

Professional Communication in the Sciences
Bi 610 Winter 2019

General Course Information

Instructor:

Dr. Stacey Wagner
sdwagner@uoregon.edu

Pass/No Pass

Class meetings

F 1:00 PM – 1:50 PM, Price Science Commons B042

Course goals

- Network and participate in a scientific conference
- Demonstrate professional email etiquette
- Become more comfortable with all forms of interviewing: behavioral, technical interviewing, in-person, phone, and web through guided practice
- Identify strategies for a successful on-boarding and first year of employment
- Identify steps to gain employment including job searching, tailoring resume, and negotiating

Course Organization

Assignments: – 50% of grade

Attendance and Class participation: Students are expected to attend class and ask questions and participate in all activities. – **50% of grade**

Tentative Schedule

Week	Day	Topic	HW due	notes
1	1/11	Syllabus, timeline, expectations, technical interviewing		
2	1/18	Technical interview practice	Technical resume assignment, Tell me about yourself, 3 versions of professional attire (if you want feedback), Web and phone interview practice (take 1)	Mock interviews (see schedule)
3	1/25	Meeting preparation and interview follow-up	3 version of professional attire take 2 (if needed), research on companies, web and phone interview practice take 2	Mock interviews with external folks

4	2/1	Genomics in Action Meeting!		
5	2/8	Cover letters and applying for jobs	Interview follow-up conversation with Stacey	
6	2/15	cont		
7	2/22	Successful start at new job		
8	3/1	cont		
9	3/8	Scientific writing		
10	3/15	Scientific writing		
11	3/22	Finals week – no class		

Student Resource

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.

