

## BIOL 3193 – Professional Development Seminar – CRN 27220 – Spring 2023

### Instructor:

Dr. Eli Greenbaum, Office: Biology B301; [egreenbaum2@utep.edu](mailto:egreenbaum2@utep.edu) (allow up to 48 hours for a response)  
Office hours by appointment.

**Scheduled Class Time and Room:** Fridays 9:00-9:50 AM, Classroom Building C201

**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.

**Class expectations:** This class is being conducted in-person and you are expected to come to class. However, selected classes will meet via Zoom, and the professor will inform you when this will occur. Students should familiarize themselves with the Zoom application at [zoom.utep.edu](https://zoom.us) and download the app to your electronic device. Attendance is mandatory for this class, but I will allow students to miss a maximum of 2 classes without penalty, except when assignments or presentations are due (check schedule below).

**Netiquette:** It is the student's responsibility to check their email several times a week to ensure they do not miss important emails and announcements from the professor via Blackboard. Students are expected to communicate with the professor and each other in a professional and respectful manner at all times – failure to do so can result in penalties to the final grade, or in extreme cases, reporting to the UTEP Office of Student Conduct and Conflict Resolution. Please consult this website for more information: <https://www.utep.edu/extendeduniversity/utepconnect/blog/october-2017/10-rules-of-netiquette-for-students.html> Mass emails to other students in the course via Blackboard or other platforms are not permitted, and can result in penalties to grades. Avoid sending messages via Blackboard, and instead email the professor directly.

**COVID-19 Policy:** **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](mailto: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 and Wellness Center is equipped to provide COVID-19 testing: <https://www.utep.edu/chs/covid-testing/index.html> 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. For more information about the current rates, testing, and vaccinations, please visit [epstrong.org](https://epstrong.org)

**Makeup Policy:** Makeups for missed classes and/or assignments will be offered to students who miss a class or deadline because of illness, vehicle breakdown, death in the family, or university-sponsored activity, **but written documentation must be provided within 1 week of the missed class/deadline via email to the professor.** Makeups are not an option for poor grades on completed assignments.

**Extra Credit:** No additional extra credit will be offered at any time during the entire duration of this course. Requests for extra credit assignments will be denied – no exceptions.

**DROP DATE:** The UTEP Spring 2023 drop deadline is **March 30, 2023**. The College of Science will remain aligned with the University and not approve any drop requests after that date.

**Disability and Military Statements:** 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). If you are a military student with the potential of being called to military service and/or training during the course of the semester, please contact the professor within the first week of class to arrange in advance for makeup assignments, etc.

**Career Exploration Presentation:** Find a person that has a job in an area of biology 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 medical doctor (talk to me if you think you warrant an exception to these restrictions) 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 3**. Then send me a draft of your presentation by email by **April 7**. Late submissions will incur a heavy penalty to the grade (10 points per missed day), and will not be accepted 3 days after these deadlines. Final presentations will occur on **April 28** as shown on the schedule below. You will need to present in **3 minutes** 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 the 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 the job?
- What's a typical day like?

**Résumé assignment:** After the career center's presentation on **February 17th**, 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 **via email on March 3**. You will turn in a final improved version based on the feedback you receive, **again via email**. For the final assignment due **March 24**, 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 is mandatory for this class, but I will allow students to miss a maximum of 2 classes without penalty, except when assignments or presentations are due (check schedule below). The class meets 13 times. If you attend at least 11 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.

**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. Although UTEP will allow a maximum of one year to complete this contract, the College of Science requests it be limited to one month based upon completion data. 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.

## TENTATIVE SCHEDULE

<b>Date</b>	<b>Activity</b>	<b>Assignments</b>
January 20	Introductions, class goals, syllabus	
January 27	Graduate school	
February 3	Networking, social media, reputation	
February 10	<i>Career Center</i> – Preparing for Graduate school	
February 17	<i>Career Center</i> – Developing a CV	
February 24	<i>Career Center</i> –Mastering the interview	
March 3	CV peer review	Bring your CV and email it
March 10	CV feedback	Career assignment selection due
March 17	<b>SPRING BREAK No class</b>	
March 24	<i>Katherine Meraz</i> – Secondary Ed	Final CV due via email
March 31	<b>Cesar Chavez Day No class</b>	
April 7	TBA	Draft presentations due
April 14	<i>Career Center</i> – Establishing your LinkedIn profile	
April 21	Giving presentations	
April 28	Final presentations	Final presentations