Careers for Impact in
Microbiology and Cell Science
MCB 4090
Spring 2025, Online Asynchronous

Instructor
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Office Hours: Virtual by Zoom (recurring dates/times to be set through student poll)
        Appointments are 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 CliftonStrengths, DiSC, and Myers-Briggs Type Indicator. Alternatives of free CHOMP UF C3 or 16 Personalities.

Required Textbooks and Technical Skills and Requirements
A basic understanding of operating a computer and using word processing software is required, along with access and application of the Canvas learning platform. 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.

Course Schedule

Module	Dates	Topics
0	Jan. 13-17	Orientation
1	Jan. 13-19	Objectives
2	Jan. 21-24 (Jan. 20 holiday)	Professional Introductions & Peer Networking
3	Jan. 25-31	Career Speaker #1 & #2
4	Feb. 1-7	Resume / CV Preparation
5	Feb. 8-14	Career Speaker #3 & #4 with C4 Selection Tool
6	Feb. 15-21	Job/Opportunity Search
7	Feb. 22-28	Career Speaker #5 & #6 with C4 Reflection Tool
8	Mar. 1-7	Application Package
9	Mar. 8-14	LinkedIn
	Mar. 15-22	Spring Break
10	Mar. 23-28	Career Speaker #7 & #8 (UG) / Career Interest Interview (Grad)
11	Mar. 29-Apr. 4	Interviewing
12	Apr. 5-11	Professional Networking
13	Apr. 12-18	Career Development and Balance
14	Apr. 19-23	Leadership & Teamwork- Work Styles

Course Assignments
- Career Speakers:
  o 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:
  o Review the syllabus and course Canvas site and prepare a personal SMART objective related to the course learning.
  o Express unique interests and brand in a succinct introduction and a bio appropriate for a symposium.
  o Identify personal work style using an assessment tool of choice and reflect on its expression and engagement with diverse styles for leadership and teamwork.
- Networking:
  o Interact with classmates for peer networking through the discussion boards and collaborative assignments.
  o Create and refine a LinkedIn Profile with feedback from classmates.
  o Connect with people in fields of potential career interest for professional networking.
- Career Search Portfolio:
  o Identify future opportunities for experiential learning or career progression with job, internship, or other relevant postings and design a career map for skills development.
  o Utilize the UF Career Connections Center (C3) services including Artificial Intelligence (AI) resume review and mock interviews, and career coaching or workshops.
  o Prepare an application package including a tailored cover letter and resume/CV and recommendation letter request.

Assignment Grades (Undergraduate Students)

Assignment details and rubrics will be available in Canvas. These are due by midnight U.S. Eastern time on Friday of each Module unless otherwise noted.

Assignments	Due Date	% Grade
Syllabus	Fri. Jan. 17	Mandatory
Course Objectives	Sun. Jan. 19	5%
Peer Networking Intro - Initial post - Peer responses	Tues. Jan. 21 Fri. Jan. 24	5%
Career Speakers Reflection #1 & #2	Fri. Jan 31	10%
Draft CV/Resume	Fri. Feb. 7	5%
Career Speakers Reflection #3 & #4	Fri. Feb. 14	10%
Opportunity Search	Fri. Feb. 21	5%
Career Speakers Reflection #5 & #6	Fri. Feb. 28	10%
Application Package (Cover Letter, Rec. Request, Tailored Resume/CV)	Fri. Mar. 7	10%
LinkedIn Profile- Initial post - Peer review	Fri. Mar 14 Fri. Mar 23	5%
Career Speakers Reflection #7 & #8	Fri. Mar. 28	10%
C3 or Quinncia AI Mock Interview	Fri. Apr. 4	10%
Networking- Professional	Fri. Apr. 11	5%
Career Map	Fri. Apr. 18	5%
Work Styles Reflection	Wed. Apr. 23	5%
Extra Credit	Fri. Apr. 25	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

Range			Grade	Grade Points
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 Undergraduate Catalog and require appropriate documentation. **Assignments will receive a deduction of 10% per week overdue (not prorated per day/hour). Discussion board interactions deadlines 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:
o   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.
o   Read the materials on Canvas carefully. There is helpful information that can save you time and help you meet the objectives of the course.
o   Check off the items in the course summary located in the course syllabus as you progress.
o   Take full advantage of the online discussion boards. Ask for help or clarification if you need it.
o   Do not wait to ask questions! Waiting to ask a question might cause you to miss a due date.
o   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.
o   To be extra safe, back up your work to an external hard drive, thumb drive, or through a cloud service.