

**The University of Texas at El Paso
College of Health Sciences
Clinical Laboratory Science Program**



**CLSC 4180
CLS Seminar
Career Development**

**Course Syllabus
Spring 2019**

Course Schedule: CLSC 4180 CLS Seminar (Career Development Seminar)
Fridays 10:00 A.M. – 11:00 A.M. CHS Room 135

Instructor: M. Lorraine Torres, Ed.D, MT (ASCP)

Office: College of Health Sciences (CHS) Room 423
915 – 747-7282
lorit@utep.edu

Office hours: TR 3:00 – 4:00 or by appointment

Course Description

The Career Development Seminar is a required course taken by all Clinical Laboratory Science (CLS) students in the second year of their professional courses. It is designed to enable CLS students to clearly define their career objectives and available opportunities as they relate to the profession of Medical Laboratory Science and other opportunities such as graduate school and research opportunities. Through the course CLS students will be instructed in the tactics and methods of conducting a successful job search and in preparing for multiple career transitions over the course of their career.

Course Goals

To empower CLS students in their planning of careers through knowledge and practice of basic career development skills.

Course Objectives

At the end of this course students will be able to

- Assess and articulate personal career skills, interests, and values
- Learn skills to effectively market and present yourself to prospective employers. This includes a strong emphasis on personal networking capability
- Effectively research jobs, career paths, and employers
- Align career goals, and effort, with the employment marketplace

Cognitive Objectives:

Students will be expected to:

- Produce a professional resume
- Demonstrate the ability to create targeted cover letters and write professional thank you notes/letters
- Develop interviewing skills through role playing, informational and mock interviews
- Develop networking and professional communication skills
- Attend events that will contribute to job/internship search success and expand professional contacts
- Produce a career plan that maps out your career objectives beginning with the CLS student Preceptorships and culminating in your professional role at least 5 years post-graduation.

Required Texts: None

Method of Instruction:

The class is delivered weekly through lectures, class discussion, role play activities, career development assignments and guest speakers.

Method of Evaluation:

Students will be given weekly written assignments on varied topics. Attendance is mandatory and will be part of the overall final grade. An end of course written final will be given.

Grade Scale (%)		Course Evaluation	
100 - 90	A	Weekly assignments	60%
89.9 - 80	B	Attendance	20%
79.9 - 75	C	End of Course exam	20%
74.9 – 70	D		
69.9 or below	F		

Course Content: refer to topic outline / schedule

Course Policy: Refer to CLS Student handbook

Class Attendance Policy

Class attendance is regarded as an obligation as well as a privilege, and all students are expected to attend regularly and punctually. Failure to do so may jeopardize a student's scholastic standing and may lead to dismissal from the class.

Justification for Absences

- Absences are considered unauthorized unless the absences are due to illness, personal or family emergencies, or sanctioned school activities. Students may be asked to produce documented evidence of the event or incident leading to the absence. Whenever an absence is excused, the student will be permitted to make up the work without penalty. Excused absences may not be treated punitively by the instructor.
- Absences for sanctioned school activities will be excused when the student presents a confirmation signed by an appropriate College official.
- If the student feels that s/he has been unfairly denied an excused absence, the student may appeal to the appropriate academic dean who will consider the case and attempt to resolve the problem.
- If the instructor feels there has been a violation of the Code of Student Conduct (e.g., Furnishing false information...with the intent to deceive), the student should be referred to the Dean of Student Services for possible disciplinary action.

Effects of Excessive Absences

- When a student accumulates excessive absences (2 classes), the student may be dropped from the class and will receive a "W" grade as long as it is before the drop date. Faculty cannot drop a student after the last day to drop a course or withdraw from college as published in the Schedule of Classes.
- A student who is dropped for excessive absences may appeal this action first to the instructor, then to the appropriate academic dean, and then – if necessary, to the Academic Standards Committee.

- Should the appeal be denied by the academic dean, the student must notify the dean (in writing) within one week of the denial of an intent to appeal to the Academic Standards Committee. The student will be allowed to attend class during the time the appeal is being considered to allow the student opportunity to complete the course if the appeal is granted. The student and the instructor will be notified in writing as to the decision of the Academic Standards Committee.

Academic dishonesty

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another person's as ones' own. And, collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. Violations will be taken seriously and will be referred to the Dean of Students Office for possible disciplinary action. Students may be suspended or expelled from UTEP for such actions.

Academic dishonesty is an assault upon the basic integrity and meaning of a University. Cheating, plagiarism, and collusion in dishonest activities are serious acts which erode the University's educational and research roles and cheapen the learning experience not only for the perpetrators, but also for the entire community. It is expected that UTEP students will understand and subscribe to the ideal of academic integrity and that they will be willing to bear individual responsibility for their work. Materials (written or otherwise) submitted to fulfill academic requirements must represent a student's own efforts. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. Violations will be referred to the Dean of Students Office for possible disciplinary action. Students may be suspended or expelled from UTEP for such actions.

Course Evaluation

Students will be given the opportunity to evaluate the instructor and course near the end of the course/semester. When submitting course evaluations students must follow the guidelines provided by the course instructor or the department.

ADA:

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.



Seminar Class Schedule Spring 2019

DATE	TOPIC	Assignment
Jan 25	<p>Thriving Amid Change – how to look for a Job today and keep it</p> <p>Let’s talk about FACEBOOK</p> <p>Where will you be in 5 years? 10 years?</p>	<p>Due Feb 1</p> <p>Write a statement about where/what you see yourself doing in 5 years and 10 years.</p> <p>Create first draft of your Resume</p> <p>Visit the UTEP Career Center</p> <p>Clean up your Facebook page</p>
Feb 1	Graduate School Program Preparation	<p>Due Feb 8</p> <p>Taking the GRE: Look up the contents , time given per test question sections, type of questions asked and when and how you can register for the GRE.</p> <p>Locate 3 graduate programs that interest you. Print out the first page of their home page. Write one page on the requirements and deadlines for admission and what would be a good next step for you concerning these programs.</p>
Feb 8	<p>Resume writing</p> <p>Engineering & Science Career Expo Union Ease , 3rd floor</p>	<p>Due Feb 15</p> <p>Updated resume -</p>
Feb 15	<p>The Cover letter</p> <p>Review up-dated Resume (student’s will critique each other’s resumes and turn into room 418 a marked up copy)</p>	<p>Due Feb 22</p> <p>Find three out-of-town job openings for an MLS. Print/scan/save out the job advertisements. For each job, write a one page cover letter as application specific for these positions. Attach the printed job advertisements and 3rd updated resume.</p>
Feb 22	Dress for success / The “Elevator Speech”	<p>Due March 1</p> <p>Create your elevator speech</p>
March 1	Federal Job Opportunities	<p>Due March 8</p> <p>Locate 3 federal jobs and print out the advertisement. For each job, write a one page cover letter as application for these positions.</p>

		Attach the printed job advertisements.
March 8	Mock Interview Program	Due March 15 Answer the top 10 questions asked during an interview. Questions are posted in black board
March 15	Negotiating a Job Offer	Due March 25 Compose a paragraph on the aspects you need to consider when negotiating a job offer and include why these aspects are important. What questions should you ask yourself before negotiating a job offer? What are the risks involved in negotiating a job offer?
March 22	Spring break	No assignment due.
March 29	Classroom to workforce Elevator speech practice	Due April 5 Write a one page essay describing how your frame of mind and approaches need to change as you go from being a student to being a professional CLS
April 5	The Phone Interview	Due April 12 Write a paragraph on the constituents that can sabotage your phone interview and how you will prepare to avoid these constituents. Compose a second paragraph describing the importance of Phone etiquette.
April 12	Other Opportunities for the CLS Graduate	Due April 19 Compose an essay describing the other opportunities you can have as a CLS. Include your thoughts on an area you would pursue other than working in a hospital / reference / physician's lab
April 19	Good Friday – no class	No assignment due
April 26	LAB week – Special guests	No assignments due
May 3	Practice Mock interviews – the interview panel	May 10 Write a 250 – 300 word paper on how you will prepare for a panel interview.

May 10	Guest speaker: What to expect on an interview in hospitals in El Paso	MAY 17 Write a SWOT analysis of the class. What are the strengths and weaknesses of the class? Are there any opportunities or topics that should be covered?
May 17	Final exam	TBA