EDUC 3102: First Year PhD Seminar I
Friday (bi-monthly), 1:00 to 3:30 PM
5405 Posvar Hall

Instructor: Professor M. Najeeb Shafiq
Office: 5909 Posvar Hall
Email: mnshafiq@pitt.edu
Office Hours: Wednesdays 2:00 - 4:00 PM please email to schedule appointment

Readings

Additional required readings will be available on Courseweb or distributed in class.

Course Description and Objectives
All PhD students in the School of Education at the University of Pittsburgh complete the same milestones and participate as full-time students in research-intensive apprenticeships. This seminar series was developed to address numerous doctoral skills and competencies in preparation for your research apprenticeships and independent scholarship. Specifically, the fall seminar topics will include ethical and legal considerations for conducting research, University IRB requirements, identifying a research topic, conducting a literature search, and selecting the appropriate model for the literature review for your first milestone.

By the end of the fall seminar, students will have identified a topic for their first milestone (preliminary exam/predissertation proposal). By the end of the spring semester, students will have outlined a literature review and research questions for their predissertation proposal.

Course Requirements and Grading
- Complete all assigned readings – Students are responsible for reading all of the assigned texts before class. Students’ preparedness for class will enhance our discussions as well as your understanding of the material presented.
- Class Participation – Students are expected to attend class and participate in class discussions.
- Grades – Grades will be determined by completion of assignments (75%) and active participation in class discussions (25%).

Course Policies
- Accommodations for students with disabilities – If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and Disability Resources and Services (DRS), 140 William Pitt Union (412) 648-7890, drsrecep@pitt.edu, (412) 228-5347 for P3 ALS users, as early as possible in the term. DRS will verify your disability and determine reasonable accommodations for this course.
• **Academic Integrity** - The rights and responsibilities of faculty and students are described in the University's Academic Integrity Guidelines at: [http://www.bc.pitt.edu/policies/policy/02/02-03-02.html](http://www.bc.pitt.edu/policies/policy/02/02-03-02.html) In the event that a student believes that the instructors for this course have not met their obligations as described in the Academic Integrity Guidelines, the student should follow the procedure described in the Guidelines (p. 16) by (1) first trying to resolve the matter with the faculty member directly; (2) then, if needed, attempting to resolve the matter through conversations with your program chair; (3) if needed, next talking to the associate dean of the school for student affairs (Dr. Mike Gunzenhauser); and (4) if needed, filing a written statement of charges with the school's academic integrity officer.

• **Class Assignments** – Assignments are due the session following the date assigned. Extensions will be granted only for serious and unavoidable events, and the revised due date must be negotiated with the instructor at least 24 hours in advance.

• **Incomplete Grades** – are strongly discouraged and will also only be granted in extreme cases.

• **Attendance Policy** – If more than 2 classes are missed, students must schedule a meeting with the instructor to discuss whether the course can be satisfactorily completed.
# Tentative Course Schedule

<table>
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<tr>
<th>Class</th>
<th>Date</th>
<th>Topics</th>
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| 1     | 9/2   | Pitt’s IRB, CITI Modules and Security Clearances  
- Intro to Pitt’s IRB (Melissa Miklos)  
- Intro to CITI modules and security clearances (Heather Bachman)  

Guidelines for CITI modules and security clearances distributed.  
| Review your ARCO’s PhD program handout  
*Complete CITI modules and email Professor Shafiq and advisor the certificates  
*In same email to advisor and Professor Shafiq, report on status of applications for security clearances  
Due 9/30 |
| 2     | 9/16  | Description of PhD Milestones and Advisor/Advisee Relationships and Expectations (M. Najeeb Shafiq)  
Professional & Research Ethics  
| Faculty Panel Discussion:  
The long and winding road to developing a line of research in grad school and beyond  
- Michael Gunzenhauser (APS)  
- Tanner Wallace (PIE)  
- Jennifer Russell (LSAP)  
- Richard Donato (DIL)  

Identifying Research Interests  
*Submit ½ page description of research interests  
Due 10/14 |
| 3     | 9/30  | Faculty Panel Discussion:  
The long and winding road to developing a line of research in grad school and beyond  
- Michael Gunzenhauser (APS)  
- Tanner Wallace (PIE)  
- Jennifer Russell (LSAP)  
- Richard Donato (DIL)  

Identifying Research Interests  
*Submit ½ page description of research interests  
Due 10/14 |
| 4     | 10/14 | Identifying Data Sources for Pre-Dissertation Project (e.g., secondary/publicly available data; secondary/advisor’s data; student-initiated primary data collection)  
Second year PhD students:  
- Rachel Schwartz (DIL)  
- Erika Millán (DIL)  
- Aizat Nurshatayeva (APS)  
- TBD (LSAP)  
- TBD (PIE)  

Faculty:  
- Sean Kelly (APS)  

Guidelines for advisor interview distributed  
*Submit a 1-2 page single-spaced description of advisor meeting  
Due 11/11 |
| 5 | 10/28 | Resources for Conducting a Literature Search at Pitt:  
|   |      | - Amanda Folk (ULS faculty)  
|   |      | Using the literature review to progress from research interest to research topic:  
| 6 | 11/11 | Writing Literature Reviews:  
|   |      | Developing a literature review chart  
|   |      | An introduction to identifying the theoretical and methodological patterns in empirical literature  
|   |      | Example lit review charts distributed  
| 7 | 12/2  | TBD  
|   |      | Discussion of research topics and next steps for spring semester seminar  

*Submit annotated bibliography/literature review chart for 8-10 relevant peer-reviewed publications.  
*Submit 1 page single-spaced research statement, describing research topic, preliminary assessment of gaps in current literature, and potential research question(s)  
Due 12/17

The statements contained in this syllabus, other than the course policies, are subject to change with reasonable advance notice as deemed acceptable by the instructors.