Instructor:  Dr. Lillian Waldbeser  
Office:  Center for the Sciences, Room 242  
Office Hours:  TWR 1:00 - 2:00 p.m.  
Other days of the week:  by appointment only 
I am happy to see you outside my office hours. Making an 
appointment will ensure my being in my office when you stop by.  
Phone:  (361) 825-6050  
e-mail:  waldbese@falcon.tamucc.edu

LECTURE:  TWR 10:00-11:40 am  EN107

COURSE DESCRIPTION:
This course is designed for biology majors. It introduces the students to the career 
opportunities in Science, and it provides students training in the professional skills of 
scientists to assist students in realizing their career goals. The skills include resume 
writing, techniques of job interview, how to write a scientific paper, library research 
skills, types and anatomy of scientific literature, and presentation methods.

COURSE OBJECTIVES:
Upon completion of this course, the student will have:
1. explored career opportunities and characteristics through the Career Center. 
2. prepared a resume using the guidelines specified in the textbook. 
3. studied and critiqued Posters on scientific subjects. 
4. trained in and performed literature searches. 
5. prepared an abstract of a research paper. 
6. analyzed the components of a scientific paper. 
7. studied the different types of scientific writing. 
8. written a research paper on a topic/data approved by the course instructor. 
9. prepared a class presentation using Power Point, following the requirements as 
stated in the class handout. 
10. practiced analysis and critiquing of scientific presentations 
11. Analyzed and explained ethics in science, and assessed examples of scientific 
    misconduct.

REQUIRED TEXT:
   Evaluating Research Articles in Biology*. Pearson/Benjamin Cummings 
NON-REQUIRED REFERENCE TEXT:

OTHER RESOURCES:
The instructor may make additional learning resources (e.g. books, handouts, reserve articles, software, websites) available during the semester. You will be given information about these resources later in the semester. Also, there may be invited speakers to address various topics during this class.

Additional resources available to students: Career Center, Bell Library, Computer Services, Pre-Health Professions Advising Office

EVALUATION:
The final grade is based on an accumulation of points earned by the following activities:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resume</td>
<td>125</td>
</tr>
<tr>
<td>(Cover letter: 30pts)</td>
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<tr>
<td>(Reference request: 20 pts)</td>
<td></td>
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<tr>
<td>(Resume: 75 pts)</td>
<td></td>
</tr>
<tr>
<td>Career exploration</td>
<td>100</td>
</tr>
<tr>
<td>Poster team critique</td>
<td>50</td>
</tr>
<tr>
<td>Poster team presentation</td>
<td>75</td>
</tr>
<tr>
<td>Research paper</td>
<td>200</td>
</tr>
<tr>
<td>Prof review of Oral Presentation</td>
<td>100</td>
</tr>
<tr>
<td>Peer review of oral presentation</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam</td>
<td>200</td>
</tr>
<tr>
<td>Class participation</td>
<td>50</td>
</tr>
<tr>
<td>Total</td>
<td>1,000</td>
</tr>
</tbody>
</table>

The following scale will be used to report grades:

- A: 900 - 1000
- B: 800 - 900
- C: 700 - 800
- D: 600 - 700
- F: Below 600

Statistical manipulations, *if* used (at the Instructor’s discretion), will be performed only once, at the end of the semester.

ADDITIONAL STIPULATIONS TO THE FINAL GRADE:
The Final Exam is comprehensive
There are **No make-up examinations or assignments**: For some scheduled events, you may arrange to turn in an assignment before, but not after, its scheduled time. **Late Assignment Penalty**: 10% assignment grade value deduction per calendar day late.

*An assignment may be due during the last week of class (Study Week).*

The time schedule of assignments may require adjustment. Every attempt will be made to follow the time and evaluation schedules. It is the student’s duty to attend each class session and be aware of all assignments, deadlines, and changes.

**Research Paper**: You are to write a paper using experimental data that will be provided to you by the instructor. The paper should contain these sections: Introduction, Materials and Methods, Results, Discussion, and Literature Cited (References). The paper should be 4-5 pages of 1.5 spaced text (i.e., excluding the cover page, abstract, and references cited).

**Format**: Please follow the bibliographic format for this class (not for composition, history, or some other science class) when citing journal articles! Do not cite articles in the text of the paper that you do not list in the “References Cited” section; and do not list articles that you did not cite in the text of the paper.

**Topic of oral presentation**: The topic you choose should be **biology oriented**. Examples of topics that are *not* appropriate and will *not* be allowed are: “My favorite disease(s),” “My favorite organism(s),” or “My favorite technique(s).” **Preliminary List of Potential References**: You must turn in a list of at least ten (10) possible articles for your preliminary list of potential references. This is designed to allow you to see if there is enough current, peer-reviewed primary literature available to do a presentation. Ten potential articles are about twice as many as you will need for your paper. Some articles look good in a literature search but, on reading them, you discover they are not relevant to your topic.

**“Literature Cited/Reference” Section of the oral presentation**: This must include at least **five (5) relevant citations** Of these five:

- 3 (at least) must be from peer-reviewed journals,
- 2 (at least) must be primary research articles (**not** reviews or summaries),
- 2 (at least) must be published within the past 10 years.

Remember that you must consult the **original** literature; you cannot use hearsay (i.e. a later author’s summary of an earlier author’s work.)

**ATTENDANCE POLICY:**

Attendance is the student’s responsibility. Students are responsible for the material covered in every lecture regardless of your attendance. **Nothing** missed during an **un**excused absence can be made up. Alternative arrangements to complete an assignment is allowed in an excused absence. Only **unavoidable** absences are excused. Routine events (non-emergency medical visits, parent-teacher conferences, household or auto repairs) should be scheduled to avoid conflicts with class. An acceptable excuse **must** be:
• from an appropriate source (doctor, dentist, funeral director)
• In writing, on official letterhead, and signed (it will not be returned)
• presented prior to, or within 1 week of the absence

**POLICY ON ACADEMIC DISHONESTY:**

Academic dishonesty, in all its forms, including plagiarism, is not tolerated. All written assignments must be IN YOUR OWN WORDS. Students found responsible for violating this rule WILL be prosecuted to the fullest extent of University Regulations (see the current TAMU-CC catalog). The following procedures will be enforced:

- You must be prepared to present a photo ID at all examinations
- Different test forms may be prepared for a single examination. Follow instructions
- If you leave an examination room for any reason you must hand in your test and
  you will not be allowed to resume the examination. Attend to personal matters
  (e.g., rest room visits) before the examination.

**POLICY ON DISRUPTIVE BEHAVIOR:**

As adult university students, you are expected to act with courtesy and
common sense. Disruptive, disrespectful, or abusive language/behavior towards
anyone in class (student, staff, faculty) will not be tolerated and could result in
permanent removal from class. This includes talking in class, insubordination, and
electronic disturbances (cell phones, pagers, gameboys, etc). **Turn them off.**
Children are not allowed in class.

**STUDENTS WITH DISABILITIES:**

Office of Students With Disabilities is located in the Student Services Center (round
building: 825-5816). Should you need special consideration for exams and/or class
activities (special microphones, additional time for exams, enlarged exams, etc.),
please contact this center. The university will provide assistance as needed, but you
must contact the center to make arrangements. The instructor cannot make
modifications without the center’s involvement.

Should you have mobility problems, please notify the lecture and lab instructor so
that they may seek assistance for you in the case of fire drills or emergencies.
Any student having a serious medical condition that may flare up without warning
should notify the instructor.

**OTHER EXPECTATIONS:**

You are expected to attend all classes in a timely manner. It is expected that you will
take notes, ask/answer questions, and participate in group activities. Learning is
more than spoon-feeding, memorization and regurgitation. While memorizing is an
important first step, you should also be able to apply knowledge by linking data and
synthesizing into useful concepts. You are responsible for your own education. Read
the books, handouts and reserve material for further detail not covered in class. If
you don’t understand, then please ask, or see the instructor after class. Don’t allow
yourself to fall behind. Be diligent and thorough on written assignments and
examination answers. If you are not sure of an answer, at least try. For many people, putting anything down on paper clarifies their thinking and helps with recall.

<table>
<thead>
<tr>
<th><strong>Assignment</strong></th>
<th><strong>Description</strong></th>
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<tbody>
<tr>
<td>1. Resume Preparation</td>
<td>Critique various resumes; Prepare and submit a professional Resume following established format. The assignment includes a cover letter and a letter to the referees asking for a letter of recommendation.</td>
</tr>
<tr>
<td>2. Career Exploration</td>
<td>Students will use the Career Center (UC 304) to research particular careers. Each student must list their top 3 career choices and does a 2 page written report on the career of second choice. Information should include projected availability of jobs, geographic location of jobs, salary range, job description and skills, academic preparation (undergrad to post-graduate studies), etc. Students will attend 1 job/career fair and/or 1 skills development program sponsored by the Office of Career Services.</td>
</tr>
<tr>
<td>3. Poster Critique</td>
<td>Explore Posters as a presentation format; Examine sample posters and present a critique of one.</td>
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<tr>
<td>4. Research Paper</td>
<td>A typed, minimum 5 page, 1.5-spaced mini-research paper will be prepared from the research data provided. The paper must have, and utilize, at least 6 references, of which at least 5 must be primary literature and only 2 can be reviews.</td>
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<tr>
<td>5. Power Point Presentation</td>
<td>The literature research project which will culminate with a 15 minute oral presentation to class of a review of the topic, using 8 - 12 Power Point slides (excluding Title slide) for audiovisual support. The presentation must run 10 - 15 minutes in length plus 2 - 4 minutes for questions from peers.</td>
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<tr>
<td>8. Peer Evaluation</td>
<td>Students will evaluate the Power Point presentations of their peers. These evaluations will factor into the grade for those assignments (typically 1/2 faculty evaluation + 1/2 peer evaluation). Evaluations will include constructive criticism. Class participation includes asking cogent questions during presentations.</td>
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</table>

**DROPPING THE CLASS**

Please consult with me before you decide to drop the class. Should dropping the class be the best course of action, you must initiate the process to drop the course by going to the Student Service Center, and filling out a course drop form. Just
stopping attendance will not automatically result in your record as having dropped the course.

**GRADE APPEALS**
As stated in the Texas A&M University-Corpus Christi University Rules and Procedures, a student who believes that he/she has not been held not 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 graded should first discuss the matter with the instructor. Consult the University Rules and Procedures for details of the appeal process. Students may also contact the Office of Student Affairs for assistance and/or guidance in the grade appeal process.

**ACADEMIC ADVISING**
The College of Science and Engineering requires that students meet with an Academic Advisor as soon as they are to declare a major. The Academic Advisor will set up a degree plan, which must be signed by the student, a faculty member, and the department chair. The College’s Academic Advising Center is located in Center for Instruction, Suite 350 (CI-350), and can be reached at 361-825-6094.
**TENTATIVE CLASS SCHEDULE**  (Schedule is subject to change)

<table>
<thead>
<tr>
<th>Wk</th>
<th>Date</th>
<th>Topic</th>
<th>Chapters</th>
<th>Assignments Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>T Jun 04</td>
<td>Intro; Personal Statements, Cover Letters &amp; Resumes; Interview techniques</td>
<td>Rosenberg Ch 1 – 10 &amp; 12</td>
<td></td>
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<tr>
<td></td>
<td>W Jun 05</td>
<td>Career Exploration: <a href="#">UC 304 Time: tba See Jacinto Medina</a></td>
<td>Rosenberg Ch 1, 13 &amp; 14</td>
<td></td>
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<tr>
<td>2</td>
<td>T Jun 11</td>
<td>Types of Scientific Literature; Search &amp; Review Scientific Literature</td>
<td>Gillen Sec 3 - 8; Day &amp; Gastel Ch 1 - 4</td>
<td>Resume, Cover Letter, Reference Request Ltr.,</td>
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<td></td>
<td>W Jun 12</td>
<td>Scientific Writing: Title, Authors, Abstracts, and Bibliographies</td>
<td>Day &amp; Gastel Ch 7 – 9 &amp; 15</td>
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<td></td>
<td>R Jun 13</td>
<td>Scientific Writing: Introduction, Materials &amp; Methods, Data, Results Presentation, &amp; Discussion</td>
<td>Day &amp; Gastel Ch 10 – 18</td>
<td>Personal Statement Due</td>
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<tr>
<td>3</td>
<td>T Jun 18</td>
<td>Scientific Writing: Critiquing Scientific Literature</td>
<td>Gillen</td>
<td>Title &amp; Abstract of Decap’d Paper Due</td>
</tr>
<tr>
<td></td>
<td>W Jun 19</td>
<td>Scientific Presentations: Posters &amp; Oral Presentation, PowrPt</td>
<td>Day &amp; Gastel Ch 27 &amp; 28; Davis Ch 13 - 17</td>
<td>Bibliography Due</td>
</tr>
<tr>
<td></td>
<td>R Jun 20</td>
<td>Begging for Money: Grants and Fellowships; Scientific Ethics</td>
<td>Day &amp; Gastel Ch 10; Davis Ch 5; Day &amp; Gastel Ch 10</td>
<td>Critique of CS Hallway Posters Due</td>
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<tr>
<td>4</td>
<td>T Jun 25</td>
<td>Team Posters Presentations</td>
<td></td>
<td>Research Paper Due</td>
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<td></td>
<td>W Jun 26</td>
<td>Oral Presentations PowrPt</td>
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<td></td>
<td>R Jun 27</td>
<td>Oral Presentations PowrPt</td>
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<td>5</td>
<td>T Jul 02</td>
<td>Oral Presentations PowrPt</td>
<td></td>
<td>Critique of Poster</td>
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<td></td>
<td>R Jul 03</td>
<td>Oral Presentations PowrPt</td>
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<td></td>
<td>F Jul 04</td>
<td>Final Exam 10-11:40 a.m.</td>
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