

PROFESSIONAL DEVELOPMENT SEMINAR (BIOL 3192) – FALL 2016

Instructor: Dr. Jeffrey Olimpo

Office: B226A Biology Building (Tues. 10:00 – 11:00am & Thurs. 1:30 – 2:30pm)*

E-mail: jtlimpo@utep.edu

*These are hours when I am **guaranteed** to be in my office. If these times do not work for you, please send me an e-mail, and we can arrange another time to meet. I'm here to help!

COURSE DESCRIPTION

Welcome to BIOL 3192: Professional Development Seminar! As emerging scholars in your field, this course seeks to provide you with an opportunity to acquire and utilize personal and professional knowledge appropriate to the biological sciences disciplines. This course will therefore cover a diverse array of topics including: how to strategically identify and prepare for post-graduation opportunities, the multiple types of opportunities that exist, and the mechanisms needed to be successful at accomplishing your short- and long-term career goals.

COURSE OBJECTIVES

This course is designed to provide students with a broad opportunity to develop the skills and knowledge necessary for advancement in their chosen field. Upon completion of the course, students will be able to:

- Develop a personal statement and résumé suitable for submission to a competitive position within their field
- Demonstrate, through written and oral media, an understanding of the skills and knowledge necessary for professional advancement in the field

ACADEMIC INTEGRITY

As members of a scholarly community dedicated to healthy intellectual development, students and faculty are expected to share the responsibility of maintaining high standards of honesty and integrity in their academic work. All material for this course must be your work and no one else's. **Cheating or plagiarism in any form will not be tolerated.** This includes, but is not limited to, copying someone else's work on an assignment and "lifting" resources from the internet (or other source) without proper citation. Please note that all suspected instances of plagiarism or academic

dishonesty will be referred to the Dean of Students' Office, in accordance with UTEP policies and procedures.

The honor code also states that all members of the UTEP community are entrusted with the responsibility to uphold and promote five fundamental values: Honesty, Trust, Respect, Fairness, and Responsibility. These core elements foster an atmosphere, inside and outside of the classroom, which serves as a foundation and guides the UTEP community's academic, professional, and personal growth. Endorsement of these core elements by students, faculty, staff, administration, and trustees strengthens the integrity and value of our academic climate.

COMMUNICATIONS

When you e-mail me, please include a proper subject, any message you are responding to, the course name and CRN, as well as your name. Please use your UTEP account to ensure the e-mail is not blocked by the university's spam filter. If you e-mail from our Blackboard course, essential information like the course name and section will automatically be included. I will do my best to respond to your e-mail within 24-48 hours. If you do not get a response in this timeframe, I ask that you please re-send your e-mail. Ensure that you regularly check the e-mail account listed for you in Blackboard *or* feel free to provide me with an alternate account that works best for you.

TECHNICAL SUPPORT

The IT Support Team can assist with Blackboard, password resets, and student e-mail accounts. Hours and other helpful information can be found at <http://www.helpdesk.utep.edu>.

COURSE GRADING & EXPECTATIONS

COURSE GRADING:

- Attendance/Participation 50%
- Career Readiness Assessments (CRAs) 15%
- Professional Interview 20%
- Final Presentation - Looking Ahead 15%

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

Please note that the "+/-" grading system will not be used in this course as per departmental and university policies.

ATTENDANCE AND SEMINAR CONDUCT

Due to the nature of the course, your attendance is **required** for all seminar meetings. Class will begin promptly at 3:00pm and conclude no later than 3:50pm. If, for whatever reason, you cannot make it to class on time, please do your best to enter quietly when you do arrive. In addition, please make every effort to be courteous to your fellow students and myself. If you know you're a constant texter or are on a quest to collect all Pokémon in CCSB, please leave your devices in your backpack or an alternate, secure location.

Please also note that attendance is *not* the same as participation. You should please arrive to class on time and prepared, having completed all assignments (as appropriate), with questions and/or opinions to discuss as part of our ongoing conversations. Your participation in in-class activities is likewise expected and is both an appreciated and valued component of the overall success of the course.

BLACKBOARD

This class makes extensive use of BlackBoard® (<https://adminapps.utep.edu/blackboardlearn>). You will use Blackboard to access and submit assignments, download or print course materials, and check your grades. Please note that your login and password are the same as you would use to access your UTEP e-mail account.

CAREER READINESS ASSESSMENTS (CRAs)

This semester, you will be required to complete several CRAs that are structured to promote self-reflection and practical actions that are valued elements of successful advancement in the field. These assessments are described below:

- **Individual Development Plan.** The Individual Development Plan (IDP) is a tool utilized to assist prospective employees in establishing and achieving short- and long-term career goals, as well as improving efficiency and productivity. As soon as possible, please register for a free account at the following website: <https://myidp.sciencecareers.org>. Once you have registered, please complete the "Skills Assessment," "Interests Assessment," and "Values Assessment" surveys (links available along the left-hand side of the page), and **print each summary page**. Then, click on the link that says "Consider Career Fit." **Print this page as well**. Lastly, under the "Set Goals" section, please create *at least three* goals each for career advancement and skills, and **print a summary of those goals**. Please submit your completed IDP as a single PDF document under the "Course Assignments" section of our Blackboard site no later than Monday, September 19th, @ 11:30pm.
- **Personal Statement and Résumé.** In addition to being a standard application requirement for numerous (if not all) positions in the field, your personal statement and résumé provide an opportunity for you to highlight your strengths and emphasize why you

are a suitable candidate for the position being sought. As part of this CRA, you will develop a preliminary draft of your résumé as well as a personal statement relevant to one position of your choosing. Further details will be provided in class on Sept. 26th. Please submit your draft under the “Course Assignments” section of our Blackboard site no later than Monday, October 10th, @ 11:30pm.

- **Internship/Fellowship, Graduate Program, or Job Application.** Building upon the personal statement and résumé you submitted earlier in the semester, this final CRA requires you to identify an internship/fellowship, graduate program, or position you would consider pursuing, and re-craft your personal statement and résumé to align with the requirements of that job advertisement. Remember – in order to be a competitive applicant, you should address all qualifications cited in the advertisement in a clear and concise manner, emphasizing what you could offer your (future) employer. Please submit a copy of the position advertisement, as well as a “final” draft of both your personal statement and résumé to the “Course Assignments” section of our Blackboard site no later than Monday, November 28th, @ 11:30pm.

PROFESSIONAL INTERVIEW

Understanding how professionals in the field view their experiences is vital to developing your own short- and long-term career goals (and the personal perceptions surrounding those careers). Therefore, you are required to conduct a brief (~10 - 15 min.) interview with a member of the biological sciences community of your choosing. You should audio- or video-record your interview! Using the interview data, you must then write a 2 – 3 pg., double-spaced paper analyzing the content of the interview & providing your own reflection of how the interview impacted your personal, academic, and/or professional pathway. **Please also ask that the interviewee provide you with his/her business card.** Please submit your paper *and* a scanned copy of the business card to the “Course Assignments” section of our Blackboard site no later than Monday, November 7th, @ 11:30pm.

FINAL PRESENTATIONS – LOOKING AHEAD

As a culminating piece, you will be required to present a brief (~8 - 10 min.) PowerPoint presentation documenting the “next steps” you intend to pursue to achieve your career goals. While the manner in which you structure your presentation is left to your discretion, revisiting your Individual Development Plan might provide a starting point from which to craft your talk. The order in which presentations will occur and a grading rubric for this assignment will be determined and distributed, respectively, on October 10th.

Please also note that the available presentation dates (see Seminar Schedule on next page) are Nov. 14th, 21st, and 28th. If you are aware of any conflicts of interest that will prevent you from presenting on one of those dates, I ask that you please let me know as soon as possible.

SEMINAR SCHEDULE

Wk.	Date	Lecture Topics	Assignment(s) Due
Professional Preparation and Advancement			
1	Aug. 22	Introductions and Personal Assessment	
2	Aug. 29	Prof. Development I (N. Zweig)	
3	Sept. 5	NO CLASS - LABOR DAY HOLIDAY	
4	Sept. 12	Prof. Development II (N. Zweig)	
5	Sept. 19	Internships (L. Diaz-Martinez, Ph.D.)	Individual Dev. Plan (CRA)
Careers in the Biological Sciences			
6	Sept. 26	Graduate Programs in the Biol. Sciences	
7	Oct. 3	Research-Oriented Positions	
8	Oct. 10	Teaching-Oriented Positions	Personal Statement (CRA)
9	Oct. 17	NO CLASS - PREP SESSION	
10	Oct. 24	Government Positions	
11	Oct. 31	Industry and Field Positions	
12	Nov. 7	Environmental Health/Medicine	Prof. Interview
"Next Steps" - A Post-Graduation Perspective			
13	Nov. 14	Student Presentations	
14	Nov. 21	Student Presentations	
15	Nov. 28	Student Presentations	Application (CRA)

** Please note that the course drop date is **Oct. 28th**.*

*** Disclaimer: I reserve the right to change the contents of this syllabus due to unforeseen circumstances.*

*Students will be given notice of relevant changes through BlackBoard and e-mail. Assignment due dates will **NOT** change.*

WELCOME TO BIOL 3192!!! 😊