ESCI 3192 – FALL 2023 - CRN 15479
Professional Development in Environmental Sciences

SYLLABUS AND TENTATIVE SCHEDULE

NOTE: The assignments, schedule, mode of assignments and submittal dates may be revised throughout the semester. Assignments and grades will be coordinated in Blackboard so check for events and assignments in Blackboard.

Class Meeting Time/Location – Wednesdays 3:30-4:20 pm – UGLC Room 340
Brenda Barnes (instructor), cell 915-276-6103, bebarnes@utep.edu
To reach Dr. Barnes: Text my cell, email or Blackboard message

Textbook
NO text is required. Supplemental material will be available in class and in Blackboard.

Goals for Knowledge – at the end of this course you should:
- be familiar with career paths for environmental scientists and geoscientists
- understand the basics of preparing resumes, CVs, and personal statements
- have a general plan of what to do to prepare yourself for graduate school (including taking the GRE) or the workforce
- understand how your personality type influences your relationships with others

Goals for Skills – at the end of this class you should be able to:
- communicate scientific ideas in written and oral form to colleagues and the general public
- find basic information on jobs and careers in the environmental sciences and geosciences
- become confident at presenting yourself during interviews and other face-to-face contacts with potential employers
- create and maintain a Linked-In profile
- apply for internships and other job opportunities
- develop better time management skills

How will I determine if you have reached these goals?
- writing assignments and oral presentations
- homework assignments (including writing resumes, personal statements and developing a Linked-In profile)
- personal/career blogs (each week I will give you a question to “blog” about in your own on-line, private journal)
Tentative Schedule:

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<tr>
<th>Week of</th>
<th>Topic*</th>
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| Aug. 30  | Introductions, time management, beginning to blog  
*Blog Question: How did I become interested in my major? (due beginning of next class period)* |
| Sept. 6  | Career aspirations, personal statements  
Draft Personal Statement assignment – due Sept. 13  
*Blog Question: What is one of my dream jobs?* |
| Sept. 13 | Guest Speaker – Greg Shafer, University of Boise, Idaho – Virtual lecture (What do employers really want? How to find information about careers, salaries, future projections)  
*Blog Question: My reactions to the presenter’s presentation were...*  
Submit revised personal statement in Blackboard by 8 AM, Sept. 20 |
| Sept. 20 | Peer reviews of personal statements, Presentations on careers.  
Assignments: Visit UTEP Career Expo (Thursday, September 21 at 9:00 AM to 2:00 PM -and/or Friday, September 22 at 9:00 AM to 2:00 PM  
https://www.utep.edu/student-affairs/careers/events/career-fair-calendar.html  
Or conduct research on one possible employer and write a summary (due Sept. 20 to Blackboard)  
*Blog question: What can I highlight about my background to interest employers or graduate schools?* |
| Sept. 27 | Nuts and bolts of resumes, letters of recommendation  
*Blog Question: What is important to look for in an internship or job?*  
Assignments: Resume draft 1 – due for peer review in class during week of Oct. 4 |
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<tr>
<th>Date</th>
<th>Event Description</th>
<th>Assignment Details</th>
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<tbody>
<tr>
<td>Oct. 4</td>
<td>Interviewing, UTEP career center visitor* (date to be confirmed)</td>
<td>Assignment 2: Attend Graduate and Professional Schools Fair (Wednesday, October 4 at 10:00 AM to 2:00 PM or research a graduate program you are interested in and write a summary (due. Oct. 18 to Blackboard)</td>
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<td>Oct. 11</td>
<td>Peer reviews of resumes, how to find and apply for an internship or job</td>
<td>Assignment 1: revised resume – due Oct. 11 in Blackboard</td>
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<td>Oct. 18</td>
<td>Mock interviews</td>
<td>Assignment 1: questions for graduate student panel due Oct. 18 Assignment 2: final revised resume due Oct. 25 in Blackboard!</td>
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<td>Oct. 25</td>
<td>Developing a Linked-In Profile</td>
<td>Assignment: Linked-In profile due Nov. 8 Blog Question: The most important things I should include in my Linked-In profile are....Blog Question: My reactions to the panel’s discussion were....</td>
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<td>Nov. 1 (3rd)</td>
<td>Considering graduate school, taking the GRE</td>
<td>Blog Question: Is graduate school for me now or sometime in the future?</td>
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<td>Nov. 8</td>
<td>Visit from professional – Kent Waggoner – Texas Commission on Environmental Quality (date to be confirmed)</td>
<td>Blog Question: My reactions to the presenter’s presentation were....</td>
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<td>Nov. 15</td>
<td>Visit from professional – To Be Announced*</td>
<td>Blog Question: My reactions to the presenter’s presentation were....</td>
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<td>Nov. 22</td>
<td>Visit from professional – To Be Announced*</td>
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<tr>
<td>Date</td>
<td>Blog Question: My reactions to the presenter’s presentation were....</td>
<td>Blog Question: How does my Myers-Briggs type and multicontextual thinking affect my success as a student at UTEP and beyond?</td>
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<tr>
<td>Nov. 29</td>
<td>Personality types and how to work with others (multicontextual thinking, Myers-Briggs)</td>
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<td>Dec. 6</td>
<td>No final exam - submit final blog comments by 8 AM today!</td>
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*I am hoping to invite 2 or 3 professionals to visit the class during the semester so the schedule will be modified/adjusted when these visits occur.

**Grading:**

- In-class writing assignments and presentations: 15%
- Class participation: 10%
- Other individual work (resume, statement, linked-in profile): 50%
- Personal/Career blog: 25%

A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=below 60%

**Class participation:** You are expected to participate in class by joining in group discussions and asking questions (especially when we have guest speakers or panels). I will keep track of your participation and about mid-way through the semester I will provide you with information on your attendance/participation grade. Please be considerate and email me if you cannot make class or are running late on an assignment!

**Personal/Career Blog:** Many studies have shown the reflective writing helps students to reduce stress, facilitate problem solving and express emotions. Reflective writing has been used in medical schools, sociology, nursing, etc. to help enhance professional development. It is a good way to explore ideas about your past, present and future as an environmental scientist. I do not expect that everyone will find blogging useful, but I will be giving you blogging assignments and providing you with monthly feedback at the end of September, October and November. Blogs that are posted more than 2 weeks late will only receive half (50%) credit.
Drop date: The UTEP Fall drop deadline is November 3, 2023. The College of Science will remain aligned with the University and not approve any drop requests after that date.

Policy on make-up assignments: No make-up assignments will be given for reasons other than illness (doctor's note required), absence with my prior approval, or when you are on official University business (documentation required). Make-up assignments will be scheduled at my convenience. Please contact me as soon as possible if you know you have a conflict with any assignment, event or deadline!

Individual work:  
Personal statements, resumes and Linked-In profiles that are more than 1 week late will only receive half (50%) credit. These need to be turned in on time so you can receive feedback to revise and improve them before you need to submit them for job applications, graduate school applications or internship applications coming up later in the year.

Incomplete grades: All grades of Incomplete must be accompanied by an Incomplete Contract that has been signed by the instructor of record, student, departmental chair, and the dean. The College of Science requires all work to remove incompletes must be finished within one month of the end of the semester. A grade of Incomplete is only used in extraordinary circumstances confined to a limited event such as a missed exam, project, or lab. If the student has missed a significant amount of work (e.g. multiple assignments or tasks), a grade of Incomplete is not appropriate or warranted.

Academic Honesty: The Department of Earth, Environmental and Resource Sciences (DEERS) has gone to great lengths in order to make learning the material easier than engaging in scholastic dishonesty, which is defined in the UTEP Student Handbook and also at http://sa.utep.edu/osccr/academic-integrity/. Proven violations of these detailed regulations may result in any of the consequences outlined in the Student Handbook.

Plagiarism: Using another person’s ideas, words, drawings, etc. without giving proper credit (through a citation) is considered plagiarism. This includes anything from a book, magazine, technical report or journal, or website. It ALSO includes
anything copied from another student’s paper or from a paper you wrote for
another class where you received credit for it. Plagiarism is considered Academic
Dishonesty and you may be reported to the Dean of Students if we suspect you of
plagiarism. I regularly randomly compare students’ papers for similar wording
and conduct internet searches on suspicious text. If you plagiarize as a
professional it can cost you your job!

Students with Disabilities: If you have a disability and believe you may need
accommodations in this class you are encouraged to contact the Center for
Accommodations and Support Services (CASS) at 915-747-5148 or cass@utep.edu
within the first two weeks of class. They are located in room 106 of the East
Union Building. We will work with you and CASS to find accommodations that
will help lead to success in my course. The sooner you have CASS contact Dr.
Barnes the better able we are to help you.

Military Service: If you are a military student with the potential of being called
into military service and/or training during the course of the semester you are
encouraged to contact me or the teaching assistant regarding these matters.

COVID Statement
Please stay home if you have been diagnosed with COVID-19 or are experiencing
COVID-19 symptoms. If you are feeling unwell, please let me know as soon as
possible, so that we can work on appropriate accommodations. If you have tested
positive for COVID-19, you are encouraged to report your results to
covidaction@utep.edu, so that the Dean of Students Office can provide you with
support and help with communication with your professors. The Student Health
Center is equipped to provide COVID 19 testing.

The Center for Disease Control and Prevention recommends that people in areas
of substantial or high COVID-19 transmission wear face masks when indoors in
groups of people. The best way that Miners can take care of Miners is to get the
vaccine. If you still need the vaccine, it is widely available in the El Paso area, and
will be available at no charge on campus during the first week of classes. For more
information about the current rates, testing, and vaccinations, please visit
epstrong.org