

BIO/EVS/CHEM 295 DNAS Professional Seminar

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Syllabus

The purpose of DNAS professional seminar is to prepare students for the steps following completion of their science degree. In order to achieve these objectives, the course will have multiple guest speakers and several assignments. The assignments will include giving an oral presentation, updating resumes, conducting a job search, writing a cover letter, and completing a mock interview. In addition, multiple evaluations of guest speakers will be required. Upon completion of this course, students will be prepared for applying to graduate schools or for jobs.

Prerequisite: None

Required Texts: *Limitless* by Jim Kwik. (Amazon link on website.)

Course website: Moodle for submitting assignments. daleeasley.com for schedule, syllabus, and assignments.

Grading

Your grade will be based upon the following weightings (subject to change): Job search/description, resume and cover letter (40%), mock interview (15%), presentation (15%), class discussions and weekly assignments (30%).

After calculating your average with the above weightings, letter grades will be assigned as follows:

A	94-100	B-	80-82	D+	67-69
A-	90-93	C+	77-79	D	63-66
B+	87-89	C	73-76	D-	60-62
B	83-86	C-	70-72	F	below 60

Course Administrative Information

Course Objectives

This course is intended to provide students with professional experiences and preparation for their next endeavor. Students that successfully complete this course will have:

1. Identified three or more career alternatives within the sciences.
2. Created a resume and cover letter
3. Presented according to professional standards.
4. Discussed intelligently with others your career future.

Performance Expectations

- Attend all class sessions and other required activities.
- Meet all assigned deadlines.
- Prepare adequately for each class session using appropriate study strategies.
- Read assigned materials prior to class and post material by due date and time.
- Bring required materials to class.
- Do your own work on assignments.
- Assignments prepared out-of-class are expected to be neat and professional (correct grammar and spelling, referenced information sources, and completeness).
- Have and use all textbooks and required materials.
- Listen actively and carefully in class, including following all directions.
- Participate in classes and discussions.
- Write and speak effectively and appropriately.

Attendance

So that you may most efficiently achieve the learning goals of the course, your presence at all class sessions is necessary. Knowing that we all sometimes have good reasons for falling short of this expectation, we have instituted the following attendance policy: absences from class may lower your final grade after you have accumulated two unexcused absences. Please speak with us if you have any questions about what constitutes an unexcused absence.

Academic Success Center

The Academic Success Center for the University of Dubuque is located on the second floor of the Myers Library. The phone to the Center is 589-3262. This Center can assist you in developing basic academic skills and can provide tutoring referrals. Please contact your instructor to discuss Academic Success Center services that might assist you in achieving course outcomes.

Academic Dishonesty Policy

The University of Dubuque expects students to be honest in academic matters. We expect each person on campus to be forthright and direct, and to value integrity in all his/her dealings. Activities and attitudes should be consistent with high academic standards and Christian commitment and should be consistent with the Mission and Values of the University. (University of Dubuque Student Handbook, 2006). Please see the "Values Violations" section of the UD Student Handbook for appropriate definitions, procedures and possible sanctions related to Academic Dishonesty

<https://www.dbq.edu/media/CampusLife/VPofStudentLife/2019-2020-Student-Handbook.pdf>

Americans with Disability Act (ADA) Statement

Reasonable accommodations are available for students who have a documented disability. Please notify me during the first week of class of any accommodations needed for the course. Late notification may cause the requested accommodations to be unavailable. Confidentiality of all requests will be maintained. All requested accommodations must be approved through the Academic Success Center, 2nd floor Myers Library (589-3262).

Subject to Change Clause

This syllabus, course calendar and other attending documents are subject to change during the semester.