

# BIO 407/507

## Sem Career Readiness

Winter 2022

W 2:00-3:20 pm, STB 151

1 Credit Hour, Pass/No Pass

**Instructors:** Dr. Lindsay Collins ([lcollins@uoregon.edu](mailto:lcollins@uoregon.edu)) and Dr. Kristen Lee ([klee4@uoregon.edu](mailto:klee4@uoregon.edu))

**Teaching Assistant:** Bryson Ricamona ([brysonry@uoregon.edu](mailto:brysonry@uoregon.edu))

Office hours can be scheduled upon request via email.

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### Course Description and Structure

Starting a career as a young scientist can be confusing and overwhelming. This seminar-based course will help you develop skills necessary to excel in a laboratory setting and be more prepared for life after your degree is completed. In this course you will learn: 1) science communication to experts and non-experts, 2) self-advocacy and navigating academic culture, 3) assessing and increasing productivity (including organizational skills, work-life balance, and mental wellbeing), and 4) training for academic and non-academic career trajectories.

The course will be taught as a series of workshops and lectures led by instructors as well as invited speakers. Each class period is designed to put students in contact with experts in career-related topics, and class facilitators will choose the instructional method best suited for their specific topic.

### Learning Outcomes

After successful completion of this course, you will be able to:

1. Communicate your research efficiently to subject-matter experts and laypeople
2. Advocate for yourself to maximize your experience in the laboratory
3. Keep a great lab notebook, stay organized while reading publications
4. Promote work-life balance and mental well being
5. Prepare a CV

## Course Materials

All course materials required for this class will be made available via Canvas.

## Time Management

Over the course of the term, you should expect to dedicate 30 hours (3 hours/week) to a one-credit hour course. This time will be almost evenly split between in- and out-of-class activities and assignments.

## Course Assignments and Grading

This course is only offered Pass/No Pass. Your engagement with and mastery of course material will be evaluated based on:

1. Consistent class attendance. More than 2 absences (excused or unexcused) will result in a No Pass evaluation.
2. Engaged and respectful in-class participation. This course relies on interaction between students, instructors, and guest speakers. We expect that every student meaningfully engages with course material by contributing thoughts, ideas, and questions during class. We also expect that every student demonstrates respect and kindness in their interactions with fellow students as well as instructors and guest lecturers. If the instructors feel that your engagement is lacking we will reach out to you personally to discuss ways to improve your participation.
3. Preparation of class materials when required. Some class periods will require preparation before the class period. All students are expected to complete these assignments thoughtfully. It is in your best interest to complete all preparatory assignments in order to get the most out of each workshop. If the instructors feel that your preparation is lacking we will reach out to you personally.
4. Informational Interviews. Twice during the term you will be asked to request and attend a one-on-one informational interview with someone working in a job that interests you. The first informational interview will be 10 minutes and should be planned between our 2nd and 3rd class meetings. The second interview will be 30 minutes long and should be planned before the last class period. Tips on how to request an informational interview and pointers on etiquette will be provided during Week 2. You will be provided with a list of contacts who are willing to meet with you, but you are welcome to contact people outside of this list. *Completion of both informational interviews is required for a Passing grade in this course.*

## Course Policies and Procedures

**Academic Integrity:** The University Student Conduct Code (available at [conduct.uoregon.edu](https://conduct.uoregon.edu)) defines academic misconduct. Students are prohibited from committing or attempting to commit any act that constitutes academic misconduct. If there is any question about whether an act constitutes academic misconduct, it is the students' obligation to clarify the question with the instructor before committing or attempting to commit the act. Additional information about a common form of academic misconduct, plagiarism, is available at <https://researchguides.uoregon.edu/citing-plagiarism>.

**Diversity and Inclusion:** The university is committed to a campus environment that is inclusive, safe, and respectful for all persons. To that end, all course activities will be conducted in an atmosphere of friendly participation and interaction among colleagues, recognizing and appreciating the unique experiences, background, and point of view each student brings. You are expected at all times to apply the highest academic standards to this course and to treat others with dignity and respect.

The University of Oregon is working to create inclusive learning environments. Please notify me if there are aspects of the instruction or design of this course that result in disability-related barriers to your participation. You are also encouraged to contact the Accessible Education Center in 360 Oregon Hall at 541-346-1155 or [uoaec@uoregon.edu](mailto:uoaec@uoregon.edu).

**Inclement Weather and Academic Disruption due to Campus Emergency:** It is generally expected that class will meet unless the University is officially closed for inclement weather. If it becomes necessary to cancel class while the University remains open, this will be announced on Canvas and by email. Updates on inclement weather and closure are also communicated in other ways described here: <https://hr.uoregon.edu/about-hr/campus-notifications/inclement-weather/inclement-weather-immediate-updates>

In the event of a campus emergency that disrupts academic activities, course requirements, deadlines, and grading percentages are subject to change. Information about changes in this course will be communicated as soon as possible by email, and on Canvas. If we are not able to meet face-to-face, students should immediately log onto Canvas and read any announcements and/or access alternative assignments. Students are also encouraged to continue the readings and other assignments as outlined in this syllabus or subsequent syllabi.

**Reporting Obligations:** I am a student-directed employee. For information about my reporting obligations as an employee, please see [Employee Reporting Obligations](#) on the Office of Investigations and Civil Rights Compliance (OICRC) website. Students experiencing any form of prohibited discrimination or harassment, including sex or gender-based violence, may seek information and resources at [safe.uoregon.edu](https://safe.uoregon.edu), [respect.uoregon.edu](https://respect.uoregon.edu), or [investigations.uoregon.edu](https://investigations.uoregon.edu) or contact the non-confidential Title

IX office/Office of Civil Rights Compliance (541-346-3123), or Dean of Students offices (541-346-3216), or call the 24-7 hotline 541-346-SAFE for help. I am also a mandatory reporter of child abuse. Please find more information at [Mandatory Reporting of Child Abuse and Neglect](#).

**UO COVID-19 Regulations & Prevention:** The University of Oregon (UO), in accordance with guidance from the Centers for Disease Control, Oregon Health Authority, and Lane County Public Health requires faculty, staff, students, visitors, and vendors across all UO locations to use face coverings when in UO owned, leased, or controlled buildings. This includes classrooms.

**Face Coverings:** Please correctly wear a suitable face covering during class. Students unable to wear face coverings can work with the Accessible Education Center to find a reasonable accommodation. Students refusing to wear a face covering will be asked to leave the class. Face coverings are not required for fully vaccinated instructors, provided there is 6 feet of distance to others and that all others in the class are masked. For full guidelines, which are subject to change, see the UO's [face covering regulations](#).

**Sanitization:** Students should obtain wipes available outside of classrooms before they enter class and use them to wipe down the table and seat they will use.

**Symptom checks:** Please conduct regular symptom self-checks (<https://coronavirus.uoregon.edu/regulations#self-check-procedures>) and do not come to class if you are experiencing symptoms. I will work with you to make sure you can stay caught up with the class. Use this self-check log: <https://coronavirus.uoregon.edu/sites/coronavirus1.uoregon.edu/files/2020-08/self-monitoring.pdf> to track your symptoms.

In addition, familiarize yourself with these exposure scenarios and guidelines to determine if you should come to class after suspected exposure to someone with the virus. <https://coronavirus.uoregon.edu/covid-exposure>

**Mental Health and Wellness:** This course both teaches and supports mental wellbeing. As your instructor, if I believe you may need additional support, I will express my concerns, the reasons for them, and refer you to resources that might be helpful. It is not my intention to know the details of what might be bothering you, but simply to let you know I care and that help is available. Getting help is a courageous thing to do—for yourself and those you care about.

University Health Services help students cope with difficult emotions and life stressors. If you need general resources on coping with stress or want to talk with another student who has been in the same place as you, visit the Duck Nest (located in

the EMU on the ground floor) and get help from one of the specially trained Peer Wellness Advocates. Find out more at [health.uoregon.edu/ducknest](http://health.uoregon.edu/ducknest).

University Counseling Services (UCS) has a team of dedicated staff members to support you with your concerns, many of whom can provide identity-based support. All clinical services are free and confidential. Find out more at [counseling.uoregon.edu](http://counseling.uoregon.edu) or by calling 541-346-3227 (anytime UCS is closed, the After-Hours Support and Crisis Line is available by calling this same number).

**Basic Needs:** Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in the course is urged to contact the Dean of Students Office (346-3216, 164 Oregon Hall) for support. This UO webpage includes resources for food, housing, healthcare, childcare, transportation, technology, finances, and legal support: <https://blogs.uoregon.edu/basicneeds/food/>

**Accommodation for Religious Observances:** The university makes reasonable accommodations, upon request, for students who are unable to attend a class for religious obligations or observance reasons, in accordance with the university discrimination policy which says “Any student who, because of religious beliefs, is unable to attend classes on a particular day shall be excused from attendance requirements and from any examination or other assignment on that day. The student shall make up the examination or other assignment missed because of the absence.” To request accommodations for this course for religious observance, visit the Office of the Registrar's website (<https://registrar.uoregon.edu/calendars/religious-observances>) and complete and submit to the instructor the “Student Religious Accommodation Request” form prior to the end of the second week of the term.

## Tentative Course Schedule

Course schedule and required preparation is subject to change. You will be notified of any changes in class. For the most up-to-date schedule and required preparation, refer to the Course Schedule on Canvas.

Date	Topic	Facilitators	Required Preparation
1/5	What is Career Readiness?	Instructors	Nothing! Come excited about your future!
1/12	Career Day	Dr. Eric Swanson (Abcam), Dr. Nico Ekanem they/them (NASEM NRC, Science Education Program), Bryson Ricamona (Post-Bacc), Dr. Sarah Ackerman (recent WUSTL hire), Dr. Kristi Hamilton (ThermoFisher), Erica Curry (DBT Therapist)	Submit questions you'd like to ask the panelists to Dr. Collins via email ( <a href="mailto:collins@uoregon.edu">collins@uoregon.edu</a> ) by noon on Monday, 1/10.

1/19	Preparing Applications	Megan Hollis (Associate Director, Health Sciences Career Advising, Virginia Commonwealth University)	Meet with your first Career Contact for a 10 minute informational interview.  Complete Interview Reflection Assignment #1.
1/26	Service	Dr. Luca Mazzucato	Add at least one service organization to Bryson's List.  Create a CV plan draft.
2/2	Science Communication to Non-Experts	Mark Blaine (Professor of Practice, UO School of Journalism and Communication)	Prepare a 3-sentence "elevator pitch" describing your research or your career interests.
2/9	Science Communication to Experts	Dr. Anne Martin (ArtSci Oregon)	Bring a laptop to class.
2/16	Productivity and Mental Wellbeing	Dr. Angela Snyder (Wellness Advisor)	
2/23	Navigating the Culture	Rehearsals for Life	
3/2	Data and Project Management	Dr. Molly Judd	
3/9	Networking	Instructors	Finalize CV plan.  Meet with your second Career Contact for a 30 minute informational interview.  Complete Interview Reflection Assignment #2.