming\\_Teachers.pdf](http://www.yale.edu/graduateschool/teaching/forms/Becoming_Teachers.pdf)

### **4/2/20: Academic Presentations (Lauren Mattioli)**

- General guidelines to effective presentations
- Tailoring your talk based on audience and format
- Getting the most out of academic presentations
- Being a good discussant, chair, and audience member

#### **Recommended Reading:**

John Gerring and Dino Christenson, "Speaking," *An Applied Guide to Social Science*

*Methodology* (Cambridge University Press, 2015). Available on Blackboard. pp. 335-345

Useful links:

[The Professor is in](#)

#### **4/9/20: The Academic Job Market (Justin de Benedictis-Kessner and Claudia Kim)**

- What type of academic job are you looking for?
- Developing a webpage
- Catering your applications to the employer's needs – the importance of the cover letter, research and teaching statements
- Letters of recommendation
- Job talks
- Interviewing
- Sources for job opportunities

#### **Recommended Reading:**

Brian Inouye et al.'s guide to interviews – includes questions often asked of candidates and questions candidates should ask of potential employers; available at:

[http://www.indiana.edu/~halllab/GradRes/Inouyeetal\\_2006\\_BESA.pdf](http://www.indiana.edu/~halllab/GradRes/Inouyeetal_2006_BESA.pdf)

Clyde Freeman Herreid and Robert J. Full, "How to Survive an Academic Job Interview," *Journal of College Science Teaching* 39:3 (Jan/Feb 2010), pp. 10-15.

de Kadt, Daniel. 2018. "One Approach to Academic Job Talks." Slides available at:

[https://www.dropbox.com/s/ebxgzpa93zri9c5/approach\\_to\\_jobtalk\\_ddk.zip?dl=0&file\\_subpath=%2Fapproach\\_to\\_jobtalk.pdf](https://www.dropbox.com/s/ebxgzpa93zri9c5/approach_to_jobtalk_ddk.zip?dl=0&file_subpath=%2Fapproach_to_jobtalk.pdf)

Spirling, Arthur. 2013. "Giving a (Job) Talk." *The Political Methodologist*, available at:

<https://thepoliticalmethodologist.com/2013/11/11/giving-a-job-talk-notes-from-the-field/>

Grossman, Guy. 2018. "A quick reflective thread [on cover letters]" (via Twitter):

<https://threadreaderapp.com/thread/1036586784224960513.html>

Miller and Gentry, "Navigating the Academic Job Market in Treacherous Times," *PS: Politics and Political Science* 44:3 (July 2011), pp. 578-582.

Saiya, Nilay. "Navigating the international academic job market." *PS: Political Science & Politics* 47, no. 4 (2014): 845-848. <https://doi.org/10.1017/S1049096514001152>.

Jennifer Segal Diascro, "The Job Market and Placement in Political Science in 2009-10," *PS: Politics and Political Science* 44:3 (July 2011), pp. 597-603.

University of Washington on writing research statements:

<http://careers.washington.edu/sites/default/files/all/editors/docs/10-11%20Academic%20Year/Research%20Statements%20July%202012.pdf>

#### **4/16/20: No class (many students will be attending the MPSA conference)**

#### **4/23/20: Non-Academic Jobs (Timothy Longman and Anshul Jain)**

- Preparing for a non-academic career during grad school—networking, internships, etc.
- Finding and applying for jobs outside academia
- Incorporating non-academic side work (e.g., consulting or government service) into an academic career

#### **Assignment:**

Read Jennifer K. Benz, "Reflect, Then Prepare for a Career Outside the Academy," *PS*, July 2016 and develop a list of at least three possible careers outside the academy for which your training might have prepared you.

Read Jane Heifetz, "How to Use Your LinkedIn Profile to Power a Career Transition," *Harvard Business Review*, May 28, 2015 (URL: <https://hbr.org/2015/05/how-to-use-your-linkedin-profile-to-power-a-career-transition>; also on Blackboard if blocked by paywall)

- **Follow-Up Exercise:** *Examine your own LinkedIn profile, and identify 3+ opportunities to enhance your personal presentation/messaging (If you do not have a LinkedIn profile, this is a terrific time to set one up, regardless of your prospective academic or non-academic interests!)*

Read Jennifer Polk & L. Maren Wood, "What Can I Do With a Ph.D. in My Discipline Outside Academe?" *Inside Higher Ed*, Feb 18, 2018 (URL: <https://www.insidehighered.com/advice/2018/02/14/how-phd-students-can-find-jobs-outside-academe-appropriate-their-discipline>);

and

Laura N. Schram, "Exploring Your Skills," *Inside Higher Ed*, Apr. 26, 2016 (URL: <https://www.insidehighered.com/advice/2016/04/25/phd-students-can-identify-their-skills-through-career-exploration-programs-essay>)

- **Follow-Up Exercise:** *For 1 week, maintain a simple tracking list (as best as you can) of the specific tasks and activities that you carry out related to ONE of the following areas: i) teaching; ii) dissertation research; iii) other research/writing projects; or, iv) any participation in graduate student/professional organizations. (For example, with teaching, in addition to the actual classes you teach, you may prepare discussion questions, identify and circulate readings, guide students with writing assignments, hold office hours, field questions/complaints about content or grading)*

#### **Additional Recommended Reading:**

Harry Kopp and John Naland, *Career Diplomacy: Life and Work in the US Foreign Service*, Washington: Georgetown University Press, 3rd edition, 2017.

Laura Cressey, Barnett Helmer, and Jennifer Steffensen, *Careers in Foreign Affairs*, Washington: Georgetown University Press, 9th edition, 2014.

Donovan Russell, *Choosing a Career in International Development: A Practical Guide to Working in the Professions of International Development*, virtualbookworm.com, 2013.

"Professional Symposium: Beyond the Ivory Tower: Political Science Careers Outside Academia" *PS: Political Science and Politics* 49, 3 (July 2016): 501–534.

<https://www.cambridge.org/core/journals/ps-political-science-and-politics/issue/AEECC020C0E551188F28A20802FFF03>.

Columbia University Center for Career Education, *Non-Academic Career Options for PhDs in the Humanities and Social Sciences* (URL:

<https://www.careereducation.columbia.edu/resources/non-academic-career-option>

[s-phds-humanities-and-social-sciences](#)) (Helpful links to a job boards beyond LinkedIn)

Steve Dalton, *The 2-Hour Job Search: Using Technology to Get the Right Job Faster*, New York: Random House, 2012

University of Michigan, University Career Center, PhD Transferable Skills (URL: <https://careercenter.umich.edu/article/phd-transferable-skills>) (Very helpful, succinct listing of transferable skills)

#### **4/30/20: The Academic Career from Appointment to After Tenure (Virginia Sapiro)**

**Assignment:** Look up the CVs of some of your favorite professors here and elsewhere and try to figure out how they managed their careers after they got their first jobs.

#### **Recommended Reading:**

THE ASSISTANT PROFESSOR'S GUIDE TO THE GALAXY or How to Survive and Succeed in Academia - <http://web.cs.iastate.edu/~honavar/assistantprofgalaxy.pdf>

The Transition from Graduate Student to Assistant Professor -

<https://career.berkeley.edu/PhDs/PhDtransition>

Tenure-track and Tenured Faculty Expectations -

<http://www.bu.edu/cas/faculty-staff/faculty-staff-handbook/faculty-personnel-matters/tenure-track-and-tenured-faculty-expectations/>

Mentoring -

<http://www.bu.edu/cas/faculty-staff/faculty-staff-handbook/faculty-personnel-matters/mentoring-policies-and-practices/>

Tenure and Promotion -

<http://www.bu.edu/cas/faculty-staff/faculty-staff-handbook/faculty-personnel-matters/tenure-and-promotion-policies-and-practices/>