

Scientific Communication
Bi 610 Fall 2018
Tentative Syllabus

General Course Information

Instructor:

Dr. Stacey Wagner
sdwagner@uoregon.edu

Class meetings

F 11:00 AM – 11:50 AM, 203 Condon
Office Hours: By appointment

Course goals

- Demonstrate professional email etiquette
- Analyze personal interests, skills, values, and strengths and use this information to formulate career strategy
- Create a resume with clean formatting that accurately conveys background and skills
- Manage online presence appropriately and professionally
- Develop strategy for networking in different settings
- Practice and become more comfortable answering both behavioral and technical interview questions
- Effectively communicate personal interests, skills, values, and strengths

Evaluation

- 50 % participation and engagement during class
- 30 % completion and effort on assignments
- 20 % Attendance

Tentative Schedule

WEEK	DATE	TOPIC	ASSIGNED	DUE
1	9.28	Resume Writing & Email communication	Resume Draft I, 1:1 with Stacey, professional email	
2	10.5	Resume Writing & Email communication	CliftonStrengths (CS) Assessment, CS Assignment, Resume workshop pre- assignment	

3	10.12	Resume workshop	Resume Peer review of Draft I	Resume and Email assignment, Resume Draft I, resume workshop pre-assignment
4	10.19	Social Presence	Social Presence Assignment	Resume Draft I
5	10.26	Clifton Strengths Workshop		Peer review of resume Draft I, Social Presence, CS Assignment
6	11.2	Networking	Networking assignment	Resume Draft II
7	11.9	Interviewing	Interviewing assignment I	Networking assignment
8	11.16	Interviewing	Interviewing Assignment II	Resume Draft III, Interviewing assignment I
9		No Class – Thanksgiving Holiday		
10	11.30	Interviewing		Interviewing assignment II
11		FINALS WEEK		FINAL RESUME, 1:1

Student Resources

DISABILITY: Any student with a documented disability, who may anticipate needing accommodations in this course, should arrange to meet with Leslie during the first week of class. Please request that a counselor at the Accessible Education Center send a letter verifying the disability. The Accessible Education Center is located in room 164 Oregon Hall and can be reached by e-mail: uoaec@uoregon.edu, and phone: 346-1155.

STUDENT LIFE: If you need help and are not sure where to go, check out the **Office of Student Life**. The student life staff is dedicated to helping students have the most successful experience they can while studying at the University of Oregon. The Office of Student Life staff is available to help you find solutions and resources to most issues and concerns on a drop-in basis Monday–Friday, 8:00 a.m.–noon and 1:00–5:00 p.m. In emergencies after hours and on weekends, contact the Department of Public Safety at 346-5444 and have an on-duty staff member paged. The Office of Student Life is located in room 164 Oregon Hall; phone: 346-3216; e-mail: stl@uoregon.edu.

UNIVERSITY OF OREGON CRISIS CENTER: is a student-funded organization that provides students with confidential telephone crisis intervention 24 hours a day, 7 days a week. The hotline number is 346-4488. *“Often students believe that their issues are not “severe” enough for them to call a crisis intervention hotline. Here at the Crisis Center, we truly believe that there is no problem too small for us. At one time or another everyone needs a little help through a difficulty personal situation.”*

DUTY TO REPORT: UO is committed to providing an environment free of all forms of prohibited discrimination and sexual harassment, including sexual assault, domestic and dating violence and gender-based stalking. Any UO employee who becomes aware that such behavior is occurring has a duty to report that information to their supervisor or the Office of Affirmative Action and Equal Opportunity. The UO Health Center and University Counseling and Testing Center can provide assistance and have a greater ability to work confidentially with students. All UO employees are also required to report to appropriate authorities when they have reasonable cause to believe that any child with whom they come in contact has suffered abuse or any person with whom they come in contact has abused a child.

ACADEMIC INTEGRITY: You are expected to do your own work on in-class assignments, problem sets, and quizzes. You are encouraged to discuss ideas with each other and to study together, but don't copy someone else's work and don't allow someone else to copy your work. All students are expected to conform to the student conduct code (can be found online at <http://uodos.uoregon.edu/StudentConductandCommunityStandards/StudentConductCode/tabid/69/Default.aspx>); students not in compliance will be brought to the attention of the university.

