

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

SOCI501

Course Summary

Course : SOCI501 **Title :** Professionalism for Sociologists: Ethics, Collaboration, and Career Planning
Length of Course : 8 **Faculty :**
Prerequisites : N/A **Credit Hours :** 3

Description

Course Description:

This course explores key professional skills for sociologists. Students examine key ethical issues for social science researchers by learning the position of key sociological professional societies on current social issues. Students learn strategies for developing their professional networks. Students will learn how to manage projects, and create and document collaborative agreements with colleagues. Students will learn to create short and long term career plans. Students will build professional profiles through an online portfolio.

Course Scope:

Course Description:

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Course Scope:

This course is part of the online Master of Arts in Sociology program. This program will help prepare you to develop a reflective understanding of human nature and master the objectives of the program.

Objectives

By the end of this course, students will be able to:

- 1) Develop a personalized framework for incorporating principles of professionalism, ethics and standards of conduct into sociology-based professional practice.
- 2) Influence vital characteristics of management and leadership in professional organizations that contribute to high-performing organizational culture.
- 3) Construct approaches to professional communication that model professional etiquette and promote organizational civility.

- 4) Compile codes and conduct and ethical standards for social sciences research in order to ensure compliance with best practice codes and standards.
 - 5) Combine best practice approaches from project management, time management, organization and leadership strategies, and human resources management to ensure successful results throughout a project's lifecycle.
 - 6) Formulate successful strategies for managing, working and collaborating with others in professional settings to achieve successful outcomes.
 - 7) Design successful strategies for identifying desired employment, networking, goal setting and personal presentation to achieve short- and long-term career aspirations.
 - 8) Devise stress management strategies in order to maintain peak professional performance.
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Outline

Week 1: Establishing Professionalism

Course materials

Syllabus

Week 1 Learning Material

Assignments

Week 1 Discussion

Course objective(s)

1

Week 2: Organizational Culture

Course materials

Week 2 Learning Material

Assignments

Week 2 Discussion

Begin to schedule the two required appointments so you can complete Assignments 4 and 5 by the end of the course.

Course objective(s)

2

Week 3: Professionalism in Communication

Course materials

Week 3 Learning Material

Assignments

Week 3 Discussion

Work on Assignments 4 and 5 so they are complete by the end of class

Course objective(s)

3

Week 4: Ethical Issues in Sociological Career Paths

Course materials

Week 4 Learning Material

Assignments

Week 4 Discussion

Assignment 1

Work on Assignments 4 and 5 so they are complete by the end of class

Course objective(s)

4

Week 5: Managing a Social Science Project

Course materials

Week 5 Learning Material

Assignments

Week 5 Discussion

Work on Assignments 4 and 5 so they are complete by the end of class

Course objective(s)

5

Week 6: Navigating Collaborations

Course materials

Week 6 Learning Material

Assignments

Week 6 Discussion

Assignment 2

Work on Assignments 4 and 5 so they are complete by the end of class

Course objective(s)

6

Week 7: Career Planning

Course materials

Week 7 Learning Material

Assignments

Week 7 Discussion

Work on Assignments 4 and 5 so they are complete by the end of class

Course objective(s)

7

Week 8: Presenting Ourselves Professionally

Course materials

Week 8 Learning Material

Assignments

Week 8 Discussion

Assignment 3

Assignments 4 and 5 are also due - these have been worked on throughout Weeks 2-8

Course objective(s)

7, 8

Evaluation

Note: Successful completion of the sociology graduate program requires a portfolio with artifacts from your courses. Save all of the assignments you submit in class, whether they are marked as an artifact or not, for use in your portfolio at the end of the program. Depending on when you complete SOCI698, your past courses and assignments may no longer be accessible to you.

Grading:

Name	Grade %
Discussions	40.00 %
Week 1: Establishing professionalism	5.00 %
Week 2: Organizational culture	5.00 %
Week 3: Professionalism in communication	5.00 %
Week 4: Ethical issues in sociological career paths	5.00 %

Week 5: Managing a social science project	5.00 %
Week 6: Navigating collaborations	5.00 %
Week 7: Career planning	5.00 %
Week 8: Presenting ourselves professionally	5.00 %
Assignments	60.00 %
Assignment 1: Ethics case study	12.00 %
Assignment 2: Collaborative Agreement	12.00 %
Assignment 3: Resume and cover letter Portfolio Artifact	12.00 %
Assignment 4: Career Services Coaching Session	12.00 %
Assignment 5: Faculty-student mentoring session	12.00 %

Materials

Book Title: Promoting Research Integrity in a Global Environment e-book available online, please visit <http://apus.libguides.com/er.php> to locate the course eReserve.

Author: Mayer, T. and Steneck, N.

Publication Info: World Scientific Publishing Co Pte Ltd

ISBN: 9789814340977

Book Title: Professionalism, Boundaries and the Workplace e-book available online, please visit <http://apus.libguides.com/er.php> to locate the course eReserve.

Author: Malin, N.

Publication Info: Routledge

ISBN: 9780415192620

Book Title: Understanding Organizational Culture e-book available online, please visit <http://apus.libguides.com/er.php> to locate the course eReserve.

Author: Alvesson, M.

Publication Info: Sage

ISBN: 9780761970064

Book Title: Various resources from the APUS Library & the Open Web are used. Please visit <http://apus.libguides.com/er.php> to locate the course eReserve.

Author:

Publication Info:

ISBN: ERESERVE NOTE

Book Title: Collaborative Grantseeking a Guide to Designing Projects, Leading Partners, and Persuading Sponsors (Ebook available through the APUS Online Library)

Author: Miner, J. Griffith, J. and Miner

Publication Info: Greenwood Publishing Group Lib

ISBN: 9780313391859

All course materials are free and provided in our Library. Link to our [eReserve page in the Library](#) and select this course to access your materials.

Course Guidelines

Citation and Reference Style

- Students will follow APA format as the sole citation and reference style used in written assignments submitted.
- Please note that no formal citation style is graded on Forums in the School of Arts & Humanities

Tutoring

- [Tutor.com](#) offers online homework help and learning resources by connecting students to certified tutors for one-on-one help. AMU and APU students are eligible for 10 free hours of tutoring provided by APUS. Tutors are available 24/7 unless otherwise noted. Tutor.com also has a SkillCenter Resource Library offering educational resources, worksheets, videos, websites and career help. Accessing these resources does not count against tutoring hours and is also available 24/7. Please visit the APUS Library and search for 'Tutor' to create an account.

Late Assignments

University Late Policy

All dates and times posted are for U.S. Eastern Standard time. It is your responsibility to know how that translates to your time zone and to submit assignments and tests per these posted deadlines.

You are expected to submit assignments by the due dates listed in the classroom. Late assignments may not be accepted after the course end date. Submitting an assignment late may result in a penalty of up to 10% of the grade per day late, not to exceed a maximum of 50% (5 days late). The amount of the penalty is at the faculty member's discretion.*

*Programs with specialty accreditation and students with DSA accommodations may have different late policies applied.

Turn It In

Assignments are automatically submitted to Turnitin.com within the course. Turnitin.com will analyze an assignment submission and report a similarity score. Your assignment submission is automatically processed through the assignments area of the course when you submit your work.

Communications

Student Communication

To reach the instructor, please communicate through the MyClassroom email function accessible from the Classlist of the Course Tools menu, where the instructor and students email addresses are listed, or via the Office 365 tool on the Course homepage.

- In emails to instructors, it's important to note the specific course in which you are enrolled. The name of the course is at the top center of all pages.
- Students and instructors communicate in Discussion posts and other learning activities.
- All interactions should follow APUS guidelines, as noted in the [Student Handbook](#), and maintain a professional, courteous tone.
- Students should review writing for spelling and grammar.
- [Tips on Using the Office 365 Email Tool](#)

Instructor Communication

The instructor will post announcements on communications preferences involving email and Instant Messaging and any changes in the class schedule or activities.

- Instructors will periodically post information on the expectations of students and will provide feedback on assignments, Discussion posts, quizzes, and exams.
- Instructors will generally respond to student communications within 48 hours, except in unusual circumstances (e.g., illness).
- The APUS standard for grading of all assessments (assignments, Discussions, quizzes, exams) is five days or fewer from the due date.
- Final course grades are submitted by faculty no later than seven days after the end date of the course or the end of the extension period.

University Policies

Consult the [Student Handbook](#) for processes and policies at APUS. Notable policies:

- [Drop/Withdrawal Policy](#)
- [Extension Requests](#)
- [Academic Probation](#)
- [Appeals](#)
- [Academic Dishonesty / Plagiarism](#)
- [Disability Accommodations](#)
- [Student Deadlines](#)
- [Video Conference Policy](#)

Mission

The [mission of American Public University System](#) is to provide high quality higher education with emphasis on educating the nation's military and public service communities by offering respected, relevant, accessible, affordable, and student-focused online programs that prepare students for service and leadership in a diverse, global society.

Minimum Technology Requirements

- Please consult the catalog for the minimum hardware and software required for [undergraduate](#) and [graduate](#) courses.
- Although students are encouraged to use the [Pulse mobile app](#) with any course, please note that not all course work can be completed via a mobile device.

Disclaimers

- Please note that course content – and, thus, the syllabus – may change between when a student registers for a course and when the course starts.
- Course content may vary from the syllabus' schedule to meet the needs of a particular group.