

***Careers for Impact in  
Microbiology and Cell Science***  
MCB 4090  
Spring 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 Prerequisites / Corequisites***

Undergraduates must have completed their Career Readiness check-ins through the UF Career Connections Center.

***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
- Prepare an application package to pursue career-building opportunities including internships and jobs 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](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.

### ***Course Schedule***

<b>Module</b>	<b>Dates</b>	<b>Topics</b>
1	Jan. 8-14	Intro and Objectives
2	Jan. 16-21 (MLK Holiday, 1/15)	Networking
3	Jan. 22-28	Career Speaker #1 & #2
4	Jan. 29-Feb. 4	Resume / CV Preparation
5	Feb. 5-11	Career Speaker #3 & #4
6	Feb. 12-18	Communications
7	Feb. 19-25	Career Speaker #5 & #6
8	Feb. 26-Mar. 3	LinkedIn
9	Mar. 4-10	Interviewing
	Spring Break, Mar. 9-16	
10	Mar. 18-24	Career Speaker #7 & #8
11	Mar. 25-31	Work Styles
12	Apr. 1-7	Job/Opportunity Search
13	Apr. 8-14	Stress and Gratitude
14	Apr. 15-21	Application Package Review

### ***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.
  - Identify personal workstyle using an assessment tool of choice and reflect on its expression and engagement with diverse styles.
  - Express unique interests and brand in a personal impact statement, succinct introduction in an elevator speech, or a bio appropriate for a symposium.
- 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 at least three 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) services including Artificial Intelligence (AI) resume review and mock interviews, and career coaching or workshops.
  - Prepare an application package including a tailored cover letter and resume/CV and recommendation letter.

### Assignment Grades (Undergraduate Students)

Assignments	Due Date	% Grade
Objectives	Jan. 14	5%
Peer Networking- Initial post - Peer responses	Jan. 17 Jan. 21	5%
Career Speakers Response #1 & #2	Jan. 28	10%
Career Speakers Response #3 & #4	Feb. 11	10%
Impact Statement / Introduction / Bio	Feb. 18	5%
Career Speakers Response #5 & #6	Feb. 25	10%
LinkedIn Profile- Initial post - Peer review	Mar. 3 Mar. 8	5%
Networking- Professional	Mar. 10	5%
Career Speakers Response #7 & #8	Mar. 24	10%
Workstyle Assessment	Mar. 31	5%
Opportunity Search	Apr. 7	5%
C3 Interaction	Apr. 14	10%
Application Package	Apr. 21	15%
Extra Credit	Apr. 24	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.

### Class Expectations and Make-Up Policy

Please see UF policy at [Attendance Policies](#). Excused assignment extensions must be consistent with university policies in the [Undergraduate 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**

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: "*We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.*" You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: "*On my honor, I have neither given nor received unauthorized aid in doing this assignment.*"

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g., assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: <http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code>.

### **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/](http://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](mailto: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](http://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](mailto: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 that will help you 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'll 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.