ProSkills BIOL/BIMS 2200.001
Department of Life Sciences
Spring 2016

A. COURSE INFORMATION

Course number/section: BIOL/BIMS 2201.001
Class meeting time: TR 4:00 – 4:50 pm
Class location: EN 108
Course Website: TBD

B. INSTRUCTOR INFORMATION

Instructor: John S. Wood, PhD
Office location: TBD
Office hours: TBA
Telephone: TBA
E-mail: johnswoodi@gmail.com
Appointments: Upon request when available

C. COURSE DESCRIPTION

Catalog Course Description
Presentation and discussion of selected topics relating to the professional skills of practicing scientists including literature searches, reviews, paper presentation, professional opportunities and job requirements. Biomedical Sciences and Biology majors only; satisfies computer literacy requirements.

Extended Course Description
This course involves 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, an introduction to ethical issues in science, and guidance on application completion and interviewing.

D. PREREQUISITES AND COREQUISITES

Prerequisites
None

Co-requisites
None
E. REQUIRED TEXTBOOK(S), READINGS AND SUPPLIES

Required Textbook(s)
Please check with instructor before obtaining these.


Optional Textbook(s) or Other References
Information may be taken from these and presented in lecture, but the student will not be expected to buy them.


Supplies
Textbook, copies of papers required for your project (do off library databases).

F. STUDENT LEARNING OUTCOMES AND ASSESSMENT

Assessment is a process used by instructors to help improve learning. Assessment is essential for effective learning because it provides feedback to both students and instructors. A critical step in this process is making clear the course’s student learning outcomes that describe what students are expected to learn to be successful in the course. The student learning outcomes for this course are listed below. By collecting data and sharing it with students on how well they are accomplishing these learning outcomes students can more efficiently and effectively focus their learning efforts. This information can also help instructors identify challenging areas for students and adjust their teaching approach to facilitate learning.

Upon completion of this course, students will be able to perform these outcomes:

1. Design and write professional scientific documents (resumes, personal statements) used in employment searches or application to graduate and/or professional schools.
2. Distinguish between primary reports and reviews of scientific literature.
3. Describe and construct the components of primary scientific literature in the A-IMRAD format.
4. Design a hypothesis of a biological problem, based on extension of a problem from primary scientific literature.
5. Produce a poster and a Power Point presentation of the analysis of this biological problem.
6. Assess and critique the hypotheses, approach, and presentations of peers in a professional manner.
7. Assess and explain ethics in science, and classify examples of scientific misconduct.
8. Complete a job application that stimulates interest and understand the interview process.

G. INSTRUCTIONAL METHODS AND ACTIVITIES

This course will be a combination of lecture section which will include traditional lecture, discussion, and in-class participation (including student presentations).

H. MAJOR COURSE REQUIREMENTS AND GRADING

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Category/Grade Breakdown</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Resume</td>
<td>Career Development</td>
</tr>
<tr>
<td>2. Personal Statement</td>
<td>Career Development</td>
</tr>
<tr>
<td>3. Title &amp; Abstract</td>
<td>Scientific Writing</td>
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</table>

- Instructor will give students a short paper missing the title and abstract (“decapitated paper”); they will write abstract and title of paper.

4. Bibliography               | Library Research         |

- Students will turn in a draft of their poster/PowerPoint bibliography. A minimum of ten (10) references is required, of which only two can be reviews. No internet resources (websites, blogs, Wikipedia etc.) may be cited as primary literature however the internet can be used to search for primary literature from peer-reviewed journals. **Student must format the bibliography in one specific journal style. Make sure you identify the Journal in writing at the top of the bibliography.**

5. Poster & Presentations     | 200

- Oral Defense
- Students are required to make a poster of a research topic in their area of interest. The poster should be made in PowerPoint on a single slide with no animations and scaled to 4 feet by 3 feet in size. The poster will be presented to the class digitally in PowerPoint, as if they had done the research and printed out the poster. You must also do a five (5) minute oral defense of the research topic that the poster presentation covers, as if you were presenting this information at a formal meeting. Part of the evaluation in this area also includes peer and professor review (50% each). Some students may have to present a poster before they have received corrections on their bibliography.
6. PowerPoint Presentation 300
   • Students must do a 10 to 15-slide PowerPoint presentation of their topic of interest (excluding the title slide). This presentation must run in length between 8 to 12 minutes for presentation, with 2 to 4 minutes for questions from their peers. The total time for presentation and questions should be 15 min, and MUST NOT exceed 20 minutes! Part of the evaluation also includes peer review (50%), as well as professor review (50%). Note that the PowerPoint and the Poster will be on the same topic!!

7. Final Exam 250

8. Attendance 50
   You will get 10 points subtracted from the final total for each unexcused absence (negative attendance grade possible).

TOTAL POINTS POSSIBLE 1000
Extra credit assignment may be given at the prerogative of the instructor.
A >=900 pts  B = 800-899  C=700-799  D=600-699  F<600

I. COURSE CONTENT/SCHEDULE

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Readings</th>
<th>Assignment Due</th>
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<tbody>
<tr>
<td>1</td>
<td>Intro; Course overview, personal statements,</td>
<td>Handouts;</td>
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<tr>
<td>2</td>
<td>CVs, cover letters &amp; resumes; applications &amp; interview skills;</td>
<td>R (Ch 1-10, 12)</td>
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<tr>
<td>3</td>
<td>Career Counseling; Mr. Jacinto Medina; Intro to Scientific Method; Scientific Writing;</td>
<td>G (Sec 3-8); K (Ch 1, 3)</td>
<td></td>
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<tr>
<td>4</td>
<td>Using Library resources—Mr. Ed Kownslar, Bell Lib 216A; internet search, keywords, 1º vs 2º literature</td>
<td>Decapitated Paper given</td>
<td>Resumes due</td>
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<tr>
<td>5</td>
<td>Scientific method, journal/paper format, study design, citation, plagiarism, Bibliographies &amp; Scientific Writing</td>
<td>K: Ch 4</td>
<td>Personal Statement due</td>
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<tr>
<td>Week</td>
<td>Activity</td>
<td>Notes</td>
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<td>6</td>
<td>Oral Presentations &amp; Posters INSTRUCTIONS; Poster Presentations I</td>
<td>G (Ch 1-2); K (Ch 2); K: (Ch 7-8, Appdx 2&amp;3) Title/Abstract Due for Decap paper. Presentation Article w/Search Bibliographies</td>
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<td>7</td>
<td>Poster Presentations II</td>
<td></td>
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<tr>
<td>8</td>
<td>Poster Presentations III PowerPoint Presentation I</td>
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<td>9</td>
<td>SPRING BREAK</td>
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<tr>
<td>10</td>
<td>PowerPoint Presentation II</td>
<td>Bibliographies for presentation support</td>
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<tr>
<td>11</td>
<td>PowerPoint Presentation III</td>
<td></td>
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<td>12</td>
<td>PowerPoint Presentation IV</td>
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<td>13</td>
<td>PowerPoint Presentations V</td>
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<td>14</td>
<td>PowerPoint Presentations VI Ethics in Science</td>
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<td>15</td>
<td>Applying for Graduate/Professional School</td>
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<tr>
<td>16</td>
<td>Final Exam</td>
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Note: Changes in this course schedule may be necessary and will be announced to the class by the Instructor. The assignments and exams shown are directly related to the Student Learning Outcomes described in Section F.

J. COURSE POLICIES

Attendance/Tardiness
Students are expected to attend every scheduled class, including Bell Library and Career Center presentations. It is the responsibility of the student to obtain any material missed during an absence from his/her classmates. PowerPoint slides are usually not provided on Blackboard 9.1 for students present in class, and will not be provided for late or absent students. You will get 10 points subtracted from the final total for each unexcused absence (negative attendance grade possible). Three unexcused tardies (2 minutes or more) equals one unexcused absence.
The professor makes the decision as to what constitutes an unexcused absence, as defined by the Catalogue and the University Handbook. Please schedule routine personal events (e.g., vacations, weddings, reunions, non-emergency medical or dental visits, parent-teacher conferences, household or auto repairs) to avoid conflicts with your classes. Oversleeping is never an acceptable excuse.

Late Work and Make-up Exams

Students will be given a Late Assignment Penalty for tardy work: 10% assignment grade deduction per class day late. However, after the 3rd day, late assignments will not be accepted. In-class late assignments are defined by being turned in after 9:50 am. Please note that assignments may be sent to me by e-mail. Tardiness is determined by the time noted on the instructor’s Inbox, but allowances can be made for server problems. Files contaminated by viruses, spyware, and worms will not be accepted. Missed extra credit assignments cannot be made up for unexcused absences; approved University absences may be given alternative extra credit work which may NOT be identical to the missed assignment.

Extra Credit

No extra credit is given.

Cell Phone Use

DO NOT USE CAMERA PHONES IN LECTURE OR LAB. DO NOT SEND TEXT MESSAGES DURING CLASS. Please turn off all cell phones, beepers, and Bluetooth devices, iPhones, Palm Pilots, Blackberries, etc., before entering the classroom, or at least place them on silent or airplane mode. I would prefer that earpieces not be worn in lecture. Recording of lectures with tape recorders can only be done with permission of instructor.

Food in Class

Eating in class is permitted so long as it does not disrupt the learning environment or the health and safety of others in the class.

Missed Exam

Prior notice will be required to miss the scheduled exam date/time. If absence is caused by an emergency such as accident, illness etc. an alternative date for the exam may be arranged with the professor.

Participation

List-serve: All students must subscribe to Opportunities List Serve. To subscribe, send a separate e-mail to opportunities-list-request@sci.tamucc.edu. Make sure that your e-mail appears in the “From” heading. In the subject heading, type “subscribe,” then send the e-mail. Next, you will receive a second message with a long set of letters and numbers in the subject line. You must also reply to that message in order to be subscribed to the list-serve.

You may not receive the messages from the list-serve if your Internet service provider
(Yahoo, Hotmail, Excite, Roadrunner, Grande, etc.) filters these messages. You may have to adjust the filters on your inbox to keep these messages from being placed in junk-mail. I will be placing more information on Blackboard 9.1, including either papers assigned, or a link.

At the end of the course, if you want to unsubscribe, send an e-mail that contains your e-mail address in the “From” heading. In the subject heading, type “unsubscribe”, then send the e-mail. I hope that students will continue to subscribe to opportunities-list@sci.tamucc.edu!

K. COLLEGE AND UNIVERSITY POLICIES

- **Academic Integrity (University)**
  University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in a failing grade.

- **Classroom/Professional Behavior**
  Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

- **Statement of Civility**
  Texas A&M University-Corpus Christi has a diverse student population that represents the population of the state. Our goal is to provide you with a high quality educational experience that is free from repression. You are responsible for following the rules of the University, city, state and federal government. We expect that you will behave in a manner that is dignified, respectful and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

- **Deadline for Dropping a Course with a Grade of W (University)**
  The grade of W will be assigned to any student officially dropping a course. Please consult with the instructor before you decide to drop to be sure it is the best thing to do. Just stopping attendance and participation **WILL NOT** automatically result in
your being dropped from the class. Should dropping the course be the best course of action, visit the Office of the University Registrar for the Course Drop Form that must submitted. No student is eligible to receive a W without completing the official drop process by this deadline. Please consult the Academic Calendar (http://www.tamucc.edu/academics/calendar/) for the last day to drop a course.

- **Grade Appeals (College of Science and Engineering)**
  As stated in University Procedure 13.02.99.C2.01, 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 upon 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, see University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules website at http://www.tamucc.edu/provost/university_rules/index.html, and the College of Science and Engineering Grade Appeals webpage at http://sci.tamucc.edu/students/GradeAppeal.html. For assistance and/or guidance in the grade appeal process, students may contact the chair or director of the appropriate department or school, the Office of the College of Science and Engineering Dean, or the Office of the Provost.

- **Disability Services**
  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. If you believe you have a disability requiring an accommodation, please call (361) 825-5816 or visit Disability Services in Corpus Christi Hall 116.

  If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.

  http://disabilityservices.tamucc.edu/

- **Statement of Academic Continuity**
  In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi; this course would continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However,
students need to make certain that the course instructor has a primary and a secondary means of contacting each student.

L. OTHER INFORMATION

- Academic Advising
  The College of Science & Engineering requires that students meet with an Academic Advisor as soon as they are ready to declare a major. The Academic Advisor will set up a degree plan, which must be signed by the student, a faculty mentor, and the department chair. Meetings are by appointment only; advisors do not take walk-ins. Please call or stop by the Advising Center to check availability and schedule an appointment. The College’s Academic Advising Center is located in Center for Instruction 350 or can be reached at (361) 825-3928.

GENERAL DISCLAIMER

I reserve the right to modify the information, schedule, assignments, deadlines, and course policies in this syllabus if and when necessary. I will announce such changes in a timely manner during regularly scheduled lecture periods.