

Profession Development Seminar

Course Syllabus for BIOL 3192 – CRN 32880– Summer 2023

INSTRUCTOR

Dr. Kelly S Ramirez

Ksramirez4@utep.edu

MEETING TIMES

Jun 13, 2022 – July 6, 2022

Tuesday & Thursday 10:00-11:30 pm

LOCATION

In person: Chemistry & Computer Sci. Bldg G.0208

OFFICE HOURS (Biology B405)

Tuesday from 12:00-2:00pm or by appointment*

*Send me an email with 3 available times

TEXTBOOK

None required, resources will be shared over the semester

GOALS

To acquire skills to prepare yourself for a career following receipt of your degree in biological sciences. The class will focus on honing communication skills, writing your resume, applying and interviewing for jobs and graduate school, and exploring career opportunities.

DROP DATE

The UTEP Summer 2023 drop/withdrawal deadline is June 27, 2023. The College of Science will remain aligned with the University and does not approve any drop requests after that date.

ASSIGNMENTS

1. IMPOSTER SYNDROME

Read the article 'Importance of stupidity in scientific research.' Write 200-250 reflection on when you have experienced impostor syndrome and how it affected you in making 'career' decisions. How can you address this in the future?

2. RESUME BUILDING

Following Nick Zweig's presentation, we will spend one class on resume peer-review. Come prepared with your complete resume – 1 PAGE MAXIMUM. I will also provide feedback on your draft. You will turn in a final revised version using the feedback you receive. For the final

assignment you'll turn in: (1) original resume; (2) notes on the feedback you received; (3) a short description of what you improved; (4) final resume. Final resume and materials will also be graded as *satisfactory* or *unsatisfactory* (S/U).

3. 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 presentation write the first paragraph of your cover letter. You will review with 1 other student and turn into me for a S/U grade.

4. ONLINE PRACTICE TESTS

MCAT, GRE, or other Test – you must pick one and turn in screen shot of results.

5. PERSONAL FINANCE

Write 200-250 word financial plan with spread sheet

6. Special Guest

Write 200-250 words about other career paths you could/would take.

PRESENTATIONS

In 2-3 minutes, you will give a short talk (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 5 mins total (with questions).

- <https://www.asbmb.org/career-resources/webinars/science-in-a-flash-how-to-give-a-successful-flash>
- <http://sfp.ucdavis.edu/files/163926.pdf>

GRADING

Participation

Attendance will be taken every class using REEF iclicker. Register using our course number. The focus of this class is you and your career path. Therefore, your first absence will be excused for any reason and you do not need to provide documentation. **Out of the 7* times class meets if you attend 5 you will automatically receive at least a C in the class. For 4 classes, a D; and 3 or less is an automatic F regardless of other work turned in.**

Assignments

Grades will be either satisfactory or unsatisfactory. To receive satisfactory, you must turn in the assignment **ON TIME**. Grades of *satisfactory* on ALL assignments will be necessary to receive

an A. Missing 2 assignments will result in a B, missing 3 a C, missing 4 a D, and more than 4 an F.

Presentation

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

TENTATIVE SCHEDULE

DATE	Activity	Assignments
June 13	Introductions, class goals, syllabus Mentorship, Networking & Science Communication	
June 15	Resume & cover letter: Nick Zweig	<i>DUE – Impostor Syndrome</i>
June 20	Personal Finance Plan	Turn in 1st draft of resume cover letter. Swap resume and cover letter with classmates for feedback.
June 22	Graduate School & GRFPs	<i>DUE – Feedback of resume and cover letter</i> <i>DUE – Personal finance Plan</i>
June 27	Dr. Gail Arnold – Medical Professions Institute	<i>DUE: Final resume and cover letter</i>
June 29	Interviews & Special Guest	
July 4th	NO CLASS.	<i>DUE – Proof of practice test</i>
July 6th	Presentations <i>In class: Give feedback to each presenter using review form.</i>	
July 10	NO CLASS Finals week	<i>NO FINAL</i>

COVID-19 Precautions

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. For more information about the current rates, testing, and vaccinations, please visit epstrong.org

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

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.