

# UAB Graduate School *News & Events*

Spring 2005

## Graduate School Professional Development Program Welcomes Laura Burchfiel

**Laura Burchfiel** was already a familiar face in the Graduate School and is now a welcome addition to the Professional Development team. Laura assumed the Administrative Support Specialist position vacated in July and immediately began improving the process for finishing theses and dissertations. "Laura has used her prodigious organizational skills to revamp our office. She's helping all of us to be more productive and to better serve our graduate students," says Dr. Julia Austin, director of the Professional Development Program.



**Laura Burchfiel**  
Administrative Support Specialist  
UAB Graduate School

Laura's new responsibilities include updating student records to ensure that the necessary steps have been taken toward finishing a thesis or dissertation and that this is completed in the correct order. When asked about her role in the Graduate School, Mrs. Burchfield stated, "I am enjoying being part of the Graduate School team, which focuses on making the student's experience a positive one." Laura will also help organize the Doctoral Hooding Ceremony, Graduate Student Research Day, and the Summer Poster Session. If you are participating in any of these events or working on a thesis or dissertation, you will be seeing Laura very soon. She is also the one to call on when you need help maneuvering through the last stages of completing your thesis or dissertation. "Laura is a joy to work with and is already a tremendous asset to our program," says Jan Baird, Graduate School Editor.

Completing your thesis or dissertation can sometimes be a daunting task, especially while finishing your graduate career, moving to another city or state, or starting a new job. "Laura is working to make the often confusing final stages of theses and dissertations more transparent," says Dr. Austin.

The Graduate School welcomes Laura and we all look forward to working with her to reach her goals for the Professional Development Program.

[www.uab.edu/graduate](http://www.uab.edu/graduate)

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205-934-8227 or 800-975-GRAD (4723)





**Spring Offerings:**  
*Professional Development  
Program*

**Spring Term (January 4 - May 4)**

**GRD 701A-7P: Presentation and Discussion Skills.** Wed., 5:30pm - 8:00pm. Questions to Dr. Austin 975-6539 or Ms. Abney 934-8129. Bevil 170. (3 hr)

**GRD 701B-7P: Presentation and Discussion Skills.** (Second language English speakers). Wed., 5:30pm - 8:00pm. Questions to Ms. Abney 934-8129 or Dr. Austin 975-6539. Bevil 263. (3 hr)

**GRD 704-00: Specialized Instruction.** Individualized Instruction. For questions or call numbers, call Dr. Austin 975-6539, Ms. Baird 975-6511, or Ms. Abney 934-8129. (1-9 hr)

**GRD 705-7N: Teaching at the College Level and Beyond.** Tue., 5:30pm - 8:00pm. 3-hour option includes mini-lesson teaching demonstrations. Questions to Dr. Austin 975-6539 or Ms. Abney 934-8129. (2-3 hr)

**GRD 708-VT: Writing Professionally.** One-day workshop. Sat., Jan. 10, 2004, 9am - 5pm. Questions to Dr. Austin 975-6539, Ms. Baird 975-6511, or Ms. Abney 934-8129. CH 205. (1 hr)

**GRD 709-5R: Writing Fellowships.** Students will meet with instructor monthly: Jan. 7, Feb. 4, Mar. 4, and Apr 15. Questions to Dr. Austin 975-6539. HUC 511. (3 hr)

**GRD 710-VT: Career Workshop.** Fri. & Sat., TBA. Questions to Caroline Cofer cofer@physiology.uab.edu or Suzanne McAlear mcalear@uab.edu.

**GRD 721-P7: Speaking and Listening Strategies.** (Second language English speakers). Thu., 5:30pm - 8:30pm. Questions to Ms. Abney 934-8129. (3 hr)

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For more details, see the UAB Class Schedule, visit the GRD web site ([www.uab.edu/profdev](http://www.uab.edu/profdev)), or contact Julia Austin at 975-6539 or [jaustin@uab.edu](mailto:jaustin@uab.edu)

**Graduate School Deadlines:**  
*To Graduate in Spring 2005*

MPH, MSPH, DrPH, and MSN students: Check with your Graduate Program Directors for other deadlines, which differ from those of the Graduate School.

**Jan. 3:** Deadline to change residency

**Jan. 3:** Admission to candidacy due (Doctoral students require 2 semesters)

**Jan. 28:** Application for degree due

**Plan I**

**April 6:** Last day for public defense

**April 15:** Approved version due in Graduate School

**Plan II**

**April 22:** Last day for receipt of final papers

*Notes from Jan:* Plan I Graduate Students—don't put off thinking about the writing aspect of your research. There are many things that can be done at the beginning of the process that make the end of the process much less stressful.

The *Staying Afloat While Preparing a Thesis or Dissertation* workshop is a great place to begin. The next session is scheduled for Wednesday, January 19th from 4:00 to 6:00 pm in HUC 411. Whether you are just beginning to write or are in the final stages, this is a great opportunity to get guidance in how to create a realistic personal timeline for finishing your manuscript in time to meet graduation requirements and deadlines. You will also get help in fulfilling UAB format requirements and how to choose and follow a style guide.

January attendees will receive the first edition of a new "Formatting Tips" booklet (currently under construction), designed to help you with some of the more obscure aspects of creating a perfectly formatted manuscript (i.e., how to quickly create that little row of dots on the Table of Contents page and how to get a page number to print in the right place on a landscape figure page).

Email me at [jbaird@uab.edu](mailto:jbaird@uab.edu) to reserve a seat.

## *Teaching Course Offered Only Spring Term*

GRD 705: Teaching at the College Level and Beyond will now be offered only during Spring Semester. A popular class among both new and experienced teachers, the course introduces basic principles of teaching effectively at the college level and beyond—including teaching in areas outside academia. In this team-taught, 2-hour discussion seminar, we explore such topics as cognitive learning principles, presenting material so that it challenges and informs, integrating active learning approaches into college classes, using technology effectively, and designing course syllabi.

In addition to the discussion seminar, a 3-credit-hour option is available for those who would like more hands-on experience. Students who register for 3 credit hours will get assistance in delivering a mini teaching lesson and in beginning a professional teaching portfolio.

With the growing recognition of the scholarship of teaching, many institutions now require professors to demonstrate productivity in the classroom by producing teaching portfolios. Developing such a portfolio involves a process of reflection on teaching that culminates in the articulation of a personal philosophy about teaching. It involves gathering data about teaching and documenting success in the classroom. We've set up a web-based introduction to this process to help those who are interested get started on their professional development as teachers.

2 credit hours (call # 5009) 3 credit hours (call # 5010)

For additional information, contact Jan Baird (jbaird@uab.edu), Nancy Abney, (nabney@uab.edu) or Dr. Julia Austin (jaustin@uab.edu)

## *Call for Abstracts*

Graduate Student Research Day is an annual competition in which graduate students present their original research in an open forum. Degree-seeking UAB graduate students in all areas of study are invited to compete for 1st, 2nd, and 3rd place cash awards.

The deadline for submission of abstracts is 5 p.m. February 4, 2005. Abstracts must be submitted electronically at [www.uab.edu/graduate/researchday](http://www.uab.edu/graduate/researchday).

Sponsored by the Graduate School, Sigma Xi, and Graduate Student Association, the competition will be held in Hill University Center Great Hall on **Friday, March 4**.

## *Call for Judges*

Graduate Student Research Day is in need of judges. Faculty are encouraged to act as judges for the competition. This is a great opportunity for faculty to interact with graduate students and learn about the research taking place on campus. Interested faculty should contact Kellie Carter by **February 18**.

**FOR MORE INFORMATION:**  
[www.uab.edu/graduate/researchday](http://www.uab.edu/graduate/researchday)  
or contact Kellie Carter 975-8724  
[kcarter@uab.edu](mailto:kcarter@uab.edu)



**Submit news about graduate students to [kcarter@uab.edu](mailto:kcarter@uab.edu)**

Spring 2005

# Graduate Students *In The News*

## **Tondra Moore Receives Role Model Award**

In September 2004, fourth year doctoral fellow **Tondra Moore** received a Minority Access National Student Role Model Award.

Tondra has a Master of Public Health degree from UAB and has worked on several major health care issues affecting minorities, including cancer and sexually transmitted diseases.

The annual Role Models Conference is an opportunity to focus the national spotlight on individuals who have excelled in producing and supporting minority researchers, particularly in the biomedical sciences and health related fields.

The Graduate School congratulates Tondra on her achievements.

## **Application for Degree and Thesis/Dissertation Approval Forms**

Remember that you must submit an **Application for Degree** no later than the third week of the semester in which you expect to graduate. This form notifies the Graduate School of your intention to graduate, and initiates the somewhat lengthy process of clearing records and ordering diplomas.

The **Thesis or Dissertation Approval forms** must also be initiated by the student. These forms are to be signed by all committee members after your public defense and are part of the permanent UAB records. They are bound with the library copies of your thesis or dissertation, so they must be without error. Requests for Approval forms must be made no later than **10 days before your public defense**.

Both forms are available online at [www.uab.edu/graduate](http://www.uab.edu/graduate). Follow the **Current Student** link to **Completing a Graduate Degree** and read carefully.

**UAB** GRADUATE  
SCHOOL

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