Graduate Research Seminar
Department of Life Sciences
Spring 2016

A. COURSE INFORMATION

Course number/section: MARB 6102.001
Class meeting time: F 2:00-2:50 p.m.
Class location: IH-158
Course Website: https://bb9.tamucc.edu/ (Blackboard Sign In page)

B. INSTRUCTOR INFORMATION

Instructor: Simon Geist
Office location: SL1-101
Office hours: MF 10-11 a.m., T 4-5 p.m
Telephone: 825-4164
e-mail: simon.geist@tamucc.edu
Appointments: Email or call for appointment, if possible 24h in advance

C. COURSE DESCRIPTION

Catalog Course Description
1 sem. hrs. (1:0) Current literature readings, study, and presentation by students, faculty, or visiting scientists. Meets one hour weekly. Must be taken to fulfill degree plan requirements by all Marine Biology graduate students and recommended enrollment of once per year.

Extended Course Description
Seminar gives students and faculty a chance to encounter material outside of their normal course of study, which expands their general knowledge and professional opportunities. Seminar material will include professional development material, such as ethics, learning styles, curriculum vitae, grant funding, proposal development, etc.

D. PREREQUISITES AND COREQUISITES

Prerequisites & Corequisites
None

E. REQUIRED TEXTBOOK(S), READINGS AND SUPPLIES

None, but reading will be required from website material, journals, newspapers, magazines, and library holdings.
Optional Textbook(s) or Other References

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.

By the end of this course, students should be able to:
1. Review a proposal,
2. Review a manuscript,
3. Discuss the highlights and critique contemporary scientific literature, and
4. Critique a verbal presentation, which may or may not have associated slides.

G. INSTRUCTIONAL METHODS AND ACTIVITIES
The course will be taught through traditional lectures and assignments with relevant topical discussions and student-led discussions and presentations.
H. MAJOR COURSE REQUIREMENTS AND GRADING

The learning outcomes stated earlier will be assessed through a variety of methods as noted in the following table.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>% of FINAL GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Review</td>
<td>40</td>
</tr>
<tr>
<td>Chosen activity (review or present.)</td>
<td>40</td>
</tr>
<tr>
<td>Class Participation &amp; Homework</td>
<td>20</td>
</tr>
</tbody>
</table>

Grading: There will be two major assignments that are each worth 40% of your grade. One assignment will be a review of a proposal. The second will be a chosen activity (proposal review, manuscript review, presentation, or elevator speech along with public article) of your choice. If an assignment is missed with proper prior notification, the assignment must be turned in no later than the following class day. If the assignment is not turned in a grade of zero (0) will be entered. No extra credit assignments will be given. Class attendance, participation, and homework will also be factored (20%) into your final grade. There will be no final exam, therefore your two assignment are critical to obtaining a grade. The grading scale is: A=89-100%, B=79-88%, C=69-78%, D=59-68%, and F=0-58%. All grades will be rounded to the nearest whole number, therefore, a grade of 88.50% would be rounded to 89% (A) and a grade of 88.49% would be an 88% (B). Last day to withdraw from class with a "W" is Friday, 6 November, and must be done by the student.

I. COURSE CONTENT/SCHEDULE

Note: Changes in this course schedule may be necessary and will be announced to the class by the Instructor. The assignments shown are directly related to the Student Learning Outcomes described in Section F.

<table>
<thead>
<tr>
<th>Class #</th>
<th>Date</th>
<th>Topic</th>
<th>Readings/Assign.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>22 Jan</td>
<td>Introduction</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>29-Jan</td>
<td>IACUC</td>
<td>BB Folder</td>
</tr>
<tr>
<td>3</td>
<td>5-Feb</td>
<td>What makes a great proposal?</td>
<td>BB Folder</td>
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<tr>
<td>4</td>
<td>12-Feb</td>
<td>How to write an NSF proposal and review</td>
<td>BB Folder</td>
</tr>
<tr>
<td>5</td>
<td>19-Feb</td>
<td>How to write a proposal budget</td>
<td>BB Folder</td>
</tr>
<tr>
<td>6</td>
<td>26-Feb</td>
<td>Lab Management</td>
<td>BB Folder</td>
</tr>
<tr>
<td>7</td>
<td>4-Mar</td>
<td>How to review a manuscript or proposal</td>
<td>BB Folder</td>
</tr>
<tr>
<td>8</td>
<td>11-Mar</td>
<td>Student Led Research Discuss or Present</td>
<td>BB Folder</td>
</tr>
<tr>
<td></td>
<td>18-Mar</td>
<td>HOLIDAY (Springbreak) - no class</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td>Notes</td>
<td></td>
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<tr>
<td>25-Mar</td>
<td>Student Led Research Discuss or Present</td>
<td>BB Folder</td>
<td></td>
</tr>
<tr>
<td>1-Apr</td>
<td>Student Led Research Discuss or Present</td>
<td>BB Folder</td>
<td></td>
</tr>
<tr>
<td>8-Apr</td>
<td>Student Led Research Discuss or Present</td>
<td>BB Folder</td>
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<tr>
<td>15-Apr</td>
<td>Student Led Research Discuss or Present</td>
<td>BB Folder</td>
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<tr>
<td>22-Apr</td>
<td>Student Led Research Discuss or Present</td>
<td>BB Folder</td>
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<tr>
<td>29-Apr</td>
<td>Student Led Research Discuss or Present</td>
<td>BB Folder</td>
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<tr>
<td>6-May</td>
<td>Final Exam</td>
<td>None</td>
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J. **COURSE POLICIES**

**Attendance/Tardiness**
Each student’s individual career experiences provide valuable perspective to their peers. Therefore, it is critical that you attend class regularly to be a partner in this learning environment. At each class meeting, attendance will be noted. It is each student’s responsibility to contact the instructor directly (phone or e-mail), in advance, if class will be missed. If absent, it is the student's responsibility to obtain missed information from a classmate. Missed information includes not only lecture notes, but also any possible information regarding changes to the agenda. The student is expected to arrive prepared to take notes and should bring textbook and handouts. The instructor will not accept late work without valid reasons. Students with a university approved scheduled absence (athletics, military duty, etc.) **must** contact the instructor well in advance (>72 hrs) of a scheduled absence. Exams may be taken early in those specific cases. Students who do not arrange to take exams ahead of time will not be eligible for this special consideration. A written excuse from the university department involved is required.

Students are encouraged to contact the instructor anytime they are not achieving their intended level of success, prior to taking any other action. Students who need to withdraw must complete an official form and submit it consistent with college policy no later than the official published date. “Incomplete” grades are awarded only when an emergency prevents a student from completing a minor portion of the course assignments. Active participation is a part of your grade. It includes (1) asking questions; (2) answering questions with supportive evidence; (3) responding to other student’s comments, etc. Students are expected to be on time for class, to address others with respect, and to project an attentive and concerned demeanor.

**Late Work and Make-up Exams**
There are no exams in this class, therefore there are no make-up exams. Work that is not submitted on-time will be given a grade of zero, unless the student has notified me prior of extenuating circumstances (e.g., death in the family).
Extra Credit
No extra credit assignments will be given.

Cell Phone Use
The use of cell phones and other personal electronic devices (PEDs) are prohibited during class. All cell phones must be turned off during the class period. If you are emergency personnel (i.e., EMT, fire, or police) you may set your device to vibrate. Any student who uses a cell phone to make or answer a call, send and read text messages or e-mails (other than TAMUCC emergency messages), or any other use of a personal electronic device during class may have that device confiscated and be asked to leave class, which will be considered an absence for that class. No student has the right to disturb the teaching and learning process. Voice recording of lectures is allowed, but no video or photography are allowed during class.

Laptop Use
Laptop computers and tablets may be used in the classroom for taking notes, as long as they are not a nuisance to other students. However, laptops shall not be used for items as noted above for cell phones or PEDs.

Food in Class
There is NO eating or drinking in the classroom.

Missed Exam
There are no exams in this class, therefore an exam cannot be missed.

Participation
Two or more unexcused absences, with the exception of death in the nuclear family, sick child/spouse, personal sickness, or research-related activities may result in a failing grade at the discretion of the instructor. You must contact the instructor by phone message or e-mail before class to let the instructor know of your absence.

Others
Cheating is defined as:
• Copying to any extent the work of another student
• Intentionally assisting another student during an examination
• Having access to material related to an examination during an examination
• Possessing or having access to unauthorized copies of an examination
• Departing from any stated examination conditions
Cheating or other academic dishonesty for exams and assignments will not be tolerated and will result in a Failing (F) grade for the class and suspension.

Plagiarism: The Merriam-Webster Dictionary defines plagiarism as "To pass off as one’s own words or ideas of another.”
Plagiarism involves:
• Submitting another person's work as one's own
• Submitting work from any source that is not properly acknowledged by footnote, bibliography, or reference within a paper
• Submitting work pieced together from phrases and/or sentences from various sources without acknowledgement
• Submitting work with another person's phrase(s) rearranged without acknowledgement
• Submitting work that uses any phrase, sentence, or stylistic mannerism without acknowledgement
• Omitting quotation marks from any directly quoted material
• Failure to use three dots (...) to indicate omission of one or more words
• Any other actions deemed to be plagiarism

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.