

***Careers for Impact in
Microbiology and Cell Science***
MCB 6095
Fall 2024, Online Asynchronous



Instructor

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Office Phone: (352) 392-1906

Office Hours: Virtual by Zoom (recurring dates/times to be set through student poll)

Appointments also available by request

Canvas messages and emails will be responded to within 24-48 hours

MCB 4090 / MCB 6095 is a 1-credit-hour course that will be co-taught for undergraduate and graduate students.

Course Description

Prepares students with connections into a variety of Microbiology and Cell Science careers. Essential networking and communication skills will be honed through practical application exercises. A portfolio will be created to identify and obtain suitable experiential learning and career opportunities.

Course Learning Objectives

After this course, the student will be able to:

- Assess life science-related career options and envision experiential learning and career progression through interviews of professionals in a variety of life science-related careers
- Compose personal impact statement to communicate their strengths and impacts
- Build a network through peer and professional interactions
- Conduct an informational interview and obtain a letter of recommendation
- Prepare an application package to pursue career-building opportunities to match their skills and interests

Materials and Supply Fees

Optional purchase of work style assessments such as Myers-Briggs Type Indicator, CliftonStrengths; Alternatives of free CHOMP UF C3.

Required Textbooks and Software

E-learning Canvas system: For technical questions and tutorials, please visit the LSS site (https://lss.at.ufl.edu/help/Student_Faq) and/or the UF Help desk (<http://helpdesk.ufl.edu/>). The Help Desk suggests that if you encounter any problem (error messages, etc.) that you take a screen shot of the problem and save it to help them in fixing your problem.

Graduate-level students will be required to read their choice of one of the following classic leadership books available through the UF Library Reserves, or another approved option:

Carnegie, Dale. *How to Win Friends and Influence People*. Simon & Schuster, 2010.

Covey, Stephen R. *The 7 Habits of Highly Effective People*. Simon & Schuster, 2020.

Lencioni, Patrick. *The Ideal Team Player*. John Wiley & Sons, 2016.

Course Schedule

Module	Dates	Topics
1	Aug. 22-28	Intro and Objectives
2	Aug. 29- Sept. 4 (Labor Day, 9/2)	Professional Introductions & Peer Networking
3	Sept. 5-11	Career Speaker #1 & #2
4	Sept. 12-18	Resume / CV Preparation
5	Sept. 19-25	Career Speaker #3 & #4
6	Sept. 26- Oct. 2	Job/Opportunity Search
7	Oct. 3-9	Career Speaker #5 & #6
8	Oct. 10-16	Application Package
9	Oct. 17-23 (Homecoming, 10/18-19)	LinkedIn
10	Oct. 24-30	Career Speaker #7 & #8 (UG) / Career Interest Interview (Grad)
11	Oct. 31- Nov. 6	Interviewing
12	Nov. 7-13 (Veterans Day, 11/11)	Professional Networking
13	Nov. 14-20 (Thanksgiving, 11/25-30)	Career Development and Balance
14	Nov. 21-24; Dec. 2-4	Leadership & Teamwork- Workstyles

Course Assignments

- Career Speakers:
 - View informational interviews of professionals representing various fields including industry, entrepreneurial ventures, government labs, NGOs, health professions, and academia and respond with reflections about learnings.
- Self-Discovery and Communication:
 - Review the syllabus and course Canvas site and prepare a personal SMART objective related to the course learning.
 - Express unique interests and brand in a succinct introduction and bio appropriate for a symposium.
 - Identify personal workstyle using an assessment tool of choice and reflect on its expression and engagement with diverse styles for leadership and teamwork.
- Networking:
 - Peer networking will be conducted with introductions through the Canvas Discussion Board including at least two interactions with classmates.
 - LinkedIn Profile will be created and refined with feedback from classmates.
 - Professional networking will involve connecting with people in fields of potential career interest.
- Career Search Portfolio:
 - Identify future opportunities for experiential learning or career progression with at least five different options including job and internship postings.
 - Utilize the UF Career Connections Center (C3) including Artificial Intelligence (AI) resume review and mock interviews, and career coaching or workshops.
 - Prepare an application package including a tailored cover letter, resume/CV, and recommendation letter.

- Career Interest Interview (graduate students only):
 - Research an individual in a desired life science-related field and conduct an informational interview about their career journey. Contribute the recording to the growing library of career speakers to allow other students to gain new insights on career options.

Assignment Grades (Graduate Students)

Assignments	Due Date	% Grade
Course Objectives	Wed., Aug. 28	5%
Peer Networking Intro- Initial post - Peer responses	Wed., Sept. 4 Sun., Sept. 8	5%
Career Speakers Reflection #1 & #2	Wed., Sept. 11	10%
Draft CV/Resume	Wed., Sept. 18	5%
Career Speakers Reflection #3 & #4	Wed., Sept. 25	10%
Career Interest Interview- Invitation	Wed., Sept. 25	3%
Opportunity Search	Wed., Oct. 2	5%
Career Speakers Reflection #5 & #6	Wed., Oct. 9	10%
Career Interest Interview- Arrange & Prep	Wed., Oct. 9	5%
Application Package (Cover Letter, Rec. Request, Tailored Resume/CV)	Wed., Oct. 16	10%
LinkedIn Profile- Initial post - Peer review	Wed., Oct. 23 Sun., Oct. 27	5%
Career Interest Interview- Interview	Wed., Oct. 30	10%
Career Interest Interview - Thank you	Wed., Oct. 30	2%
Career Interest Interview- Peer Review	Wed., Nov. 13	5%
Career Map	Wed., Nov. 20	5%
Work Styles Reflection	Wed., Dec. 4	5%
Extra Credit	Fri., Dec. 6	5%

Grading Policy

In compliance with current UF grading policies for assigning grade points (<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>):

Range	Grade	Grade Points
94.0% to 100%	A	4.00
90.0% to < 94.0%	A-	3.67
87.0% to < 90.0%	B+	3.33
84.0% to < 87.0%	B	3.00
80.0% to < 84.0%	B-	2.67
77.0% to < 80.0%	C+	2.33
74.0% to < 77.0%	C	2.00
70.0% to < 74.0%	C-	1.67
67.0% to < 70.0%	D+	1.33
64.0% to < 67.0%	D	1.00
60.0% to < 64.0%	D-	0.67
0% to < 60.0%	E	0.00

The instructor will make every effort to have each assignment graded and posted within one week of the due date. Discussion boards will not be graded until the end of the discussion period to encourage ongoing engagement.

Class Expectations and Make-Up Policy

Please see UF policy at [Attendance Policies](#). Excused assignment extensions must be consistent with university policies in the [Graduate Catalog](#) and require appropriate documentation.

Assignments will receive a deduction of 10% per week overdue. Discussion board interactions due dates may not be extended.

Course Evaluation

Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>. Additional anonymous feedback on the course may be requested, but participation is not required.

Netiquette and Communication Courtesy

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette. Disrespectful interactions will not be tolerated. Additional guidelines are included on the Canvas site.

Academic Honesty Policy

University of Florida students are bound by the Honor Pledge. On all work submitted for credit by a student, the following pledge is required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Student Honor Code and Conduct Code (Regulation 4.040, <https://policy.ufl.edu/regulation/4-040/>) specifies a number of behaviors that are in violation of this code, as well as the process for reported allegations and sanctions that may be implemented. All potential violations of the code will be reported to Student Conduct and Conflict Resolution. If a student is found responsible for an Honor Code violation in this course, the instructor will enter a Grade Adjustment sanction which may be up to or including failure of the course.

Appropriate Use of Artificial Intelligence

Students are encouraged to explore and utilize a variety of AI tools and libraries to enhance their understanding and practical skills. Students should consider the potential biases and implications of AI and make efforts to mitigate any discriminatory or harmful effects. When using AI tools, students should ensure that they comply with the respective licenses and terms of use set by the tool developers. Students should properly attribute any code or resources used from external sources, including AI libraries, frameworks, or pre-trained models.

In this course, AI-generated work may be used collaboratively and must be clearly acknowledged. AI programs are not a replacement for human creativity and critical thinking. It is the student's responsibility to review and ensure the appropriateness and accuracy of assignment submissions. Failure to cite and correctly edit work will result in a reduced grade and could be referred to Student Conduct and Conflict Resolution in consistent or severe cases.

Software Use

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate.

Minimum Technical Skills and Technology Requirements

A basic understanding of computer and word processing software usage is required. The University of Florida expects students taking online courses to acquire computer hardware and software appropriate to their degree program. Most computers are capable of meeting the following general requirements.

- Broadband connection to the internet and related equipment (cable/DSL modem)
- Microsoft Office Suite installed (provided by the university)
- Adobe PDF Reader (free online: <https://get.adobe.com/reader/>)

Services for Students with Disabilities

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester

Student Privacy

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see the [Notification to Students of FERPA Rights](#).

Campus Helping Resources:

Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

Health and Wellness

U Matter, We Care: <https://umatter.ufl.edu/>

If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575 so that a team member can reach out to the student.

Counseling and Wellness Center: 3190 Radio Road, 352-392-1575,

<http://www.counseling.ufl.edu> provides counseling services, groups and workshops, outreach and consultation, self-help library, and wellness coaching

Sexual Assault Recovery Services (SARS)

Student Health Care Center, 392-1161.

University Police Department at 392-1111 (or 9-1-1 for emergencies), or police.ufl.edu.

Academic Resources

E-learning technical support: <https://elearning.ufl.edu/>, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu.

Career Resource Center: <https://career.ufl.edu/>, 352-392-1601, First Floor Reitz Union. Career assistance and guidance.

Library Support: <https://uflib.ufl.edu/> Various ways to receive assistance with respect to using the libraries or finding resources.

Student Success Initiative: <https://studentsuccess.ufl.edu/> Pathways to student support through advising, coaching, peer mentoring and tutoring

Writing Studio: <https://writing.ufl.edu/writing-studio/>, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers.

Disability Services: <https://disability.ufl.edu/>, 1 Reid Hall, 352-392-8565. Registration, accommodations for disabilities.

On-Line Students Complaints for Online Course: <https://pfs.tnt.aa.ufl.edu/state-authorization-status/#student-complaint>

Tips for Success in this Course:

Here are some tips to get the most of this course while taking full advantage of the online format:

- Schedule "class times" for yourself. It is important to do the coursework on time each week. You will receive a reduction in points for work that is submitted late.
- Read the materials on Canvas carefully. There is helpful information that can save you time and help you meet the objectives of the course.
- Check off the items in the course summary located in the course syllabus as you progress.
- Take full advantage of the online discussion boards. Ask for help or clarification if you need it.
- Do not wait to ask questions! Waiting to ask a question might cause you to miss a due date.
- Do your work well before the due dates. Sometimes things happen. If your computer goes down when you are trying to submit an assignment, you will need time to troubleshoot the problem.
- To be extra safe, back up your work to an external hard drive, thumb drive, or through a cloud service.