

## Econ6323 Professional Development Seminar

Instructor: Qihong Liu; Office: Cate 1, Room 426; Office Hours: M 9-11am and by appointment.  
E-mail: [qliu@ou.edu](mailto:qliu@ou.edu). Class time: M 11am-12:15pm; W 11-11:50am. Cate Center 326

### 1. Course Objective and Structure

This course is a professional development class for economics graduate students and is designed to introduce you to how to: conduct research, develop research ideas, develop skills to create a long term research agenda, write a research paper, form your dissertation committee, develop your teaching and presentation skills, develop strategies to be a successful junior faculty member, and manage multiple demands on your time as a researcher and academic.

The course objectives include the following:

- Develop a research idea towards your dissertation,
- Form your ACR committee and advisor, or get ready for it,
- Learn how to conduct research, academic ethics, and expectations for academic publications,
- Learn how to present your research,
- Learn how to teach effectively.

The Oxford dictionary describes a seminar as “a class at a university or college when a small group of students and a teacher discuss or study a particular topic.” In other words, you reap what you sow, depending on your preparation and participation.

### 2. Work Requirements and Grading

- Attendance and class participation (30%): If you have more than three unexcused absences, you will get zero for your participation grade.
- Homework Assignments (20%):
  - Syllabus preparation,
  - Preparing your CV,
  - Developing your website (due date: last day of class),
  - Video recording a class lecture and get feedback: You are responsible for selecting a peer who will sit with you and critique your classroom performance. The peer evaluator could be your spouse, best friend, or the students in the classroom that you use. A form for this evaluation will be distributed prior to your videotape sessions. It is expected that you will articulate exactly what you are trying to improve in that session - making eye contact, talking slowly and distinctly, improving the effectiveness of your power point presentations, etc.
  - Complete assigned trainings from [onpoint.ou.edu](http://onpoint.ou.edu)
- Department seminar referee reports (15%):
  - Write three referee reports based on weekly department seminars, max. 3 page-single space. I expect you to attend all department seminars regularly.

- Research paper, including various preliminary submissions and presentations to the class at appropriate stages (e.g., topic, data, hypotheses, results) (35%).
  - Research paper referee reports. When you will submit your research proposal, you also need to submit me a list of 20 journal articles related to the research question you want to pursue. Out of these 20 articles, you choose ten papers to write referee reports. These ten papers should be most relevant to your research topic. Each referee report should be a minimum of two pages (double space) long, and it should mainly focus on the issues you do not agree with the author(s). You should also write a brief summary of the other ten articles. The summary should contain the information: (i) What is the research question? (ii) Why do the authors think the research question was important? (iii) How do the authors identify the model and address the endogeneity or other estimation issues? (iv) What are the main contributions of the study. Please do not just rephrase the abstract. Combine all those ten referee reports and additional ten summary reports and then submit one PDF file on Canvas before May 1, 2025. I will not accept any late submissions.

### **3. Academic Ethics**

Students must follow the standards of Academic Integrity of the University of Oklahoma. Cheating on assignments and exams, or plagiarizing is penalized by the University of Oklahoma. A student found in such a situation will receive a failing grade of F and be brought to University of Oklahoma Integrity Office for penalties as defined under Academic Misconduct. All students should be familiar with the OU Student Guide to Academic Integrity, accessible at <http://integrity.ou.edu/>

### **4. Reasonable Accommodation Policy**

Students requiring academic accommodation should contact the Disability Resource Center for assistance (<http://www.ou.edu/drc/home.html>). Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact me personally as soon as possible so we can discuss any necessary accommodations to ensure full participation in class.

### **5. Religious Holidays**

“It is the policy of the University to excuse the absences of students that result from religious observances.”

### **6. Title IX Resources and Reporting Requirement**

For any concerns regarding gender-based discrimination, sexual harassment, sexual assault, dating/domestic violence, or stalking, the University offers a variety of resources. To learn more or to report an incident, please contact the Sexual Misconduct Office at 405/325-2215 or [smo@ou.edu](mailto:smo@ou.edu). Also, please be advised that a professor/GA/TA is required to report instances of sexual harassment, sexual assault, or discrimination to the Sexual Misconduct Office.

### **7. Generative AI Policy**

In this course, you are welcome to use generative AI tools (such as ChatGPT or similar) to help with things like polishing your writing, organizing your thoughts, or exploring different ways to approach an idea. These tools can be valuable in the creative and drafting stages of your work, but they are not a substitute for your own critical thinking, analysis, or original contribution.

That said, you are fully responsible for the accuracy, quality, and integrity of the submitted work. If you choose to use AI, you need to tell me what you used it for (for example: "I used ChatGPT to help reorganize paragraphs and suggest alternative phrasing"). Being open about this is important for transparency and academic integrity.

## 8. Grading Scale

90-100:	A	70-79.9:	C	<60:	F
80-89.9:	B	60-69.9:	D		

I reserve the right to adjust this schedule of grade equivalents in the student's favor.

## 9. Tentative Schedule

### Week 1

January 19 MLK Day-No Class

January 21

#### 1. Introduction: Life of an Academic

Assignments:

- List five things that you think that you will like best about research & teaching at the college/university level and five things that you might be less thrilled with.
- Reflect on your job location preferences by considering which countries, regions, and settings (large cities versus college towns) you would be willing or unwilling to work in and why
- Think of how to develop good life-work habits.

### Week 2

January 26

#### 2. Getting started on Dissertation Research

January 28

#### 3. Research & Methodology 101: Guest Speaker: *Pallab Ghosh*

### Week 3

February 2

#### 4. How to do research & time management: Guest Speaker: *Tyler Ransom*

February 4

#### 5. Forming a committee, finding an advisor & communicating with faculty

### Week 4

February 9 & 11

#### 6. Present your research ideas

Assignment: Present 5-min long research topic(s).

### Week 5

February 16

7. How to maximize your research as a grad student: Guest Speakers: *Ahmed Fatmaoui, Kasra Khademozaian and Bill Townsend*

February 18

8. Using AI in research and teaching: Guest Speaker: *Tyler Ransom*

### Week 6

February 23

9. Career planning, work-life balance I: Guest Speaker: *Jayash Paudel*

February 25

10. Work-life balance II: Guest Speaker: *Daniel Nedelescu*

### Week 7

March 2 & 4

11. Teaching

Assignments:

- i. Create a syllabus,
- ii. Video record a class lecture.

### Week 8

March 9

12. Teaching large classes and classroom management I: Guest Speaker: *Brent Northwood*

March 11

13. Teaching large classes and classroom management II: Guest Speaker: *Greg Burge*

### Week 9: Spring Break

### Week 10

March 23 & 25

14. Present your research proposals, 2-3 pages, including literature review and hypothesis.

### Week 11

March 30

15. Job market advice

April 1

16. Advice from current and former students: Guest Speaker: *TBD*

### Week 12

April 6

17. Networking/Academic conferences: Guest Speaker: *Cindy Rogers*

April 8

18. Publishing process and peer review

Week 13

April 13 & 15

19. Present your research methodology.

Week 14

April 20

20. Seeking funding - Internal & External Grants: Guest Speaker: *Myonjjin Kim*

April 22

21. Career planning, tenure, goals, annual evaluation process

22. Academic integrity, Preventing harassment & discrimination, Title IX

Week 15

April 27 & 29

23. Preparing a CV and website development

b. Assignment: Prepare your CV

c. Assignment: Develop your website (Due by the last day of semester)

Week 16

May 4 & 6

24. Final research presentations: Introduction, literature review, data & methodology