

## BIOL 3193: Professional Development in Ecology and Evolution CRN 24885 • Spring 2025

### Instructor

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Office hours by appointment.

### Scheduled Class Time and Room

Tuesday 12:30-1:20 LART 107

### Course Objectives

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.

**DROP DATE.** The UTEP Spring 2025 drop deadline is **April 4, 2025**. The College of Science will remain aligned with the University and not approve any drop requests after that date.

**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](mailto: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](http://www.sa.utep.edu/cass).

**Career Exploration Presentation:** Find a person that has a job in an area of ecology, evolution, or environmental science you are interested in and ask them about their career path, paying particular attention to the material you will need to present on your slides. This person cannot work at a university (including UTEP) or be a member of your family. I will grade the presentation as either *satisfactory* or *unsatisfactory*. Let me know who you have selected to interview by **March 4**. Then send me a draft of your presentation by email by **April 15**. These checkpoints are not mandatory, but if you don't do them by that date, I may not provide you with the necessary feedback you need to get a grade of satisfactory on the final presentation. In other words, your grade is at risk if you do not meet these milestones. Presentations will occur on **April 29** as shown on the schedule below. You will need to present in ONE MINUTE and I recommend practicing to get it within that window. Here are some example questions to ask your interviewee:

- What's 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?

**Résumé assignment:** After the Career Center's presentation, work on your résumé and then bring it to class for review. I will also provide you with feedback after you turn in a draft. You will turn in a final improved version based on the feedback you receive. For the final assignment due **March 18**, you'll turn in: (1) original

résumé; (2) notes on the feedback you received; (3) short description of what you worked on to improve; (4) final résumé. I will grade the résumé and materials as either *satisfactory* or *unsatisfactory*.

Grading:

Participation: Attendance will be taken, and on some days, there will be some small homework or in-class assignments required for participation credit for that day. The first three absences will be excused for any reason. No documentation is needed. The class meets 15 times. If you attend at least 12 class periods, you will automatically receive at least a C in the class. 9-10 for a D, less than 9 is an automatic F regardless of other work turned in. Grades of *satisfactory* on the Career Exploration Presentation and Résumé assignment will raise your grade by one letter grade each. **Being marked late two times will count as an absence.**

**TENTATIVE SCHEDULE**

<b>Date</b>	<b>Activity</b>	<b>Assignments</b>
January 21	Introductions, class goals, syllabus	
January 28	Networking & reputation	
February 4	Graduate school	
February 11	Graduate school	
February 18	Career center – résumé/cover letter	
February 25	Resume peer review	Bring your résumé
March 4	Resume feedback	Career assignment selection due
March 11	SPRING BREAK	
March 18	Career center – interviews	Final résumé due
March 25	Personal Finance	
April 1	Personal Finance	
April 8	Job boards, internships, EEB degree	
April 15	Guest speaker – Secondary Ed	Draft presentations due
April 22	Giving presentations	
April 29	Career Options – presentations	
May 6	Career Options – discuss / Conclusion	