



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



CLSC 4180: CLSC Seminar-Career Development
Syllabus
Spring 2022

I. Course Information

Days: Fridays: 2:00pm-2:50pm

Room: CHS 135

II. Instructor Information

Instructor: Nancy Cruz, MS, MLS (ASCP)^{CM}

Email: ndcruzsanch@utep.edu

Office: College of Health Sciences (CHS) Room 426

Office Phone Number: 915-747-7243

Office Hours: Available Tuesday - Friday: 9:00am – 11:30am: **by Appointment**

- **If you cannot schedule an appointment during these times, please contact me after class/lab or via email.**
- **Multiple students may be scheduled for the same office hour session. If it is a private matter or you wish to discuss material or have questions and prefer to have a private office hour session, please make sure to notify the instructor when appointment is being made.**
- **Students **must** use their UTEP email when communicating, scheduling appointments, questions, etc.**

III. 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.

IV. Course Goal

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

V. Course Objectives

At the end of this course students will be able to:

1. Assess and articulate personal career skills, interests, and values.

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

A. Cognitive

Students will be expected to:

1. Produce a professional resume.
2. Demonstrate the ability to create targeted cover letters and write professional thank you notes/letters.
3. Develop interviewing skills through role playing, informational and mock interviews.
4. Develop networking and professional communication skills.
5. Attend events that will contribute to job/internship search success and expand professional contacts.
6. 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.

VI. Course Policies

A. Instructional Policies

1. Material and resources for the class will provided using the following:
 - a. Blackboard
 - b. You Tube
2. This course is in collaboration with the UTEP Career Center.
3. The student must have available or have access to the following technological resources:
 - a. Computer/laptop with camera (webcam), audio and microphone.
 - b. USB flash drive
 - c. Good internet connection
 - d. Microsoft Office (Word, Power Point, Excel)
 - e. Adode (PDF) Flashplayer
 - f. Windows Media Player
 - g. Internet browser (i.e., Google Chrome, Mozilla Firefox)

B. Attendance and Participation Policies

1. The student is expected to attend all lecture sessions in a **timely fashion**.
2. The student is expected to participate during class sessions.
3. The student is expected to access Blackboard regularly for material availability, announcements, etc.
4. The student should spend 2-3 hours a week studying the material and resources provided by the instructor, career center speaker and guest

speaker(s) for professional purposes, professional preparedness, class participation and assignments.

5. Absences: After 3 absences you will be given a written warning. If absent 4 times, you may be dropped from the course.
6. Tardiness: Students arriving after 10 minutes will be considered tardy.
7. It is the responsibility of the student to notify the instructor of any absence or tardiness, and to provide legitimate documentation of absence as per university regulations.
 - a. The student is responsible for the material discussed in class as well as announcements made in class.
8. The instructor reserves the right to drop a student due to tardiness or absenteeism, when, in the judgement of the instructor, a student has been absent to a degree as to impair their status relative to credit for the course. The instructor may drop the student from the class with a “W” before the course drop deadline or an “F” after the course drop deadline.
 - a. Course **Drop** Deadline: April 1st, 2022
9. The student is expected to participate in office hours.
 - a. Multiple students may be scheduled for the same office hour session.
 - b. If it is a private matter or you wish to discuss material or have questions and prefer to have a private office hour or online session, please make sure to notify the instructor when appointment is being made.

C. Assignment Policy

1. Students are required to submit assignments in a timely manner.
 - a. Deadlines will be announced as assignments are programmed and requested.
 - b. Failure to submit/complete an assignment in a timely manner will lead to a **2-point deduction each day the assignment is late (includes weekends and holidays).**
 - i. If a legitimate reason/excuse (death, illness, etc.) prevents the student from handing the assignment on the due date, inform the instructor as soon as possible, submit the necessary documentation and considerations may be made, depending on situations, on an individual basis.
 - ii. **NO** make-up assignments will be offered.
 - iii. **It is suggested that the student submit the assignment before the due date.**
 - c. **Assignments are to be submitted *neatly* as a pdf file, via Blackboard, in the available corresponding folder.**

D. Classroom Policies

1. The student will present to the classroom wearing appropriate clothing, i.e.,:
 - a. Scrubs
 - CLS Junior Year Scrubs
 - CLS Senior Year Scrubs
 - b. If student will not be wearing scrubs, the student must dress **appropriately** for a classroom/professional, i.e.,
 - No cleavage, see through or short (crop tops) shirts or tops.
 - No short shorts or hot pants.
2. Cell phone usage is **NOT** permitted in the classroom.
 - a. Exceptions can be made in case of an emergency. **Please talk to the instructor beforehand.**
 - b. Phone **MUST** remain in silent mode inside your backpack, purse, pocket, etc.
3. Masks are not mandated for students, faculty, or staff in the classroom or at UTEP (per UTEP policies). However, if the student prefers to wear a mask, they can do so.
 - a. **This policy is subject to change depending on public health circumstances and UTEP policy change regarding this matter.**
4. COVID-19 PRECAUTION STATEMENT
 - a. 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.
 - b. 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. If you still need the vaccine, it is widely available in the El Paso area, and will be available at no charge on campus during the first week of classes. For more information about the current rates, testing, and vaccinations, please visit epstrong.org.

E. Etiquette guidelines

1. Treat instructor and classmates with respect.
2. Address instructor and classmates properly and accordingly.
3. Use clear and appropriate language.
4. Vulgar/obscene language, discrimination for race, color, ethnicity, gender, political or religious views, and inappropriate conduct is ***prohibited*** in class.
5. The instructor reserves the right to ban the student from the classroom if vulgar language is being used, if student is being disrespectful toward the instructor or classmates or exhibiting inappropriate conduct. This will be considered an absence. The student will be reported to the CLS program director.

F. Academic Integrity

There is a **zero-tolerance level** for academic dishonesty. Honesty and integrity are a critical aspect of your chosen profession, as well as patient confidentiality. Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but it is not limited to:

1. Cheating

This means:

- a. Copying from the homework, in-class work, or exam paper of another student.
- b. Engaging in written, oral, or any other means of communication with another student during an exam or homework assignment or giving aid to or seeking aid from another student during a test.
- c. Possession and/or use of test material (class notes, books, reviews, outlines, or any other material) not authorized by the instructor or exam proctor during an exam or quiz.
- d. Using, obtaining, or attempting to obtain, by any means, a part of the whole test, test key, homework solution, computer program, and tests administered during past semesters.
- e. Substituting for another person or another person substituting one's self to take a test/quiz.
- f. Falsifying data, laboratory reports and/or other records or academic work offered for credit.

2. Plagiarism

This means:

- a. The appropriation, buying, receiving as a gift, or obtaining by any means another's work, ideas, processes, results, or words without giving appropriate credit. This includes intentionally, knowingly or carelessly, presenting the work of another as one's own; failing to credit sources used in a

work product; attempting to receive credit for work performed by another; failing to cite the World Wide Web, databases and other electronic resources.

- b. The submission for credit of any work or material that is attributable (whole or in part) to another person (i.e., copying from another student).

3. Collusion

This means the unauthorized (secret or illegal) collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on scholastic dishonesty.

Proven violations of the detailed regulations, as printed in the *Handbook of Operating Procedures (HOP)* (available in the Office of the Dean of Students), may result in sanctions ranging from disciplinary probation, failing grades on the work in question, failing grade in the course, suspension, or dismissal, among others.

G. Student Support

In case of needed assistance:

1. Helpdesk
 - a. <https://www.utep.edu/irp/technologysupport/>
2. Miner Learning Center
 - a. <https://www.utep.edu/mlc/>
3. University Library
 - a. <https://www.utep.edu/library/>
4. Counseling and Psychological Services
 - a. <https://www.utep.edu/student-affairs/counsel/>
5. Student Support Services Program
 - a. <https://www.utep.edu/student-affairs/student-support-services-program/>

H. Classroom Accommodations

If you have a disability and need special accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, 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.

I. University Counseling Center

If you have personal issues and feel like you need assistance, the university offers counseling services and resources. They are available online and in person through the Division of Student Affairs. You can access these services:

1. Online: <https://www.utep.edu/student-affairs/counsel/index.html>
2. By phone: 915-747-5302
3. Email: caps@utep.edu
4. In Person: Counseling Center
202 Union West
El Paso, Texas 79968

VII. Grading Policy

Students will be given assignments on varied topics discussed in class. Attendance will be also graded, the student will use iClicker to check-in.

- Attendance grade: Student's days in attendance / Days class met x 100

Evaluation Technique	%
Assignments	75%
Attendance	25%
Total	100%

Grading Scale	Grade
90-100	A
80-89	B
75-79	C
70-74.9*	D*
69 or below*	F*
* A grade of 75 or above is required to continue in the CLS program.	