

## BIOL 3192 – Professional Development Seminar – CRN 14294 – Fall 2024

Meeting times: Wednesdays 1:30 PM - 2:20 PM, Liberal Arts Building 307

Instructor: Dr. Sourav Roy, Office: Biological Sciences Research Building BRB 2.172.

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Office hours: By appointment

Textbook: None required.

Goals: To learn skills to prepare yourself for a career following receipt of your degree in biological sciences. The class will focus on honing communication skills, writing resumes, interviewing for jobs/graduate school, and exploring career opportunities.

**DROP DATE.** The UTEP Fall 2022 drop deadline is Nov. 1, 2024. 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](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).

**Career Exploration Presentation:** Prepare at least two (3) slides on – 1. What did you get from the course and 2. Which presentation did you like most and why? 3. What do you plan to do from here? Paying particular attention to the material you will need to present on your slides. The duration of the presentation should be no more than three (3) minutes. I recommend practicing getting it within that window. I will grade the presentation as either *satisfactory* or *unsatisfactory*. Presentations will occur a few (~15) per day as shown on the schedule below.

**Assignments:** A personal inventory is due after the first class. Feedback is due after each class starting Sept 6 through Nov 3. Feedback will not be graded, feedback along with attendance will make up 20% of the final grades. After the resume writing presentation, work on your résumé and then submit it on blackboard by the due date (12 noon, the following Wednesday). I will grade as *satisfactory* or *unsatisfactory*. For the final assignment you'll turn in the draft reference letter. I will grade the letter as either satisfactory or unsatisfactory.

Grading:

Career Exploration Presentation (30%)

Reference letter (20%)

Personal Inventory (10%)

Résumé assignment (20%)

Attendance and Feedback (20%)

## **COURSE POLICIES**

**POLICY ON CELL PHONES:** Do NOT have them on or out in class...this includes texting! Cell phones can be confiscated for the class period if used in lab.

**POLICY ON ALL OTHER ELECTRONIC DEVICES:** You cannot surf the internet, watch movies, listen to music, etc. in lab. You will be asked to leave if this happens.

**POLICY ON CAMPUS CARRY:** Persons holding a Concealed Handgun License can lawfully carry their handgun into a UTEP classroom as long as the gun remains concealed. Open carry remains prohibited on campus. In other words, none of us should see (or be able to tell that there is) a gun at UTEP. [Call the University Police at 747-5611 or dial 911 if you see any individual on campus with a handgun or other type of weapon.](#) For more information on campus carry, see [<http://sa.utep.edu/campuscarry/>]; for more information on overall campus safety, see [<http://admin.utep.edu/emergency>].

**POLICY ON ACADEMIC INTEGRITY:** 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 as ones' own. 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.

Do NOT turn in near-duplicate reports with different names or everyone involved will be sent to the Dean of Students for possible disciplinary action. Students may be suspended or expelled from UTEP for such actions. Yes, we have had to deal with this problem in the past and we are not lenient. You can calculate the consequences. All university guidelines will be strictly followed. Please read these guidelines carefully. The guidelines can be found online at: <http://admin.utep.edu/Default.aspx?PageContentID=2084&tabid=30292>

You must submit work that you yourself have completed. Work you submit that was not directly written by you is considered cheating and will result in a "0" for the assignment. Persistent submission of work performed by someone/something (e.g., ChatGPT) else will be reported to the Office of Student Conduct for evaluation.

**POLICY ON DISRUPTIVE BEHAVIOR:** Any student who disrupts the class will be asked to leave and will be referred to the Dean of Students.

**DISABILITY STATEMENT:** If a student has or suspects he/she has a disability and needs an accommodation, he/she should contact the Center for Accommodation and Support Services (CASS) at 747-5148 or at [cass@utep.edu](mailto:cass@utep.edu) or go to Room 106 Union East Building. The student is responsible for presenting to the instructor any CASS accommodation letters and instructions.

**MILITARY STATEMENT:** If you are a military student with the potential of being called into military service and/or training during the course of the semester you are encouraged to contact the instructor regarding these matters. You must let us know during the first week of the summer.

## TENTATIVE SCHEDULE

Date	Activity	Assignments
Aug. 28	<i>Mr. Gayathrinathan</i> - Introductions, expectations, syllabus	Personal Inventory
Sept. 4	<i>Dr. Roy</i> - Opportunities in Genomics & Bioinformatics	Feedback
Sept. 11	<i>Ms. Arciero</i> - The UT system LSAMP: A vehicle for undergraduate Research	Feedback
Sept. 18	<i>Dr. Arnold</i> - Smart and Steady: Strategies for students looking to become medical professionals.	Feedback
Sept. 25	<i>Dr. Yong Chen</i> - Opportunities in Pharmaceutical Sciences	Feedback
Oct. 2	<i>Mr. Ashton Magers</i> - Crafting an Effective Résumé	Résumé
Oct. 9	<i>Ms. Soumya Nair</i> – Opportunities in Biological Sciences (Graduate Studies)	Feedback
Oct. 16	<i>Mr. Ashton Magers</i> - Mastering an interview	Feedback
Oct. 23	<i>Dr. Basu</i> - Teaching Biological Sciences (Online/Pre-recorded)	Feedback
Oct. 30	<i>Dr. Travis Moschak</i> - Opportunities in Neuroscience	Feedback
Nov. 6	<i>Dr. Roy</i> - Career Options	Presentations
Nov. 13	<i>Dr. Roy</i> - Career Options	Presentations
Nov. 20	<i>Dr. Roy</i> - Career Options	Presentations
Nov. 27	<i>Dr. Roy</i> - Ghost writing your own reference letters (Online/Pre-recorded)	Reference letter
Dec. 4	<i>Dr. Roy</i> - Career Options	Presentations

**\*\*Disclaimer: This syllabus may be changed as necessary at the discretion of the instructor.**