

Professional Development Seminar

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HLP7939 | 3 Credits | Spring 2026

Course Info

INSTRUCTOR

Dr. Chris McLeod

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Preferred Method of Contact: email

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MEETING

TIME/LOCATION

FLG 0235 period 6-8 (12:50 pm – 3:50pm)

COURSE DESCRIPTION

The College of Health & Human Performance (HHP) doctoral program prepares students in multiple concentrations across health education and behavior, applied physiology and kinesiology, sport management,

and tourism, hospitality, and event management. The PhD program focuses primarily on attaining proficiency in designing and conducting research in respective areas of concentration. This course is designed to reinforce and complement the scholarly emphases of the HHP PhD program by providing insight into key aspects of professional development and personal growth. Cross-disciplinary best practices will be shared for developing professional aptitudes and skill sets necessary for successful advancement through graduate studies and on to future professional careers.

PREREQUISITE KNOWLEDGE AND SKILLS

None.

REQUIRED AND RECOMMENDED MATERIALS

No textbook is required. Readings and other materials will be provided on Canvas for each class.

Instructional materials for this course consist of only those materials specifically reviewed, selected, and assigned by the instructor(s). The instructor(s) is only responsible for these instructional materials.

COURSE FORMAT

We will meet each week for three hours for a mixture of lecture, discussion, and activities.

COURSE LEARNING OBJECTIVES:

This course is designed to provide information about professional skills to PhD students pursuing careers in higher education as well as alternative professional careers in academic, corporate, and government entities. The course will cover issues that are critical for success as PhD students and early career professionals. Upon successful completion of this course students will be able to:

1. Describe and demonstrate written and oral scientific communication skills.
2. Identify elements of a successful teaching and research philosophy
3. Describe strategies to be a successful junior faculty member
4. Describe and identify steps to create a long term research agenda
5. Identify career paths suitable for individual research and teaching aspirations

Course & University Policies

This course follows university policies as described in the following link:

<https://go.ufl.edu/syllabuspolices>

ATTENDANCE POLICY

Although attendance is not graded, each week will have an associated assignment with in-class elements. Missing class might mean missing opportunities to earn grades for each class.

Grading

Evaluation Components (number of each)	Points Per Component	Approximate % of Total Grade
Topical/In-class assignments (10)	6 pts each = 60 pts	60%
Professional Development Initiatives (2)	20 pts each = 40 pts	40%

Topical/In-class assignments – Each week will have an associated assignment. Instructions for each assignment will be provided in class or on Canvas. Assignments will be graded based on completion—completing all the elements of the assignment will be rewarded with a full grade (6 out of 6). There will be 11 weeks with assignments. Students’ final grades will be calculated based on their 10 best grades, allowing students to miss one assignment without reducing their grade. Students are encouraged to use this “free” assignment to choose the assignments and class topics that best fit their professional development goals.

Professional Development Initiatives – Students must complete two additional pre-approved professional development opportunities during the semester and submit a 300-word reflection about the opportunity to Canvas. Students can attend workshops hosted by the UF Graduate School, they can watch or attend online workshops provided by the National Center for Faculty Diversity and Development, or they can approval for another professional development opportunity, such as Dr. Vaillancourt’s Rigor and Reproducibility lecture series.

GRADING SCALE

More detailed information regarding current UF grading policies can be found here:

<https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>."

Letter Grade	Percent of Total Points Associated with Each Letter Grade	GPA Impact of Each Letter Grade
A	93.00-100%	4.0
A-	90.00% - <93.00%	3.67
B+	87.00% - <90.00%	3.33
B	83.00% - <87.00%	3.0
B-	80.00% - <83.00%	2.67
C+	77.00% - <80.00%	2.33
C	73.00% - <77.00%	2.0
C-	70.00% - <73.00%	1.67
D+	67.00% - <70.00%	1.33
D	63.00% - <67.00%	1.0
D-	60.00% - <63.00%	0.67
F	<60.00%	0

Weekly Course Schedule

CRITICAL DATES & UF OBSERVED HOLIDAYS

- Complete list available here: <https://catalog.ufl.edu/UGRD/dates-deadlines/2021-2022/>

WEEKLY SCHEDULE

Week	Dates	Assigned Module & Schedule Notes	Assessments Due
1	January 12 – 16	Introduction	
2	January 19 – 23	Strategic Communications	
3	January 26 – 30	Writing and Writing Strategies	
4	February 2 – 6	Mentoring and Relationships	
5	February 9 – 13	Open Science	
6	February 16 – 20	Lab and Research Team Management	
7	February 23 – 27	Collaborating	
8	March 2 – 6	AI in Teaching and Research	
9	March 9 – 13	Research Jobs	
10	March 16 – 20	Spring Break	
11	March 23 – 27	Teaching Jobs	
12	March 30 – Apr 3	Non-Academic/Industry Jobs	
13	April 6 – 10	From the perspective of the University, Dean, and Chair	
14	April 13 – 17	Class Wrap up	
15	April 20 – 24	Catch up Week	