PROFESSIONAL SKILLS: BIOL/BIMS 2200.003  
Department of Life Sciences  
Fall 2016

A. COURSE INFORMATION

Course number/section: BIOL/BIMS 2200.003  
Class meeting time: W: 7:00 pm - 8:40 pm  
Class location: OCNR 222  
Course Websites: bb9.tamucc.edu

B. INSTRUCTOR INFORMATION

Instructor: Xavier F. Gonzales, PhD, MSPH  
Office location: Engineering 310C  
Office hours: T,R: 11:00 am-12:30pm & W: 5:00pm-7:00pm  
Telephone: 361-825-3824  
e-mail: Xavier.Gonzales@tamucc.edu  
Email me at any time but my responses will be limited after 5pm weekdays and all weekend.  
Appointments: email me to set up appointments

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. Biology and Biomedical Science majors only; satisfies computer literacy requirements.

Extended Course Description
A major goal of this course is to provide you with basic skills sets that are necessary to be a successful practicing biological scientists. The course covers application of scientific literature research skills, interaction with fellow scientists, and development of career tools for graduate and professional school.

D. REQUIRED TEXTBOOK(S), READINGS AND SUPPLIES

- Students are responsible to read all handouts provided on Blackboard.

E. 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. Develop scientific social skills through effective communication.
2. Identify how to develop a scientific community.
3. Design and write professional scientific documents (curriculum vitae, personal statement) to be used in employment searches or application to graduate and/or professional schools.
4. Distinguish between primary reports and reviews of scientific literature.
5. Describe and construct the components of primary scientific literature in the A-IMRAD format.
6. Design a hypothesis of a biological problem, based on extension of a problem from primary scientific literature.
7. Produce a poster and a Power Point presentation of the analysis of the biological problem.

F. INSTRUCTIONAL METHODS AND ACTIVITIES

Learner-Centered Teaching: Collaborative work, control of content selection, personal reflection, learning skill demonstration.

G. MAJOR COURSE REQUIREMENTS AND GRADING

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>% of FINAL GRADE</th>
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<tbody>
<tr>
<td>Hypothesis &amp; Story Outline</td>
<td>10%</td>
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<tr>
<td>Supporting Documents (4 minimum)</td>
<td>10%</td>
</tr>
<tr>
<td>Poster Presentation</td>
<td>15%</td>
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<tr>
<td>Oral Presentation</td>
<td>15%</td>
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<tr>
<td>Research Paper</td>
<td>20%</td>
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<tr>
<td>Curriculum Vitae</td>
<td>10%</td>
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<tr>
<td>Personal Statement</td>
<td>10%</td>
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<tr>
<td>Attendance/Participation</td>
<td>10%</td>
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Grading scale: A>90%  B=80-89.9%  C=70-79.9%  D=60-69%  F<60%

Lecture
Hypothesis and Story Outline = 100 pts
Supporting Documents(4 minimum) = 50 pts
Curriculum Vitae = 100 pts
Personal Statement = 100 pts
Poster Presentation = 150 pts
Oral Presentation = 150 pts
Research Paper Draft = 100 pts
Research Paper = 150 pts
Attendance = 100 pts
Total = 1000 pts
### H. COURSE CONTENT/SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Lecture Topic</th>
<th>HW Due</th>
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<tbody>
<tr>
<td></td>
<td><strong>Theme I: Self/Peer Review &amp; Show Me The Money</strong></td>
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<tr>
<td>08/24</td>
<td>Introduction (Syllabus and Assessment)</td>
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<tr>
<td>08/31</td>
<td>Discussion Topic Selection &amp; Hypothesis Development</td>
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<td><strong>Theme II: Effective Communication in Science (Journals)</strong></td>
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<tr>
<td>09/07</td>
<td>Library Scavenger Hunt: Meet In LIB 109 (Ed Kownslar)</td>
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<td>09/14</td>
<td>Elements of the Research Paper I: Introduction; Materials and Methods</td>
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<tr>
<td>09/21</td>
<td>Elements of the Research Paper II: Results (figures &amp; tables); Discussion; Literature Cited</td>
<td>Supporting Documents</td>
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<tr>
<td>09/28</td>
<td>Writing the Research Paper I: Story Time &amp; Supportive Information</td>
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<td>10/05</td>
<td>Writing the Research Paper II: Elements of a Good Paper (Story Outline Development: come to class with a draft)</td>
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<td><strong>Theme III: Expanding your Career Planning Toolkit (Jacinto “Jace” Medina Career Services)</strong></td>
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<tr>
<td>10/12</td>
<td>Curriculum Vitae (CV)/Resume; Personal Statement Writing; LinkedIn Workshop</td>
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<td>Networking &amp; Interviewing Workshop</td>
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<td><strong>Theme IV: Effective Communication in Science (Public Speaking)</strong></td>
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<td>10/19</td>
<td>Poster Presentation I: Demonstration; Preparation</td>
<td>CV/Resume &amp; Personal Statement</td>
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<td>10/26</td>
<td>Poster Presentation II: Student Presentations</td>
<td>Poster Presentation</td>
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<tr>
<td>11/02</td>
<td>Review CV/Resume &amp; Personal Statements</td>
<td>Poster Presentation</td>
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<tr>
<td>11/09</td>
<td>Oral Presentation I: Demonstration; Preparation</td>
<td>Oral Presentation</td>
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</table>
11/11
Drop Date

11/16
Oral Presentation II: Student Presentations

11/23
Reading Day

11/30
Review of Research Paper Drafts

12/07
Reading Day

12/14
Final: 7:15pm – 9:45pm

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.

I. COURSE POLICIES

Attendance/Tardiness
Attendance: Students are expected to attend every scheduled class meeting. It is the responsibility of the student to obtain any material missed during an absence from his/her classmates. Power Points are not placed in the library, and only Power Points from certain sections will be placed on Blackboard, or on a website.

Tardiness: Students may enter when late but be respectful of your peers and do not disrupt the class as you enter.

Late Work and Make-up Exams
No late work will be accepted. You must refer to Blackboard to identify when items will be due. It is your responsibility to get it turned in through the appropriate outlet on the designated day. I will not remind you.

No make-up exams will be given; one exam can be dropped and replaced by the grade from the Cumulative Final Exam.

Extra Credit
Missed extra credit opportunities—Instructor is not obligated to give make-up assignments for extra credit opportunities, whether excused or unexcused.

Cell Phone Use
Lecture: Students may NOT utilize their cell phone; therefore keep them on silent and put away.

Laptop Use
Lecture: Students may utilize their laptops as long as it does not disrupt others in class.
Food in Class
Lecture: Students may eat food as long as it does not disrupt others in class. It is the student’s responsibility to clean up after themselves. If you fail to do so, you will no longer be allowed to have food in class.

Missed Exam
No make-up exams will be given; one exam can be dropped and replaced by the grade from the Cumulative Final Exam.

Participation
Lecture: Students are required to participate in all group activities. Peer evaluations will be given with each activity to determine your final assessment.

J. COLLEGE AND UNIVERSITY POLICIES

- Academic Integrity (University)
  It is expected that university students will demonstrate a high level of maturity, self-direction, and ability to manage their own affairs. Students are viewed as individuals who possess the qualities of worth, dignity, and the capacity for self-direction in personal behavior.
  See Full University Policy at http://catalog.tamucc.edu/content.php?catoid=10&navoid=313#Academic_Integrity

- 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.

- 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 by November 11, 2016. No student is eligible to receive a W without completing the official drop process by this deadline. Visit the Office of the University Registrar for the Course Drop Form that must submitted. After November 11, 2016 a student will not be allowed 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.

K. **OTHER INFORMATION**
Have a great semester and enjoy your journey to discover new knowledge

**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.