

Profession Development Seminar

Course Syllabus for BIOL 3192 – CRN 31577– Summer 2024

INSTRUCTOR

Dr. Kelly S Ramirez

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MEETING TIMES

Jun 10, 2024 – July 8, 2024

Monday & Wednesday 10:30-12:40 pm

LOCATION

OFFICE HOURS (Biology B405)

Monday from 12:40-2:00 pm 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 2024 drop/withdrawal deadline is July 1, 2024. 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 8 times class meets if you attend 6 you will automatically receive at least a B in the class. For 5 classes, a C; 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 a 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.*

Technology Requirements

All course content is delivered through the Blackboard learning management system. Ensure your UTEP e-mail account is working and that you have access to the Web and a stable web browser. Google Chrome and Mozilla Firefox are the best browsers for Blackboard; other browsers may cause complications. When having technical difficulties, update your browser, clear your cache, or try switching to another browser.

You will need to have access to a computer/laptop. You will need to download or update the following software: R. You may also want to use Word and other Microsoft Office programs (including Excel, PowerPoint, Outlook and more) which you can download for free via UTEP's Microsoft Office Portal.

IMPORTANT: If you encounter technical difficulties beyond your scope of troubleshooting, please contact the UTEP [Help Desk](#) as they are trained specifically in assisting with technological needs of students. Please do not contact me for this type of assistance. The Help Desk is much better equipped than I am to assist you!

Course Communication

I will communicate with you through:

- Office Hours: I will have office hours for your questions and comments about the course. My office hours are in-person; however, you can request a virtual meeting.
- Email: UTEP e-mail is the best way to contact me. I will make every attempt to respond to your e-mail within 24 hours of receipt. When emailing me, be sure to email from your UTEP student e-mail account. In the body of your e-mail, clearly state your question. At the end of your e-mail, be sure to put your first and last name.
- Announcements: Check the Blackboard announcements frequently for any updates, deadlines, or other important messages.

Illness Precautions

Please stay home if you have been diagnosed with or are experiencing symptoms of any communicable sickness. You are allowed to miss 1 day of the semester without participation penalty. If you think you will miss more than this, please let me know so we can make accommodations.

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 an unfair advantage to a student, or the attempt to commit such acts. Plagiarism includes submitting answers generated from ChatGPT or other AI platforms*. If you have any questions regarding the university policy on scholastic dishonesty, please contact the Dean of Students.

*Using AI for brainstorming Some AI technologies or automated tools, particularly generative AI such as [ChatGPT](#) or [DALL-E](#), can be beneficial during the early brainstorming stages of an activity, and you are welcome to explore them for that purpose. However, keep in mind that AI-generated ideas are not your own and may hinder your ability to think critically and creatively about a problem. It is also important to remember that these technologies often “hallucinate” or produce materials and information that are inaccurate or incomplete—even providing false citations for use.

Text generated using ChatGPT must be cited: Chat-GPT(version). Date of query (year/month/day). “Text of your query.” Generated using OpenAI. <https://chat.openai.com/>

That said, you are not allowed to submit any AI-generated work in this course as your own. If you use any information or materials created by AI technology, you are required to cite it like you would any other source. Consider how this will affect your credibility as a writer and scholar before doing so. Any direct use of AI-generated materials submitted as your own work will be treated as plagiarism and reported to the Office of Student Conduct and Conflict Resolution (OSCCR).

Plagiarism Detecting Software

Some of your course work and assessments may be submitted to SafeAssign, a plagiarism detecting software. SafeAssign is used to review assignment submissions for originality and will help you learn how to properly attribute sources rather than paraphrase.

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 your peers.

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.

Need help with academic, career, or personal issues? These people are ready to help!

- [Help Desk](#): Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Helpdesk for assistance. Contact the Helpdesk via phone, email, chat, website, or in person if on campus.
- [UTEP Library](#): Access a wide range of resources including online, full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.
- [University Writing Center \(UWC\)](#): Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
- [Military Student Success Center](#): Assists personnel in any branch of service to reach their educational goals.
- [Center for Accommodations and Support Services](#): Assists students with ADA-related accommodations for coursework, housing, and internships.
- [Counseling and Psychological Services](#): Provides a variety of counseling services including individual, couples, and group sessions as well as career and disability assessments.

TENTATIVE SCHEDULE

| DATE | Activity | Assignments |
|---------|---|--|
| June 10 | Introductions, class goals, syllabus Mentorship, Networking & Science Communication | |
| June 12 | Interviews, Resumes & Cover Letters: Nick Zweig | DUE – Impostor Syndrome |
| June 17 | Personal Finance Plan & Special Guest | Turn in 1st draft of resume cover letter. Swap resume and cover letter with classmates for feedback. |
| June 19 | NO CLASS Juneteenth | DUE – Feedback of resume and cover letter DUE – Personal finance Plan |
| June 24 | Graduate School & GRFPs | |
| June 26 | Medical Professions Institute | DUE: Final resume and cover letter |
| July 1 | Presentations <i>In class: Give feedback to each presenter using review form.</i> | DUE – Proof of practice test |
| July 3 | Presentations <i>In class: Give feedback to each presenter using review form.</i> | |
| July 8 | NO CLASS Finals week | NO FINAL |