

***Careers for Impact in  
Microbiology and Cell Science***  
MCB 4934  
[Semester, Year], Online Asynchronous



***Instructor***

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

Appointments also available by request

MCB 4934 / MCB 6937 is a 1-credit-hour course that will be co-taught for undergraduate and graduate students.

***Course Description***

This course will prepare 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 and introduction 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	July 3-9	Intro and Objectives
2	July 3-9	Networking
3	July 3-9	Career Speaker #1 & #2
4	July 10-16	Resume / CV Preparation
5	July 10-16	Work Style & Diversity, Equity, Inclusion & Belonging
6	July 10-16	Career Speaker #3 & #4
7	July 17-23	Personal Impact Statement & Elevator Speech
8	July 17-23	LinkedIn, GatorLink / Simplicity Profiles
9	July 24-30	Professional Networking & Interviewing
10	July 24-30	Career Speaker #5 & #6
11	July 31- Aug. 6	Job/Opportunity Search
12	July 31- Aug. 6	Career Speaker #7 & #8
13	Aug. 7-11	Stress and Gratitude
14	Aug. 7-11	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. Responses are due the week of the assignment.
- 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
  - Succinctly introduce yourself and a call for action in an elevator speech.
- 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 career coaching, resume review, mock interviews, or workshops
  - Prepare an application package including a tailored cover letter and resume/CV

### Assignment Grades (Undergraduate Students)

Assignments	Due Date	% Grade
Objectives	July 9	5%
Career Speakers Response #1 & #2	July 9	10%
Networking- Peer	July 16	5%
Career Speakers Response #3 & #4	July 16	10%
Workstyle & DEIB	July 16	5%
Personal Impact Statement & Elevator Introduction	July 23	10%
LinkedIn Profile with Peer Review	July 23 & 30	5%
Career Speakers Response #5 & #6	July 30	10%
C3 Interaction	July 30	5%
Networking- Professional	Aug. 6	5%
Opportunity Search	Aug. 6	5%
Career Speakers Response #7 & #8	Aug. 6	10%
Application Package	Aug 11	10%
Recommendation Letter	Aug 11	5%
Extra Credit	Aug 11	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

### 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.**

### 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.

### ***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>.

### ***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.

### ***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>