

Professional Seminar
BIOL 3192
Location: CBA 329 TIME: Tues & Thurs 2:00-4:10

Instructor: Dr. Michael Moody, Office: Biology 306; mlmoody@utep.edu

Office Hours: by appointment

Textbook: None required

Goals: To learn skills to prepare yourself for a career in biological sciences. Part of the class will focus on honing communication skills, writing resumes, applying and interviewing for jobs/graduate school, and exploring career opportunities. Invited speakers will discuss career options and provide valuable advice to students about to start their careers.

Drop Date: The UTEP Summer 2 drop deadline is July 27, 2018. The College of Science will remain aligned with the University and not approve any drop requests after that date.

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.

MAJOR ASSIGNMENTS

Résumé Assignment: After Nick Zweig's presentation, work on your résumé and then bring it in for peer review on **July 17**. You will turn in a final improved version based on your classmates' feedback on **July 20**. I will grade as satisfactory or unsatisfactory. For the final assignment due **May 3**, you'll turn in: (1) original résumé; (2) the feedback you received; (3) short description of what you worked on to improve; (4) final résumé. I will grade the resume as either satisfactory or unsatisfactory.

Elevator Speech: Prepare a 45-60 second speech, following the formulas discussed and examples provided. You will pitch yourself to potential job recruiters or members of Medical/Graduate school committees. You will be chosen randomly to present. I will grade as either satisfactory or unsatisfactory.

“What I Plan To Do From Here” Presentation: Consider all the information you have received throughout the course of this seminar. Put together a presentation describing a career plan that best fits you at this point in your life. This will likely change over time, but important to consider where you are now and where you intend to be in a career and most importantly the steps that will be important between those two points. Presentations will be on the last week of class, **July 31** and **Aug. 2**. All presentations will be sent to me by **July 30 midnight**. You will need to present in 3-4 minutes (2-3 slides), practice to get it within that window. You will be chosen randomly to present. I will grade as either satisfactory or unsatisfactory.

Grading (100 point scale):

Assignments: (1) you will lose full letter grade (11 pts) for each missed or unsatisfactory ‘major’ assignment. (2) you will lose ½ letter grade (6 pts) for other missed or unsatisfactory assignments.

Attendance and Participation: you will lose ½ letter grade (6 pts) for each missed class

*Tardiness is not acceptable and will count against your attendance.

Date	Topic
TUES., JULY 10	INTRODUCTION TO SENIOR SEMINAR LSAMP – Ariana Aciero – (2:30-) <u>Assignment:</u> Worksheet Handout to be completed. Personal Inventory. Due Wed. July 11 midnight.
THURS., JULY 12	Career Services: Professional Development Part 1 - Nick Zweig A successful cover letter, interview skills, etc. Career Services: Professional Development Part 2 - Nick Zweig Be prepared to develop a successful resume/cv, cover letter, interview skills, etc. <u>Assignment:</u> (Résumé or CV due for class July 17)
TUES., JULY 17	Professional Schools, Speaker - Dr. Gail Arnold (2:00-3:00). Program Coordinator, Medical Professions Institute Résumé or CV peer review (send Word version to Dr. Moody) <u>Assignment:</u> Turn in revised Résumé or CV (Due Fri. July 27 midnight)
THURS., JULY 19	PEACE CORPS: Possible positions in the Peace Corps - Kyla McMillan (2:00-2:45) Getting into Medical School/Getting into Graduate school - Michael Moody Preparing for Interviews – The elevator speech
TUES., JULY 24	Elevator Speech: Please come to class prepared to give a 45-60 sec. elevator speech. Decide who you want to pitch yourself to and focus on most important attributes. Ethical Topics of Research in Biological Science – Dr. Michael Moody <u>Assignment:</u> Online Responsible Conduct in Research Quiz.
THURS., JULY 26	Scholarships, Fellowships & Grants Presentations - Examples
TUES., JULY 31	What I plan to do from here (3-4 min. presentations). Please bring to class a PowerPoint presentation, with two or three slides, outlining what you plan to do from this point to start on your career path.
THURS., AUG. 2	What I plan to do from here (3-4 min. presentations). Please bring to class a PowerPoint presentation, with two or three slides, outlining what you plan to do from this point to start on your career path. NO FINAL EXAM