PRO SKILLS BIOL 2200 SUMMER SESSION I 2012  
TEXAS A&M UNIVERSITY—CORPORUS CHRISTI, COLLEGE OF SCIENCE & ENGINEERING, DEPARTMENT OF LIFE SCIENCES

Instructor: Graham C. Hickman, Ph.D.  
Office: ST 319D; Office Hours: M 9-11; T, W, Th 010:00-11:40 am; or by appointment  
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Tel 361.825.2369

Lecture: 10-11:40 TWR

Course Description: The presentation and discussion of selected topics relating to the professional skills of practicing biological scientists including literature searches, reviews, paper and poster presentations, professional opportunities and job requirements. The course also covers application of scientific literature research skills, including a review of library services pertinent to science.

Required Textbooks:  

Objectives: Students will be able to:  
1. Apply professional activities such as literature research, visual aid development, and organization of oral and written scientific research.  
2. Professionally present results from research activities, both in a written and visual/oral manner.  
3. Properly create a resume and investigate career opportunities in the biological sciences.

Attendance: Students are expected to attend every scheduled class, including Bell Library and Career Center presentations. There will be grade deductions for all work handed in late. It is the responsibility of the student to obtain any material missed during an absence from his/her classmates.

Students must subscribe to the following list-serve:  
opportunities-list-request@sci.tamucc.edu  
To subscribe, send an e-mail to the address, making sure that your e-mail appears in the “From” heading. In the subject heading, type the word “subscribe,” then send the e-mail. You will be subscribed to the list-serve, and you will receive a subscription acknowledgement confirming that you have done everything correctly. If you no longer want this information (probably after you leave TAMUCC), send an e-mail to opportunities-list@sci.tamucc.edu with “unsubscribe” in the subject heading.

The Students with Disabilities Center is located in the Student Services Center (361.825.5816). If you have special needs, please contact this center. I cannot make modifications without the center’s involvement. If you have mobility problems, please notify me so that assistance can be given in case of fire drills or emergencies.
Evaluation:
Academic Integrity: TAMUCC academic policies are in force, including standards for conduct during other student’s presentations (including ringing of cells phones and beepers), academic integrity & honesty, grammar and spelling. All policies are described in the TAMUCC catalogue and Student Handbook.

All assignments are due at the START of class unless otherwise noted. All assignments **must be typed**, and double-spaced with an inch margin, unless otherwise noted. Grades will assigned in the following manner:

<table>
<thead>
<tr>
<th>Exercise</th>
<th>Marks</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smaller Assignments</td>
<td>100</td>
<td>These are worth 20 marks each</td>
</tr>
<tr>
<td>References Cited (20)</td>
<td></td>
<td>10 refs (journal, book, thesis, compendium)</td>
</tr>
<tr>
<td>Titles/Abstract (20)</td>
<td></td>
<td>One of each</td>
</tr>
<tr>
<td>Methods/Materials (20)</td>
<td></td>
<td>Repeatable procedures</td>
</tr>
<tr>
<td>Results/Graphs/Data (20)</td>
<td></td>
<td>Synthesizing data</td>
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<tr>
<td>Career 2nd Rpt (20)</td>
<td></td>
<td>1-2 pages, Career Center Skills, Inventory</td>
</tr>
<tr>
<td>Research Paper</td>
<td>100</td>
<td>5 pp</td>
</tr>
<tr>
<td>PowerPoint</td>
<td>100</td>
<td>10 min. (+5 min ques.), 8-12 slides,</td>
</tr>
<tr>
<td>Poster Design/Poster/Def.</td>
<td>100</td>
<td>5 minute oral defense</td>
</tr>
<tr>
<td>Cover Letter/Resume</td>
<td>100</td>
<td>Refer to Resume Handbook</td>
</tr>
<tr>
<td>Total Marks</td>
<td>500</td>
<td></td>
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</tbody>
</table>

The Final Course Grade will be calculated as the percentage of the 500 total grades attained: A≥90 pts  B=80-89  C=70-79  D=60-69  F<60

Other instructions:

From the Career Center, students are to list their top three career choices, then do a 1-2 page written report on the career of the second choice; utilize the Career Center for obtaining required information. Students must also turn a copy of the printout of the Choice program analysis performed in the Career Center with their report. Please do only the Skills Assessment and the Inventory.

For the Research Paper, students are required to write a 5 page, double-spaced paper on an area of interest. The paper should have at least 8 references, of which 5 must be primary literature.

The Poster & Oral Defense requirement asks students to make a poster of a research topic in their area of interest, and present this area as if they had done the research. There is a 5 minute oral defense of this area, as if presenting information at a meeting.

The syllabus is a general guide; deviations may be necessary. **Responsibility to keep up with the changes in the syllabus lies with the student!**
REQUIRED STATEMENTS

Disability and Veterans’ Services: Texas A&M University-Corpus Christi is committed to providing persons with disabilities an equal opportunity to access campus facilities, resources and programs. The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. Support and accommodations are also available for returning veterans who experience cognitive and/or physical access issues in the classroom or on campus. Our Office of Disability Services arranges such support and academic accommodations. To make a request, or for more information, call (361) 825-5816 or visit Driftwood 101. It is important to contact the Office of Disability Services in a timely fashion as it will take time for them to review requests and prepare accommodations and accommodation letters.

Grade Appeals: As stated in the Texas A&M University-Corpus Christi University Rules and Procedures (Section B [Academic Program], Part 13 [Students]: 13.02.99.C2 [Student Grade Appeals] and 13.02.99C2.01 [Student Grade Appeal Procedures]), a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is on the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, consult the University Rules and Procedures specified above (accessible through the University Rules and Procedures website at http://www.tamucc.edu/provost/university_rules/index.html). For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.
BIOL 2200  PRO SKILLS SCHEDULE, SUMMER SESSION I  2012

The sequence of topics and chapter readings in the may change due to circumstances. This schedule is to serve only as a broad guide to the order and time of presentation.

June
  5  Info Sheets (# assmts), Syllabus, Editing marks, Topic of Interest
  6  Library Resources
  7  References Cited Due; Focusing on a topic

  12  Titles/Data Sheets/Abstracts Due; Outlines
  13  Poster Designs Due; Descriptive Writing
  14  Methods and Materials Due; Organizing Results, Graphics

  19  Results Due; Discussing the Results
  20  Discussion Due;
  21  Career Center Assignment

  26  Career Choice Paper Due; Writing a Resume
  27  Cover Letter and Resume Due; Tips on Presenting
  28  Research Papers Due; PowerPoint Presentations

July
  3  PowerPoint Presentations
  4  HOLIDAY
  5  FINAL EXERCISE

  6  FINAL MEETING

HAVE AN ENJOYABLE AND REWARDING SEMESTER