

Class Information:

We will always meet on Wednesdays from 12-12:50pm in Liberal Arts 108.

Instructor Information:

Instructor: **Dr. Tom McCabe**

Email: tmmccabe@utep.edu

*Email is the best way to contact me. Please allow 48 hours for me to respond, then send a *polite* reminder.*

Office Location: my office is located on the second floor of the Biology building (NOT Bioscience), Room B.202

Office Hours: Tuesdays 10:30-11:30am & Wednesdays 1:30-2:30, or by appointment

Course Objectives:

The objective of this course is for students to become familiar with the opportunities and challenges in developing their professionalism while still an undergraduate at UTEP, to develop professional materials, and plan out how to take full advantage of opportunities and meet challenges to their professional development.

Required items and tech capacity:

-Computer/tablet with working sound output (speakers and/or headphone connection).

-Internet access to be able to stream recorded lectures, download course materials, and upload assignments.

-Microsoft Word or equivalent word processing program.

Please note, we will be meeting in person unless the university requires us to go remote. If you feel that you are unable to attend class in person, please contact me as soon as possible to discuss your options.

There is no required text for this class, I will provide digital versions of all activities and course materials through Blackboard.

Course Grading:

Your final grade in the course will be recorded as a whole letter grade (no +/-'s) based on your success in three point categories. There is no curve and no extra credit opportunities.

The final day to withdraw from this class is **October 29**. No requests for a withdrawal will be approved after that date. Students can always petition the Registrar for a complete withdrawal from the course pending documentation.

Course Evaluation:

Assignments (6x)	60%
Attendance and Participation	30%
Personal Meeting	10%

Assignments

There will be six (6) assignments throughout the semester, each worth 10% of your total grade. Each assignment will be described in class and detailed instructions will be provided online. All assignments will be submitted electronically through Blackboard before the specified due date and time. No late work will be accepted.

Attendance and Participation

We will meet once a week in person. I will take attendance at the beginning of class and will count you late after the first 5 minutes. If you arrive within the first 15 minutes of class, you can still earn up to half of the day's points, provided that you participate. After 15 minutes, you will be considered absent for the day. For everyone (regardless of tardiness), participation means: actively engaging in the day's activities and interacting and supporting the class members you are

working with that day. I will give you a warning, if I notice that you are not meeting these standards; this is your opportunity to change what you are doing to receive full points for participation. If you do not change what you are doing, you will lose the full points for the day. Everyone will receive one free absence for the entire semester (no need for an excuse). In attendance or not, you are responsible for all materials presented, discussed, or assigned during class time.

Personal Meeting

Beginning in Week 8 through the end of the semester, each student will be required to meet individually with Dr. McCabe. The meeting will last a minimum of 15 minutes and focus on your individual goals, professional development, and whatever topics you would like to discuss about your personal development with Dr. McCabe. The meeting is an excellent time to bring copies of essays, questions about applications, or other materials that I can help you polish before sending out. I will open up scheduling for these meetings in Week 7 and I will be glad to meet in person or virtually.

Course Policies

Safe Space: This class will be treated as a safe space, where each student will feel comfortable sharing ideas. To that end we will follow a “golden rule” format. Treat each other as you would like to be treated during class discussions. Disagreement is both accepted and highly encouraged, however we must remember that while respectful discussion is often fruitful, insults and badgering are not and will not be tolerated.

COVID-19 Precautions

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.

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.

Accommodations Policy:

The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the [UTEP Center for Accommodations and Support Services](#) (CASS). Contact the Center for Accommodations and Support Services at 915-747-5148, or email them at cass@utep.edu, or apply for accommodations online via the [CASS portal](#).

Scholastic 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 as one's 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. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the [Office of Student Conduct and Conflict Resolution \(OSCCR\)](#) for possible disciplinary action. To learn more, please visit [HOOP: Student Conduct and Discipline](#).

Plagiarism

"Plagiarism" means the appropriation of another person's 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. Written work will be checked for plagiarism.

Syllabus Change Policy

This syllabus is a guide for the course and is subject to change with advance notice.

Course Calendar

Week	Date	Topic	Assignment	Due Date
1	Aug 25	Syllabus; Dr. McCabe's Intro	Introduction Survey	(T) Aug 31, 11:59pm
2	Sep 1	Class Demo.; Career Path & Work/Life Balance	Lifestyle Wish List	(T) Sep 14, 11:59pm
3	Sep 8	What can you do with a BS in Biology?		
4	Sep 15	Finding & Analyzing Solicitations	Job Application Dissection	(T) Sep 28, 11:59pm
5	Sep 22	Graduate School		
6	Sep 29	Curriculum Vitae and Resumes	Rough Draft of CV/Resume	(T) Oct 5, 11:59pm
7	Oct 6	Workshop Day: CV/Resume	Final Draft of CV/Resume	(T) Oct 19, 11:59pm
8	Oct 13	References and Experience		
9	Oct 20	Essays and Statements of Purpose		
10	Oct 27	Interviews	6 to 12 Month Plan	(T) Nov 9, 11:59pm
11	Nov 3	Invited Speaker		
12	Nov 10	Invited Speaker		
13	Nov 17	Invited Speaker		
14	Nov 24	NO CLASS- Thanksgiving		
15	Dec 1	Debrief; Wrap-up		