PROFESSIONAL SKILLS ESCI 3202.001
Department of Physical and Environmental Sciences
Summer I, 2017

A. COURSE INFORMATION
   Course number/section: ESCI 3202.001
   Class meeting time: MTWR 01:30 - 02:55 PM, 5/30/2017 – 6/30/2017
   Class location: OCNR 255
   Course Website: http://bb9.tamucc.edu. Class will use Blackboard extensively.

B. INSTRUCTOR INFORMATION
   Instructor: John S. Wood, PhD.
   Office location: EN 314E
   Office hours: TWR 12:30 – 1:30 pm or by appointment
   Telephone: 361-825-2683
   e-mail: john.wood@tamucc.edu
   Appointments: Please make appointments through email or calling before meeting with me, as I share an office with other adjuncts.

C. COURSE DESCRIPTION
   Catalog Course Description
   Presentation and discussion of selected topics relating to the professional skills of practicing environmental scientists including literature searches, reviews, paper presentation, professional and career opportunities, and professional ethics.

   Extended Course Description
   This course will allow students to explore career options in the environmental sciences and gain professional skills appropriate to scientists, to assist in realizing their career goals. An emphasis will be placed on reading, understanding, critiquing, presenting and writing scientific literature. Topics include preparation of a professional resume and cover letter; career opportunities, interviewing, use of library and electronic databases for scientific literature searches; audiovisual presentations, critiquing scientific journal articles, writing of scientific papers, and professional ethics.

   This course is designed to help you meet the requirements and skill levels of being a professional, either at work or in a higher level of education.

D. PREREQUISITES AND COREQUISITES
   Prerequisites
   None

   Corequisites
   None
E. REQUIRED TEXTBOOK(S), READINGS AND SUPPLIES

Required Textbook(s)
None required. Materials will be made available online or students will be provided links to resources. Students are expected to read assigned online readings.

Optional Textbook(s) or Other References
We will discuss style guides during the first meeting.

Supplies
This class will require extensive writing and research. Students will need regular access to the internet, and to a computer or tablet which allows composition of written documents. A cellphone will not suffice. Please feel free to bring electronic devices to class. Internet capabilities will be required in the classroom.

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. Prepare a professional resume and cover letter.
2. Explore career opportunities through the Career Center, including participate in a career assessment and mock interview.
3. Use library and electronic databases to search scientific literature.
4. Perform literature analysis, develop visual aids, and organize audio-visual presentations.
5. Critique scientific journal articles.
6. Create and give a professional quality presentation.

G. INSTRUCTIONAL METHODS AND ACTIVITIES

Instructional methods include interactive lectures, guest speakers, assignments in literature-searching, writing, interviewing, oral presentations, and other skills, and substantial use of peer editing and other peer assistance and feedback. This course requires active participation, and students are expected to attend all classes.
H. MAJOR COURSE REQUIREMENTS AND GRADING

The student learning outcomes described in Section F will be measured through the assignments listed below.

The following grading scale will be used:

- A = 90-100%
- B = 80-89.9%
- C = 70-79.9%
- D = 60-69.9%
- F = ≤ 59.9%

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>POINTS</th>
<th>% of FINAL GRADE</th>
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</thead>
<tbody>
<tr>
<td>Resume and Cover Letter</td>
<td>100</td>
<td>10%</td>
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<tr>
<td>Bibliography and Literature Search</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Title and Abstract</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Topic Paper Summary</td>
<td>50</td>
<td>5%</td>
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<tr>
<td>Paper Critique</td>
<td>100</td>
<td>10%</td>
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<tr>
<td>Source Paper Summaries (2)</td>
<td>100</td>
<td>10%</td>
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<tr>
<td>Mock Interview (Career Services)</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td>Choices Career Assessment (Career Services)</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td>Oral Presentation</td>
<td>200</td>
<td>20%</td>
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<tr>
<td>Attendance</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td>Final Examination</td>
<td>100</td>
<td>10%</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1000</strong></td>
<td><strong>100%</strong></td>
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I. COURSE CONTENT/SCHEDULE

The class schedule found below is subject to change, as many of the dates depend on other individuals and departments.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>ASSIGNMENTS</th>
<th>ASSIGNMENTS DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>T 5/30</td>
<td>Introduction - Syllabus Science Overview; Research Topics discussed and selection assigned.</td>
<td>Select Research Topics Oral Presentations Assigned</td>
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<tr>
<td>W 5/31</td>
<td>Journal Article Critiques discussed. Bibliographies discussed. Instructions to Authors discussed</td>
<td>Select Presentation Slots</td>
<td>Research Topic Due before class!</td>
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<tr>
<td>DATE</td>
<td>TOPIC</td>
<td>ASSIGNMENTS</td>
<td>ASSIGNMENTS DUE</td>
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<tr>
<td>R 6/1</td>
<td>Visit to Bell Library (ScienceDirect, WebEx, preparing a bibliography.) Discuss scientific writing Critique #1, APA Creating a bibliography</td>
<td>• Topic Paper Summary assigned • Choices360 Assessment assigned</td>
<td>Selection of Presentation Slots</td>
</tr>
<tr>
<td>M 6/5</td>
<td>Visit to the Writing Center: Topics will include (1) overview of Center, including supplemental instruction and peer mentoring, (2) scientific writing and bibliographies Writing Center: Resume and cover letter preparation.</td>
<td>Bibliography and Literature Search assigned</td>
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<tr>
<td>T 6/6</td>
<td>Critique #1 discussed. Title – Abstract discussed and assigned. Plagiarism and professional misconduct discussed</td>
<td>• Critique #1 Assigned • Title - Abstract assigned</td>
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</tr>
<tr>
<td>W 6/7</td>
<td>Topic Paper Summary returned and discussed Discussion of Critique #1 Time Management</td>
<td>Resume and cover letter assigned</td>
<td>Topic Summary Papers Due Before Class</td>
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<tr>
<td>R 6/8</td>
<td>Professional interviewing skills: preparing for mock interviews. Discuss: On Being a Scientist.</td>
<td>• Read Excerpt from ‘On Being a Scientist’</td>
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<tr>
<td>M 6/12</td>
<td>Discuss: On Being a Scientist.</td>
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<td>Critique #1 Due before class</td>
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<tr>
<td>T 6/13</td>
<td>Discuss scientific writing/publishing a scientific manuscript; Career Assessments</td>
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<td>Choices360 Assessment Due Draft Resume and Cover Letter Due</td>
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<tr>
<td>W 6/14</td>
<td>Career Services: Topics will include an overview of services, including professional attire, Mock Interview Location TBA Interviewing, Cover Letters, and Letters of Intent.</td>
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<td>Title – Abstract Due</td>
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<tr>
<td>DATE</td>
<td>TOPIC</td>
<td>ASSIGNMENTS</td>
<td>ASSIGNMENTS DUE</td>
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<td>R 6/15</td>
<td>Google Scholar, Doodle, Google Forms, Citation Software</td>
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<td>Final Resumes/Cover Letters due.</td>
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<td>M 6/19</td>
<td>Student’s Choice</td>
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<tr>
<td>T 6/20</td>
<td><strong>The Writing Center:</strong> Plagiarism, Effective poster presentations; figures, tables &amp; graphs</td>
<td>Bibliography Due</td>
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<td>W 6/21</td>
<td>Film: <strong>End of the Line</strong></td>
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<td>Source Paper Summaries (2) Due</td>
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<td>R 6/22</td>
<td>Oral presentations (4)</td>
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<td>M 6/26</td>
<td>Oral presentations (4)</td>
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<tr>
<td>T 6/27</td>
<td>Oral presentations (4)</td>
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<tr>
<td>W 6/28</td>
<td>Oral presentations (4)</td>
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<td>R 6/29</td>
<td>Last Day of Classes</td>
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<tr>
<td>F 6.30</td>
<td>Final Exams</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**

Attendance is required. Only two unexcused absences are permitted before letter-grade deductions. Thereafter, there will be a penalty of 1 letter grade per each additional absence. I will check attendance in each class period and a portion of your grade is based on attendance. Students are responsible for the material covered and assignments made in every lecture regardless of whether you attend it. Your grade for attendance missed because of an unexcused absence (including tardiness and leaving early) cannot be recovered. An excused absence allows us to make alternative arrangements for completing assignments. The documentation required for an absence to be excused must be:

- From an appropriate source who states the nature of the event that caused (or will cause) your absence.
- In writing, on official stationery, and signed.
- Presented prior to the absence for a scheduled event (e.g., university-sponsored activity, recognized religious holiday, military service).
- Presented no more than two days after the date of an unexpected absence.
Unacceptable Attendance/Tardiness Excuses:
Only unavoidable absences are excused, so you should schedule routine personal events to avoid conflicts with your classes. Employment conflicts are not acceptable excuses for absences, tardiness, or leaving class early. Texas waives jury duty for students, so jury duty is not an acceptable excuse. Excessive or routine tardiness will count as absences.

Late Work and Make-up Exams
Most assignments will be submitted through Blackboard. Written assignments are due by the beginning of class on the date announced. Late assignment penalty for tardy work = 10% assignment grade deduction per class day late. After the third day, late assignments will not be accepted and the student will receive no grade for that assignment. You may always turn in assignments early. If you know that you will have an excused absence when an assignment is due, you must turn in that assignment before its due date.

Extra Credit
Extra credit assignments may be given at the instructor’s discretion. All extra credit assignments will be made available to all students in the class and section.

Cell Phone Use
Electronic communication devices should be in silent mode during class. If you need to use them, please do so in a manner that does not interfere with or distract other students from the learning experience. If an emergency call has to be answered, please walk unobtrusively out of the class, finish the conversation, and return to your seat equally unobtrusively.

Laptop Use
The use of laptop computers or tablets is permissible in class and highly encouraged. We live in a mobile society and the use of such devices can, when properly used, be a tool for professional growth. While not required, I encourage students to bring whatever data device they normally use to class every week. You will receive assignments electronically (Blackboard) and will also have journal articles that you will be responsible for reading and understanding. I wish to minimize the amount of paper that needs to be distributed to and from students as a part of this class. Electronic submission of presenter critiques will require a wireless –capable mobile device.

Food in Class
There is no food allowed in classrooms in this building.

Missed Exam
You are expected to take the exam when scheduled. Make-up exams will only be permitted under department-approved circumstances.

Participation
Students are expected to participate and do a great deal of peer-reviewing and peer-editing in class. Please be willing to help your fellow class members by participating in classroom discussions.

Others
If you are having a problem finishing an assignment or other concerns, please talk to me. My goal is to help you succeed in the course, and as a successful professional after you graduate. If you put in the effort, you will. I expect professional-quality work.

Treat this course as you would a job you really like!
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 be 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 CI 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. Major changes will be posted in Blackboard.