

	<b>Course Syllabus (2016)</b>
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**Last Date Revised: 1/6/16**

**I. COURSE NUMBER AND TITLE: Professional Development**

Course/section Number(s):

(the following are the codes for each major and core-use as needed)

BMME 8059, OCMB 9900, MEVS 5565

Days: **Wednesday 6:30-9:30PM from January 6- March 23, 2016**

Building & Room: **COE 4<sup>th</sup> floor**

Library course guide: <http://nova.campusguides.com/ocmb9900>

**II. INSTRUCTOR:**

Instructor Name: Nicole Fogarty

Phone: 954.262.3630

Email: [nicole.fogarty@nova.edu](mailto:nicole.fogarty@nova.edu)

Office: COE 405

Office Hours: By appointment

Teaching Assistant: Maggie Rushmore

**III. COURSE DESCRIPTION:**

*Do you want to learn the skills needed to be successful in graduate school and beyond?  
Are you not sure what you will do, or how to obtain your dream job after you finish your degree?*

This professional development class is designed to broaden the graduate student's career prospective and develop competencies in communication (written and oral), leadership/management abilities, and skills related to job acquisition. This class will benefit students at any stage of their graduate career or pursuing any degree type (capstone, thesis, dissertation).

**IV. COURSE LEARNING OUTCOMES\*:**

Students will:

1. Learn how to effectively write grant proposals, scientific reports, and scientific manuscripts.
2. Learn how to manage time, stress and people.
3. Obtain the skills needed for job acquisition including networking, CV writing, interview skills, and where to locate jobs

## **V. REQUIRED TEXTS AND MATERIALS:**

1. Scientific writing and communication: papers, proposals, and presentations by Angelika Hofmann (make sure you buy the 2<sup>nd</sup> edition with the dragonfly on the front)

Optional: The elements of Style by Strunk and White- 4<sup>th</sup> edition

## **VI. COURSE SCHEDULE AND TOPIC OUTLINE:**

### **Class Format**

The course will consist of lectures, discussions, exercises, and activities. The course will be broken down into 4 modules: communication, scientific writing, management, and job acquisition. Visiting speakers will provide broad insight into various topics, then Dr. Fogarty will place that information into the context of the scientific community. During the career panel, local scientists from various agencies (NGO, state, federal, private, academic, etc.) will give a presentation on their background, qualities and skills needed for their position, graduate school advise, and answer your questions.

***IT WOULD BE VERY HELPFUL IF YOU BROUGHT YOUR LAPTOP TO EVERY CLASS. PLEASE LET ME KNOW IF THIS IS NOT POSSIBLE.***

### ***Grant***

All students will be required to write a microgrant using the Lerner-Gray Grant Proposal guidelines: (2 pg narrative, literature cited -1pg, itemized budget \$500-2,000 (for supplies and travel but not salary), budget justification, CV. Two letters of recommendation are also needed, but you do not need to obtain these unless you would like to submit your proposal to LG for funding. I encourage you to do! The first draft you will be reviewed by two classmates. I will review your second and final draft, which are worth 15% and 10% of your grade, respectively.

### ***Exercises and Quiz***

There will be a quiz on January 20<sup>th</sup> AND Feb. 10 on common writing mistakes. You will be given sentences and passages with common errors in which you will need to correct and describe why they were incorrect. You will be expected to participate in the exercises that we do in class.

### ***Reviewing***

All students are expected to review 2-3 CV's and grant proposals. You will be graded on the quality of your evaluation.

### ***Interview***

We will hold mock interviews that will last about 10 minutes. I will ask you questions about your background, skill set, career goals, etc. You will be evaluated on every aspect of the interview (i.e., how you present yourself, how you dress, how you answered questions, etc.).

### ***Curium Vitae (CV)- extended resume***

We will review tips to creating an effective CV. Your CV will be evaluated by your peers and by your instructor.

**Presentations**

We will set up a mock conference where you will give a poster presentation. You will give a 10 minute science presentation on your grant proposal or current research (2 min for questions). You will give a 3 minute presentation on your grant proposal or current research catered to a general or scientific audience.

date	topic	Reading
1/6/2016	Review Syllabus Lecture -Scientific Writing: common writing errors <i>Guest speaker: Jaime Goldman and Keri Baker - Endnote, searching databases, Researcher ID/ORCID</i> <u>Exercises:</u> brainstorm grant topics; chapter 2 Hofmann	H, p1-122
1/13/2016	Lecture- Scientific writing: common writing errors <u>Exercises:</u> ch. 3 Hofmann, 1 page writing example <b>Due: Bring in example of previous writing (1 page)- can be rough draft of upcoming grant submissions</b>	H, p.379-506
1/20/2016	Lecture -Scientific writing: grant proposals; budgets, grant availability <u>Exercise:</u> ch. 4 Hofmann <b>Due: Quiz on common writing mistakes 1</b>	H, p. 125-216, p 607-637; read 4 author papers see 1/27
1/27/2016	Lecture-Scientific Writing: scientific publications, cover letter, authorship, scientific reports, lab notebooks <u>Exercises:</u> ch. 5 Hofman <b>Due: Discuss Erlen et al. 1997; Fine and Kurdek 1993; Dance 2012; Fische 2012</b> <i>Note: Padi Foundation grant (due Feb.1)</i>	H p. 217-376
2/3/2016	Lecture- none <i>Guest Speaker: Keri Baker (management applications, websites)</i> <u>Exercise:</u> ch. 6 Hofmann <b>Due: Microgrant due to classmates</b>	H, p.519-574
2/10/2016	Lecture -Communication: networking, oral presentation to public, elevator talk, poster presentation <u>Exercise:</u> Elevator talk outline <b>Due: Quiz on common writing mistakes 2</b> <b>Due: Microgrant reviews back to author</b> <i>Note: Theodore Roosevelt Memorial Grants (due Feb. 15)</i>	H, p. 575-605
2/17/2016	Lecture- Job Acquisition: CV general skills <u>Exercises:</u> 3 minute talks and CV review <b>Due: Microgrant due to Fogarty</b>	
2/24/2016	Lecture-Job Acquisition: job postings, interview skills, dress code <u>Exercises:</u> draft of poster presentation, interview skills <b>Due: Give 3 min elevator talks, Submit CV to classmates</b>	

3/2/2016	Lecture- none Microgrants returned <b>Due: Give 10 min. scientific oral presentations on microgrant</b>	
3/9/2016	Management: stress, time, and people <i>Guest speaker: Dr. Karen Bowser</i> <b>Due: Poster Session, Return CV to classmates</b> <b>Submit Lerner-Gray proposal by March 15<sup>th</sup>!!!</b> <i>Note: the Southeastern Ecology and Evolution Conference is March. 11-13<sup>th</sup> in Tallahassee, Fl.</i>	
3/16/2016	<u>Exercise</u> : final input on microgrant and interview skills <b>Due on March 15: cover letter and CV for job position</b> <b>Due: Interviews with Fogarty</b> <i>Note: The Benthic Ecology Meeting is March 16-20 in Portland, Maine</i>	
3/23/2016	Job Acquisition: Career Panel Panelists: Sarah Chapell, Dr. Steven Miller, Laura Geselbracht, TBA <b>Due: Microgrant to Fogarty</b>	

## VII. GRADING CRITERIA

### Course Evaluation

- 10% reviewing classmates proposals and CV
- 10% CV
- 10% poster presentation
- 10% 3 minute presentation
- 15% 12 minute presentation
- 10% interview
- 10% quizzes (5% each)
- 25% microgrant (15% for first draft and 10% for final)

## VII. COURSE REQUIREMENTS AND POLICIES:

### ATTENDANCE

**FYI:** Section 3.8.4 from the Oceanographic Center Catalog:

As a requirement for accreditation, regular attendance is necessary. Each professor has the responsibility to enforce class attendance. To fulfill this requirement, students must have logged in, accessed, and/or interacted with the majority of online course requirements (e.g. assignment submissions, asynchronous discussion) by the first week of the session or they may be withdrawn from the course by the instructor through the Program Office. For this reason, if students anticipate or encounter any reason why they may be unable to engage with their online coursework for an extended period during a term, they must communicate this to their instructor and the Program Office as soon as possible. Students do have the option of requesting an Incomplete; if this is granted by their instructor, they then have 3-months from the end of the term date to submit the required course work as decided with the instructor. An incomplete grade agreement form must be completed and filed with the distance education office. An instructor reserves the right to request original written documentation to substantiate any such absences. A falsified excuse is cause for

disciplinary action. An Incomplete course graded I must be completed in one semester or the grade is changed to F. All students are referred to the section

3.5.2. of the Oceanographic Center catalog (<http://nova.edu/ocean/forms/nsuoc-2014-2015-catalog.pdf>) for details on course withdrawals and refunds.

#### ACADEMIC HONESTY

In order to ensure the highest standards of academic honesty and ethical behavior, the NSU policies on cheating and plagiarism will be strictly enforced. See the NSU Student Handbook for more information at <http://www.nova.edu/cwis/studentaffairs/forms/ustudenthandbook.pdf>. I am empowered by the policy to penalize a student suspected of academic dishonesty, plagiarism, or otherwise misrepresenting work and I will do so and report that student to the Dean of the OC. Nova Southeastern University has contracted with **turnitin.com** to provide plagiarism detection services, and I will submit any suspicious documents to this service.

The use of cell phones, or any other electronic devices not specifically allowed by me, during an exam is not permitted. The use of such devices for any reason will be assumed to be for the purposes of cheating and will result in your dismissal from class and administrative action up to permanent expulsion from all NSUOC programs. If you need the phone for emergency notifications, or the like, leave the phone with me or the proctor at the start of class. You will be immediately notified if there is an incoming call.

#### EXPECTATIONS

You can expect that I will arrive on time for lectures and be well prepared. You can expect that I will be clear about my expectations, and the criteria I use in assigning grades will be fair and equitable. I will treat everyone in the class with consideration and respect.

I expect you to come to class, arrive on time, and be prepared for lecture and lab. I expect you to turn off your cell phones, pagers, and hand-held electronic devices as a gesture of reciprocal respect. If you bring a computer to class, I expect you to use it to take notes and record classroom information. I expect you to stay awake, take notes, participate in discussions and ask questions. I expect you to turn in your assignments on time and in good condition.

#### X: UNIVERSITY-WIDE POLICY STATEMENTS

**A. Academic Misconduct:** Academic misconduct appears in a variety of forms (including plagiarism). It is a violation of NSU academic policy and may be punished in a variety of ways, from failing the assignment and/or the entire course to academic probation, suspension or expulsion. If you have questions about what constitutes academic misconduct before handing in an assignment, see your instructor or the NSU Student Handbook at <http://www.nova.edu/cwis/studentaffairs/forms/ustudenthandbook.pdf>.

**B. ADA Policy:** Nova Southeastern University provides accommodations for students with documented disabilities. If you have a disability for which you believe you require accommodation, please contact Academic Services (<http://www.nova.edu/disabilityservices/>, 954-262-7189).

**C. Last Day to Withdraw:** Due to the compressed nature of this course you will be able to obtain a full refund of your tuition up to **May 15, 2015**. There will be no refund after that date. None of

the lab fee is refundable; however you will own the airline ticket (if applicable) that was purchased for you. It is your responsibility to formally withdraw by completing the appropriate forms to obtain a refund (<http://www.nova.edu/ocean/coursepolicy.html>). A request for tuition refund must be made in writing at the time of withdrawal. Refunds will be made solely at the option of the university and will be based on the legitimacy of the reason for withdrawal. Should you fail to appropriately withdraw from this course, and then earn a grade below your expectations, I will do what I can to see that the grade is reported on your transcript. I will **NOT** backdate paperwork so that you can avoid earning a grade lower than you like.

**D. Email Policy:** All email communications between students and faculty must be conducted via NSU email accounts (<http://www.nova.edu/common-lib/policies/emailcomm.policy.html>). This requirement will assist NSU in communicating more effectively and protecting your privacy. Emails sent to faculty from non-NSU accounts will be returned to the sender with instructions to resend the communication from your NSU account. To set up an NSU email account or to get help with an existing account, go to [https://www.nova.edu/sbin/account\\_request](https://www.nova.edu/sbin/account_request). Also, the computer help desk is available to assist you with questions regarding your NSU email account. It can be reached at 954-262-HELP (4357).

**E. Student Course Evaluations:** Student comment and feedback evaluating each college class is an important tool to evaluate program effectiveness. Participation in this process is a responsibility of each student.

**F. Grading System**

**From the Oceanographic Center Catalog Section 3.9.1**

<u>Percentage</u>	<u>Final Grade</u>
93-100	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
Below 63	F

The following system is used to grade academic performance:

<b>GRADE</b>	<b>DESCRIPTION</b>
<b>A</b>	Excellent
<b>B</b>	Satisfactory
<b>C</b>	Marginal Pass
<b>D</b>	Poor
<b>F</b>	Failure
<b>W</b>	Withdrawal: Given after the third class week or termination by the instructor for non-completion of the course by the student.

<b>I</b>	Incomplete: Given when most (80 percent), but not all, work has been completed.
<b>Au</b>	Audit
<b>P</b>	Pass

Professors may use + or – in grading. **However, the grading scale ranges from A to D-, no A+ or F+ are awarded.** A grade of incomplete (I) must be requested from the instructor, have the Associate Dean’s approval, and be accompanied by a **completed contract specifying outstanding course requirements and completion dates.** Completion of the course graded incomplete must occur within one semester (or 3 months) of the end of the course and the incomplete be changed to a different grade. If the course is not completed in 3 months, or the student has not withdrawn and received a W, the incomplete will automatically be converted to a grade of F. Under unusual circumstances students may request a time-extension to complete the course. Such requests must be submitted to, and approved by, the Associate Dean of Academic Programs prior to the end of the 3-month time limit. **There are no exceptions to this rule. Securing the completed and signed incomplete contract forms is the responsibility of the student.**