

Professional Development Seminar

BIOL 3192

Meeting times: Friday 2pm to 3pm, Online, participation is required (use iclicker).

Instructor: Dr. Alexander Friedman, afriedman@utep.edu. (Assistant professor, at Department of Biology)

Office hours: Friday 2:50-3:20. or by appointment. Each student is **encouraged** to contact Alexander.

Alexander is for you.

Textbook: None required.

Goals: To learn skills to prepare yourself for a career following receipt of your degree in biological sciences. The class will focus on honing communication skills, writing resumes, applying, and interviewing for jobs/graduate school, and exploring career opportunities. Understand scope of biomedical research. Be inspired by science on basic and translational level. Find your possible life pathways and scientific and career goals.

ASSIGNMENTS

1. PRESENTATIONS (will be delivered at last lessons)

In 2 PPT slides, you will give a short plan (long-form “elevator pitch”) about who you are and your career goals. This should be made specific for whatever job/further education you are interested in. For example, if you want to go to graduate school – talk about this, why you want to go to grad school, what makes you prepared, what makes you an outstanding candidate. Your classmates will then ask questions. Each presentation should take 3 mins total (with questions). You need indicate potential pitfalls and identify what is missing to reach your goal. You need develop plan how you will fix a “problems” and will be developed in most efficient way.

- <https://www.asbmb.org/career-resources/webinars/science-in-a-flash-how-to-give-a-successful-flash>
- <http://sfp.ucdavis.edu/files/163926.pdf>
- What is your dream job?
- What is your life goal/mission?
- What is the expected salary range for this job?
- How does hiring process work?
- What credentials are needed?
- What would you recommend for someone at my career stage?
- What would you do differently in your career path?
- What do you like most/least about job.
- What's a typical day like?

- What you are missing to get this job?
- How can you improve your set of skill and CV to get this job?
- What are alternative pathways?

IDEALY YOU WILL “FIND YOURSELF”, and will create a detailed plan to reach your goal

PRESENTATIONS next two slides – ideas for the interview

In next 2 slides we will conduct an interview with your to your first job or grad school application .

- IDEALY YOU WILL START TO THINK HOW TO “SELL YOURSELF” THAT IS CRITICAL SKILL
SUBMIT a first draft by Sept 4th. Submit a last draft by your presentation date. Please indicate how your view changed with a class. You will present it the last lessons.

2. PERSONAL FINANCE

Write out 100-word financial plan about how you will fund your career plan. Ideally you will start think about possibilities around you, and how to apply to scholarship or fellowship. Plan will be graded as satisfactory or unsatisfactory (S/U).

Submit a draft by Sept 25th.

3. RESUME BUILDING

Before and after Nick Zweig’s or my presentation, we will spend one class on resume peer-review. Come prepared with your complete resume – 2 PAGE MAXIMUM. After class please revise your resume. For the final assignment you will turn in: (1) original resume (before Nick presentation); (2) Ideas of improvement that you learn from Nick presentation; (3) final resume. Final resume and materials will also be graded as satisfactory or unsatisfactory (S/U).

IDEALY THAT WILL BE YOUR FIRST PROFESSANLY DONE RESUME THAT YOU WILL USE IN FUTURE

SUBMIT a draft by October 9th.

4. COVER LETTER – WRITING

Whether you plan to apply to a job immediately after graduate or apply to graduate school/medical school. The content and quality of your cover letter will be critical to your success. Following guidelines from Nick Zweig’s or my presentation write the first paragraphs of your cover letter.

IDEALY THAT WILL BE YOUR FIRST PROFESSANLY DONE COVER LETTER THAT YOU WILL USE IN FUTURE

SUBMIT a draft by Oct 30th.

5. Statement of purpose and Research statement

Whether you plan to apply to a graduate school/medical school.

The content and quality of your statement of purpose letter will be critical to your success. Following guidelines from my presentation write the first paragraphs of your statement.

IDEALY THAT WILL BE YOUR FIRST PROFESSANLY DONE STATEMENT THAT YOU MAY USE IN FUTURE

SUBMIT a draft by November 13th.

GRADING

Presentation

Grades will be either satisfactory or unsatisfactory. *To receive satisfactory, you must give one presentation AND give feedback on at least 3 other presentations.*

*You only must attend the presentation class that you present in.

Assignments

Grades will be either satisfactory or unsatisfactory. To receive satisfactory, you must turn in the assignment ON TIME.

Final Grades 4 assignments and one presentation will be necessary to receive an A. Missing 2 assignments will result in a B , missing 3 assignments and presentation will result in C, missing 4 assignments and presentation but participating in at least 9 lessons will result in D. Missing all assignments and not participating at least in 9 lessons an F.

DROP DATE. October 30.

COVID:

If you have any problem that are related to pandemic you can a) turn your assignment later b) watch recorded lessons later BUT need to inform Alexander.

ONLINE learning problems

If you have problems with internet or your PC you can a) turn your assignment later b) watch recorded lessons later BUT need to inform Alexander.

Attendance is required - we want to develop you. That is good for you and about you. We will use iclicker to check attendance.

DISABILITY STATEMENT: If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, or by email to cass@utep.edu, or visit

their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at www.sa.utep.edu/cass.

Date	Topic
<p>August 28</p>	<p>It's about you!!!! Assignment: Alexander <i>Personal Inventory</i> Develop a Power Point that will demonstrate a 4 best career development plans. Understand what is missing and can be improved for each of the pathways. Biomedical research directions and available jobs. Be CREATIVE, you have many career options Submit it by Sept 4th</p>
<p>September 4</p>	<p>Ariana Undergraduate Initiatives Graduate Initiative</p>
<p>September 11</p>	<p>Gale Getting into Medical School/Getting into Graduate school</p>
<p>September 18</p>	<p>Alexander How you can find a best researcher in yourself? How can you find that you are: supper creative? problem solver? How can you find field of research that is most interesting for you? What is the best research experience strategy? Do undergraduate research? Gap year? Master? PHD? Part time volunteering? Nobel today!</p>
<p>September 25</p>	<p>Nick Assignment: Be prepared to develop a successful resume/cv, cover letter, interview skills, etc. Assignment: CV or resume</p>

<p>October 2</p>	<p>Alexander</p> <p>Research statement. Statement of purpose, What PHD program is expecting from you? Do you really want to do a PHD? How to get to the best program? What is a successful PHD?</p>
<p>October 9</p>	<p>Nick</p> <p>CV, Cover letter ...</p> <p>Career Services: Professional Development Part 2 – Mr. Nick Zweig</p> <p>Assignment: Be prepared to discuss. Techniques for a successful cover letter, interview skills, etc. Come with ready letter and improve it later.</p>
<p>October 16</p>	<p>Alexander</p> <p>What master program is expecting from you? Do you really want to do a master? -That is a middle ground. When to start master? research master vs classes. What area.</p>
<p>October 23</p>	<p>Final decision: business, master, phd or another alternative. What are evaluations criteria? What is a best strategy for me?</p>
<p>October 30</p>	<p>Please bring to class a PowerPoint presentation, with 5 slides, outlining what you plan to do from this point to start on your career path. Second PowerPoint will be your interview practice.</p>
<p>November 6</p>	<p>Please bring to class a PowerPoint presentation, with 5 slides, outlining what you plan to do from this point to start on your career path. Second PowerPoint will be your interview practice.</p>
<p>November 13</p>	<p>Please bring to class a PowerPoint presentation, with 5 slides, outlining what you plan to do from this point to start on your career path. Second PowerPoint will be your interview practice.</p>
<p>November 20</p>	<p>Please bring to class a PowerPoint presentation, with 5 slides, outlining what you plan to do from this point to start on your career path. Second PowerPoint will be your interview practice.</p>

No Final Exam

Schedule Subject to Change

Academic dishonesty

Academic Dishonesty will not be tolerated. It includes, but is not limited to, cheating, plagiarism, collusion, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. If you have any questions regarding the university policy on scholastic dishonesty, please contact the Dean of Students.

Code of Conduct

Be considerate, respectful, and collaborative. Communicate openly with respect for others, critiquing ideas rather than individuals. Avoid personal attacks directed toward other students. Be mindful of your surroundings and of your fellow participants.

Disability Statement

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Military Statement: If you are in the military, with the potential of being called up for military service and/or training during the course of the semester, you are encouraged to contact Alexander