

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

**CLSC 4180: CLSC Seminar-Career Development**

**Spring 2023 Syllabus**

**I. Course Information**

**Days:** Friday

**Time:** 16:00 – 16:50

**Room:** College of Health Sciences (CHS) 135

**II. Instructor Information**

**Instructor:** Nancy D. Cruz-Sanchez, MS, MLS (ASCP)<sup>CM</sup>

**Email:** [ndcruzsanch@utep.edu](mailto:ndcruzsanch@utep.edu)

**Office:** College of Health Sciences (CHS) 426

**Office Phone Number:** 915-747-7243

**Office Hours:** **by Appointment**

Available:

Monday: 10:00 – 13:30

Tuesday: 10:00 – 11:30

Wednesday: 10:00 – 13:30

Thursday: 10:00 – 11:30 / 13:30- 16:00

Friday: 10:00 – 12:00

- In order to better assist you, please make sure you **schedule an appointment**. If you can't schedule during these times, please contact instructor (after class/lab or via email) to schedule another time.
  - o Multiple students may be scheduled for the same office hour session.
  - o If it is a private matter, 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 an appointment is being made.
- Online meetings may be scheduled (Zoom, Teams).
- Students **must** use their UTEP email when communicating, for appointments, questions, etc.
  - o Emails received:
    - Monday through Thursday after 5:00pm will be replied to the next day.
    - Friday after 4:00pm will be replied Monday (or next business day if Monday is a holiday).

- Saturday and/or Sunday will be replied Monday (or next business day if Monday is a holiday).
  - Holidays will be replied to the next business day.
- Instructor is also available after class/lab (unless another class is on her schedule).
  - If the instructor is not in her office during office hours, she may be in CHS 137 Laboratory Prep Room preparing for laboratories. Students may attend office hours in the prep room with the instructor.

### **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 be provided using the following:
  - a. Classroom lectures
    - Power Point
    - PDF
  - b. Blackboard / Blackboard Ultra
  - c. You Tube
2. This course is in collaboration with the UTEP Career Center.
3. Announcements, updates, notifications, and other important messages will be posted to Blackboard announcements.
  - a. It is the student's responsibility to check Blackboard on a regular basis.
4. Students may be divided into groups randomly for different learning activities like reviews, etc.
  - a. Study groups are meant to be help and support for all students through the semester.
  - b. All members ***must*** participate in class discussion.
5. 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. Assignment Policy

1. Assignments will be announced and assigned 1 to 2 weeks before the deadline.
2. Students are required to hand in assignments in a timely manner.
  - a. Deadlines will be announced previously as assignments are prepared and programmed throughout the semester.
  - b. ***Late submission: Assignments will have a 2-point deduction each day the assignment is late (includes weekends and holidays), up to 1 week.***

c. **Assignments will not be accepted after the 1 week of tardiness and the assignment grade will be 0.**

- Individual assignments: 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, bring the necessary documentation and considerations may be made, depending on situations, on an individual basis.
- Group assignments: Each group member is responsible on making sure their assignment was submitted.
- **NO** make-up assignments will be offered.
- **It is suggested that the student submit the assignment before the due date.**

d. Assignments are to be submitted **neatly as a PDF file, via Blackboard,** in the available corresponding folder. Assignments will **NOT** be accepted in any other format or if sent by email.

- Assignments are to be submitted in ink or typed and properly identified with student(s) name(s) and date.
- Make sure your report was uploaded correctly.
- If there is any issue uploading the report to Blackboard, communicate the issue to the instructor.

E. Attendance and Participation Policies

1. The student is expected to attend ***all*** lecture sessions in a **timely fashion**.

a. Present and punctual (within 7 minutes) and does not leave classroom/Zoom meeting.

- Bathroom breaks are the exception.
- Any student leaving classroom/zoom meeting for extended periods of time will be considered absent.
- Students attending via Zoom **must** have their camera on and be visible/present. Any student that does not have their camera on will be considered absent.

b. Attendance will be calculated as follows:

$$\frac{\text{Days in attendance}}{\text{Total Days the Class Met}} \times 100$$

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. Absences: After 3 absences you will be given a written warning. If absent 4 times, you may be dropped from the course.

5. 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.
  
6. 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: March 30, 2023.**
  
7. 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 an appointment is being made.

#### F. Classroom Policies

1. The student will present to the classroom wearing appropriate clothing, i.e.:
  - a. Scrubs
    - CLS Senior Year Scrubs
  - b. If student will not be wearing scrubs, the student must dress **appropriately** for a classroom, i.e.,
    - **NO** cleavage, see-through or short (crop tops) shirts or tops.
    - **NO** short shorts, short skirts, hot pants, or leggings.
  
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. Headphones, earphones, air pods, ear plugs, or any of these personal devices are **NOT** permitted in class or during exams or quizzes.
  - a. If a student requires a quiet testing environment, the student needs to go to CASS. CASS will communicate with the instructor if the special accommodation is approved and make

arrangements with the instructor for the special accommodation.

4. Video or audio recordings are **NOT** permitted in class.
  - a. If a student requires recordings of the lectures due to a disability, the student needs to go to CASS. CASS will communicate with the instructor if the special accommodation is approved and make the arrangements for the special accommodation.
  - b. If a student that is not covered under CASS special accommodations is caught recording, the instructor will ask the student to stop and erase the recording.
    - If this practice continues in the same lecture or future days, the student will be asked to leave the classroom and may be reported to the director of the program and/or Student Affairs.
5. 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.**
6. COVID-19 PRECAUTION STATEMENT
  - a. Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms.
  - b. If you are feeling unwell, please let the instructor know as soon as possible, so that appropriate accommodation can be made.
  - c. 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.
  - d. 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.

### C. 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, Student Affairs and OSCCR.
  - a. If behavior exhibits sexual misconduct, the student will also be reported to Title IX.

### D. 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 oneself 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.

## E. Other prohibited conduct:

### 1. Health or Safety

- a. Any student who engages in conduct that endangers the health or safety of any person may be subject to discipline.

### 2. Disruptions

- a. Any student who, acting singly or in concert with others, obstructs, disrupts, or interferes with any teaching, educational, research, administrative, disciplinary, public service, or other activity or public performance authorized to be held or conducted on campus or on property or in a building or facility owned or controlled by the U. T. System or institution is subject to discipline. Obstruction or disruption includes but is not limited to any act that interrupts, modifies, or damages utility service or equipment, communication service or equipment, university computers, computer programs, computer records or computer networks accessible through the university's computer resources.

### 3. Harassment

- a. Any student who engages in harassment of a University community member, as defined under Section II-Chapter 2, Section 2.2.4, is subject to discipline.

### 4. Retaliation

- a. Any student who retaliates in any way against an individual who has brought a complaint under this Policy (or other University policy) or participated in an investigation or disciplinary process of such complaint.



5. Unauthorized Use of Property
  - a. Any student who engages in the unauthorized use of property, equipment, supplies, buildings, or facilities owned or controlled by the U. T. System or institution is subject to discipline.
6. Vandalism
  - a. Any student who defaces, mutilates, destroys, or takes unauthorized possession of any property, equipment, supplies, buildings, or facilities owned or controlled by an institution or the U. T. System is subject to discipline.
7. Use of Explosives, Weapons or Hazardous Chemicals
  - a. Unless authorized by federal, state, or local laws, a student who possesses or uses any type of explosive, firearm, imitation firearm, ammunition, hazardous chemical, or weapon as defined by state or federal law, while on campus or on any property or in any building or facility owned or controlled by the U. T. System or institution, is subject to discipline. The University has a Campus Carry Policy and any violation of that Policy by a student will be handled according to the procedures in this Policy unless that Policy explicitly states otherwise.
8. Theft
  - a. Any student who commits theft, steals, or takes unauthorized possession of any personal property of any community member or University property within the buildings or facilities owned or controlled by the University or the U.T. System is subject to discipline.
9. Sale or Use of Alcoholic Beverages
  - a. The University enforces all state and federal laws or regulations which regulate and control the sale or use of alcohol on campus, including those pertaining to the possession of alcohol by minors. University regulations prohibit the possession and/or consumption of alcoholic beverages on University property without prior written authorization by appropriate administrative officials. Customers of legal age under state law may purchase and consume alcoholic beverages in areas on the campus specifically designated for the public sale and consumption of beer and wine, and residents of University Housing are authorized to possess and consume beer and wine in the

privacy of their living quarters, if they are of legal age under state law.

- b. The University, however, in accordance with the Texas Alcoholic Beverage Commission's amnesty policy, affords amnesty to a minor seeking aid in a medical emergency if the minor (1) requested emergency medical assistance in response to the possible alcohol overdose of the minor or another person; (2) was the first person to make a request for medical assistance under Subdivision (1); and (3) if the minor requested emergency medical assistance for the possible alcohol overdose of another person: (A) remained on the scene until the medical assistance arrived; and (B) cooperated with medical assistance and law enforcement personnel, if applicable.

#### 10. Drugs

- a. Any student who is found responsible for the illegal use, possession and/or sale of a drug or narcotic is subject to discipline.

Students practicing any of these behaviors will be reported to the program director, Student Affairs, and OSCCR. Students participating in sexual misconduct/harassment behavior will also be reported to Title IX, in addition to the offices mentioned previously.

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.

#### F. 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/>

G. 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](mailto: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](http://www.sa.utep.edu/cass).

H. 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](mailto:caps@utep.edu)
4. In Person: Counseling Center  
202 Union West  
El Paso, Texas 79968

VII. Grading Policy

<b>Evaluation Technique</b>	<b>%</b>
Assignments	75%
Attendance	25%
<b>Total</b>	<b>100%</b>

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