SYLLABUS

IND 439:

students taking the class for course credits, must complete a total of 8 of the 13 assignments. In addition to assignments, trainees must complete a Black Board evaluation of 11 of the 14 in-person sessions. Assignments are noted with an asterisk (*) and should be submitted online using Blackboard Assignment Submission. Due dates and additional assignment details can also be found on Blackboard.

Academic Integrity

Academic integrity is a core value of the University of Rochester. Students who violate the University of Rochester University Policy on Academic Honesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since academic dishonesty harms the individual, other students, and the integrity of the University, policies on academic dishonesty are strictly enforced. For further information on the University of Rochester Policy on Academic Honesty, please visit the following website:
https://www.rochester.edu/college/honesty/

Accommodations for students with disabilities

Students needing academic adjustments or accommodations because of a documented disability must contact the Disability Resource Coordinator for the school in which they are enrolled (see link below for contact information).
http://www.rochester.edu/eoc/DisabilityCoordinators.html

Projects: Individual & Group

Individual Project: The first individual project requires you to create a flowchart for six informational interviews, to compile notes from two informational interviews (no more than one piece of paper per interview), and develop one reflection piece (500 -1000 words) on how the interviews will help you to make choices regarding professional development activities, internships or jobs. (Submit to Black Board by 2:00 pm Thursday, March 16th.)

Group Project:
Completion of this project is required to pass. You will be assigned to a group of four or five individuals. Using the knowledge that you have gained so far in this course and your personal experience, develop a group chart (one chart per group, any format is acceptable) that shows similarities and differences among the group members signature themes. Define each of your personal themes and include that with the chart. For those who share similar themes outline how each participate defines or describes that theme. What similarities or differences do individuals You can answer these questions either through the chart or through a written report. If the group needed to work together, how would we help each other achieve the goal set to accomplish? What would each member of the group be best at, how would you best collaborate? How would each of you approach things differently? How would knowing each other's talents and strengths help us have a better relationship? How could this benefit your work as research trainees if

you utilized Clifton StrengthsFinder in your work and research. (Submit by 2:00 pm Thursday, April 20, 2023)

Auditing Students: You will be required to attend and provide evaluations for eight of the fourteen sessions, and complete the individual project and three assignments of your choice.

2023 Course Schedule Topics and Presenter Information

Week #	Date	Location	Topic	Presenter(s)
Week 1	January 12, 2023	G-8534 Anderson Room (URMC)	Building Your Support Network	Eric Vaughn, M.Ed.

Week 13	April 6, 2023	G-8534 Anderson Room (URMC)	Hiring/Selecting Teams & Leadership Development	AnnaLynn Williams, Ph.D. & Nathan Smith, Ph.D.
Week 14	April 13, 2023	G-8534 Anderson Room (URMC)	Project Management	David Topham, Ph.D.
Week 15	April 20, 2023	G-8534 Anderson Room (URMC)	Negotiating	Alissa Clark, M.S.
Week 16	April 27, 2023	G-9576		

Course Presentations/Weekly Overviews	Readings/Assignments/Due Dates
Week 1: Thursday, January 12, 2023 (2:00 pm-3:40 pm) **Presenter**: Eric Vaughn, M.Ed. **Location:** See page 4 **Session Title:** Building Your Support Network - When to start developing your network? - Why a network is important to your academic and	

Navigating workplace communication, especially in a new setting, can be challenging. This session teaches effective communication and interaction strategies for working with colleagues and teams. We will cover various modes of communication, and learn how to address some of the most common workplace communication challenges, including understanding email etiquette, giving and receiving feedback, and conducting difficult conversations.

Week 4: Thursday, February 2, 2023 (2:00 pm-3:40 pm)

Presenter: Steve Dewhurst, Ph.D.

Location: See page 4

Session Title: Managing People
Dr. Steve Dewhurst will introduce key concepts relevant to managing people, including a foundational self-reflection to understand your own personality traits and decision-making style. He will highlight effective approaches to time management, delegation of responsibilities, and interpersonal communication.

Handouts Provided on Blackboard
Managing People Exercises

Assignments post session:
(*) **Assignment 2 (required):** Take the somewhat long survey at https://www.16personalities.com/free-personality-test . Print out and prepare to discuss some aspects in class. (Upload results from personality test on Black Board by 2:00 pm on Monday, January 30, 2023.)

Lundsteen Black Board Evaluation (Due by 2:00 pm on Thursday, February 2, 2023)

Assignments before session:
None

Assignments post session:
(*)**Assignment 3 (200-300 words**): Define your decision-making style and personality traits as they relate to management and leadership. Outline the kind of boss you wish to be and why. (Submit on Black Board by 2:00 pm on February 9, 2023)

(*)**Assignment 4- Response Submission: (200-300 words):** Reflecting on the decision-making style and personality traits as they relate to management and leadership from the response, how could you utilize your decision-making style and personality traits to work collaboratively with the other individual? Advantages? Possible areas that may need to be addressed? (Submit on Black Board by 2:00 pm on February 16, 2023)

Dewhurst BB Evaluation (Submit on Black Board by 2:00 pm on February 9, 2023)

Presenters: David Cota-Buckout
          Eric Vaughn, M.Ed.

Location: See page 4

Session Title: Putting Your Strengths to Work
David Cota-Buckout and Eric Vaughn will assist you in putting what you learned during week one on CliftonStrengths in interactive small group activities to demonstrate how you may/use your strengths in your day-to-day interactions and how understanding strengths can bring those we work with closer together.

Pre-Class Readings

- *What Leaders Can Do Right Now to Optimize Worker Potential*
- *The No. 1 Strategy for True Inclusion in the Workplace*
- *How to encourage Differing Opinions, Not Conformity*

Assignments post session:
(*)Assignment 6: (200-300 words): Create a personal definition for one of your 5 top strengths. Reflect on your personal definition and what does it mean to you. H

Katy Stevenson will discuss the four major stages of strategic

professional growth and success. These four stages can be

will also provide examples of strategic planning processes in medical schools and key personnel and resources to connect with.

Week 9: Thursday, March 9, 2023 (2:00 pm-3:40 pm)

Presenter: Kristin Hocker, Ed.D.

Location: See page 4

Session Title: Cultural Humility
Dr. Kristin Hocker will define Cultural Humility, a philosophy that empowers individuals to effectively engage in interpersonal relationships that are dynamically diverse and mutually respectful. She will introduce a framework for individuals to increase their understanding of the significant

background and identity.

(*)**Assignment 8:** (**200-300 words**) Present how you will incorporate strategic planning into your current and future work as a scientist. How have you utilized strategic planning previously to this session and what new take a ways and methods will you implement moving forward and why? What is one major take away (Submit on Black Board by 2:00 pm on March 9, 2023)

(*)**Assignment 9: Response Submission: (100-300 words)**
proposed strategic planning method assist you and the other team members? What are the benefits? Anything that should be considered? (Submit on Black Board by 2:00 pm on March 16, 2023)

Stevenson BB Evaluation (Submit on Black Board by 2:00 pm on March 9, 2023)

Assignments before session on March 9, 2022- (Available on Black Board)
Read:
- *Cultural humility versus cultural competence: a critical distinction in defining physician training outcomes in multicultural education*
- *Cultural humility: Essential foundation for clinical researchers*

Assignments post session:
(*) **Assignment 10: (200-300 words)** Present ways that adopting the philosophy of cultural humility can impact your work and those you encounter in your work (Submit on Black Board by 2:00 pm on March 16, 2023)

(*) **Assignment 11: Response Submission: (100-300 words)** How could the proposed adoption of cultural humility proposed by the individual you are responding impact the individuals within the department, program, and group? (Submit on Black Board by 2:00 pm on March 23, 2023)

Hocker

Week 14: Thursday, April 13, 2023 (2:00 pm-

With the adage that you can decide more effectively what to do today if you know where you want to be tomorrow, here we follow with a discussion on decision-making processes to help students organize and effectively structure their time as a critical element in the overall organization of their life during leadership opportunities. This seminar provides methods, resources, tips, and successful time-use strategies for climbing the academic ladder to career attainment and advancement during STEMM journey. Notably, in this seminar, we will use various types of time management experiences to offer advice on how to increase time management through mentoring and leadership, to help students use their time to obtain a successful and well-balanced life during their academic career.