

New Course Request

AUG 13 2008  
Indiana University

IUPUI Campus

Check Appropriate Boxes: Undergraduate credit  Graduate credit  Professional credit  88

- 1. School/Division School of Social Work 2. Academic Subject Code SWK
- 3. Course Number 5792 (must be cleared with University Enrollment Services) 4. Instructor Barton
- 5. Course Title Integrative Seminar II  
Recommended Abbreviation (Optional) Capstone Seminar  
(Limited to 32 Characters including spaces)
- 6. First time this course is to be offered (Semester/Year): Spring 2009
- 7. Credit Hours: Fixed at 1.5 or Variable from \_\_\_\_\_ to \_\_\_\_\_
- 8. Is this course to be graded S-F (only)? Yes  No
- 9. Is variable title approval being requested? Yes  No
- 10. Course description (not to exceed 50 words) for Bulletin publication: This course is intended to support PhD students as they finish up doctoral course work and prepare for their qualifying papers, dissertation, and subsequent professional career.

- 11. Lecture Contact Hours: Fixed at 3 or Variable from \_\_\_\_\_ to \_\_\_\_\_
- 12. Non-Lecture Contact Hours: Fixed at 0 or Variable from \_\_\_\_\_ to \_\_\_\_\_
- 13. Estimated enrollment: 3-7 of which 100% percent are expected to be graduate students.
- 14. Frequency of scheduling: event spring Will this course be required for majors? yes
- 15. Justification for new course: This course prepares PhD students who are completing their course work for the next phase of their PhD program.
- 16. Are the necessary reading materials currently available in the appropriate library? yes
- 17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.
- 18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.
- 19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by: Margaret E. Adant Date 5/6/08  
Department Chairman/Division Director

\_\_\_\_\_  
Date \_\_\_\_\_  
Dean of Graduate School (when required)

Approved by: Michael C. Patena Date 5/7/08  
Dean

Sherry Duvall <sup>1st</sup> Date 8/17/08  
Chancellor/Vice-President

Jackie O'Yorke **APPROVED** 5/6/9/08  
IUPUI Curriculum Committee Date

\_\_\_\_\_  
Date \_\_\_\_\_  
University Enrollment Services

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

**Indiana University  
School of Social Work**

**S790/26889: Capstone Integrative Seminar (1.5 credits) (DRAFT)**

Spring 2008; ES 2102  
Alternate Thursdays, 10:30 am - Noon  
e-mail: [wbarton@iupui.edu](mailto:wbarton@iupui.edu)

**Bill Barton; Office: ES 4138G  
Phone: 274-6711 (o); 475-9914 (h)  
Office hours: Thursdays 12-1 pm or by appt.**

**RATIONALE AND DESCRIPTION**

This course is intended to support Ph.D. students as they finish up doctoral coursework and prepare for their qualifying paper, dissertation, and subsequent professional career.

**COURSE OBJECTIVES**

Through active participation in the learning experiences and completion of the readings, assignments, and learning projects offered throughout this seminar, learners are expected to demonstrate the ability to:

1. Understand the rationale and expectations for the qualifying paper.
2. Select a topic for their qualifying paper.
3. Draft a tentative outline and bibliography for the qualifying paper.
4. Understand the steps in the dissertation process, including development of a topic, selection of the research committee, prospectus process and format, IRB approval, conduct of the study, working with the research committee, university guidelines for dissertation formatting, and expectations for the dissertation defense.
5. Understand the culture of academia, academic job search, and formal and informal faculty role expectations.
6. Develop an academic curriculum vita.
7. Understand non-academic career opportunities.
8. Develop a tentative research agenda.

**COURSE POLICIES<sup>1</sup>**

1. Each learner who enrolls in the S790 seminar should be a doctoral student in social work. Traditional academic expectations of exemplary university learnership and conduct apply throughout this course. Reasonable people may well disagree about the perspectives discussed in this course. Ideas may be vigorously debated, challenged, even disputed, but individuals are expected to maintain professional levels of mutual respect in all interactions. In particular, the instructor should adhere to standards outlined in the Indiana University Faculty Handbook. Similarly, learners should conform to the expectations outlined in the Code of Student Rights, Responsibilities,

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<sup>1</sup> These course policies and guidelines have been adapted, with permission, from those developed by Dr. Barry Courmoyer.

and Conduct of Indiana University Purdue University Indianapolis (IUPUI) (<http://life.iupui.edu/help/code.asp>). The Code contains content on both behavioral expectations and academic integrity guidelines. In addition, the learner should be aware of and adhere to guidelines and procedures documented in the Indiana University School of Social Work PhD Student Handbook (<http://iupui.socialwork.iu.edu/snav/715/page.htm>).

2. As this is a relatively informal seminar, it depends upon every member's regular attendance, active participation in discussions, regular completion of assigned readings, timely submission and distribution of written assignments, and thoughtful, constructive criticisms of peers' drafts and products.
3. All cell phones and beepers are expected to be turned off or put on vibrate during class. If you are expecting a call of an emergency nature and must leave your phone turned on you are expected to sit by the door and leave quickly when your phone is ringing.
4. All papers are to be typed or printed, double-spaced, using no smaller than a 12-point font, with one-inch margins and numbered pages, carefully proofread, and adhering to the style guidelines of the American Psychological Association (APA format) for source citations and references. A computer file copy in a common word processing format should accompany all papers, either as an e-mail attachment or on some other medium. Plagiarism, whether intentional or as a result of ignorance, and other forms of cheating are unacceptable and will result in a failing grade. Consistent, with university policy, learners may not submit work done for other courses or professors without expressed, written consent of the S790 professor and those from the pertinent course or courses. Without such consent, learners who do so engage in a form of plagiarism and will fail the course. In summary, each learner should reflect professionally ethical behavior and graduate level learnership throughout the course experience.
5. Consistent with University policy, grades of "Incomplete" will be assigned only in extraordinary circumstances. In such emergency situations, the learner provides a satisfactory reason for the request (e.g. sickness, family crisis, etc.), well in advance of the end of the course, and when the learner has satisfactorily completed at least three-quarters of the course requirements. Unless an emergency situation exists, written assignments submitted after due dates will not be accepted.
6. Participants may assess and evaluate the quality of the content and instruction of each class session. Learners may do so verbally with the professor or in writing, anonymously if they prefer, as frequently as they wish. Learners may provide feedback via the Oncourse web site. During the final session members participate in a group discussion for the purpose of providing summary feedback to the instructor and other learners. In addition, toward the end of the semester, formal course/instructor evaluation instruments will be distributed for each learner's use. Once completed, the instruments will be delivered (unseen by the instructor) to the Dean's Office where they will be processed and reviewed before being returned to the professor (subsequent to the end of the semester and the submission of grades).

7. If it snows long enough and the drifts grow deep enough, classes at IUPUI may be cancelled. In addition to notifying local media, the university maintains a website and provides a special phone number where students, faculty, and staff can find out the latest information. Visit <http://www.iupui.edu/alert/1> for more details including a list of TV and radio stations we notify. The website also provides quick links to road conditions in Marion County and the rest of the state, local traffic conditions, the National Weather Service, and a set of weather cams throughout Indiana.

## **COURSE ASSIGNMENTS AND GRADING**

1. Preparation of an academic curriculum vita (CV). Each learner will draft an academic CV using the IUPUI format as outlined in the IUPUI Guidelines for Preparing and Reviewing Promotion and Tenure Dossiers.
2. Preparation of a tentative outline and bibliography for the Qualifying Paper.
3. Preparation of a narrative description of a tentative research agenda that extends beyond the prospective dissertation research.
4. Development of a projected plan for completing the Ph.D. degree requirements, including a list of steps and accompanying timetable.

**Course grades of satisfactory/unsatisfactory will be based upon the timely submission of assignments, regular attendance and participation.** (*Note: as of this draft, I am unsure of the program's policy regarding grades in this course, so it is possible that letter grades may be used.*)

## **OUTLINE OF TOPICS**

As this is a seminar, specific readings and topics will be agreed upon collectively as the semester progresses. With the exception of the first class session, it is expected that each student will have completed required readings prior to the class session in which they will be discussed. What appears below, therefore, should be viewed as tentative and incomplete, with more details to be added along the way. There will be eight class sessions convened approximately bi-weekly at the assigned time.

1. Introduction to the course, selection of priority topics (1/10)
2. Academic culture and expectations (1/24 and 2/7)
  - a. Readings: IUPUI Dean of Faculties Guidelines for Preparing and Reviewing Promotion and Tenure Dossiers 2007-2008.
  - b. Assignment: Prepare a draft CV using the IUPUI format by 1/24 and distribute it to the class for review and feedback. Submit a revised CV by 2/7.
3. Non-academic career options for Social Work Ph.D.s (2/21)

4. Preparing for the Qualifying Paper (2/28 and 3/20)
  - a. Readings: IUSSW Ph.D. Program Guidelines for the Ph.D. Qualification Process
  - b. Assignment: Select a tentative topic for the Qualifying Paper and prepare a draft outline and bibliography by 3/20. Revise as needed following feedback from other students and the professor.
5. Preparing for the Dissertation (4/3)
  - a. Readings:
    - i. IUSSW Ph.D. program policies regarding the dissertation prospectus format and defense, the dissertation and its defense.
    - ii. IUPUI “Guide to the Preparation of Theses and Dissertations – 2005”
  - b. Assignment: Preparation of a narrative description of a tentative research agenda that extends beyond the prospective dissertation research by 4/3.
6. Course Wrap-Up and Evaluation (4/17)
  - a. Assignment: Development of a projected plan for completing the Ph.D. degree requirements, including a list of steps and accompanying timetable.

## **BIBLIOGRAPHY**

**(TBA)**