PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

CAREERS IN BIOLOGY
BIOL 2021 (formerly BIO 2021)

Class Hours: 1.0
Credit Hours: 2.0
Internship Hours: 1.5
(varies)
Revised: Fall 2004

Catalog Course Description:
An exploration of prospective careers for biology-related majors. Students will be required to shadow professionals in several different career fields and give in-class presentations of their experiences. Students will also practice interviewing, writing essays for application to graduate and professional schools, and writing resumes and cover letters.

Entry Level Standards:
The student must be proficient in writing and must be motivated and responsible to make and keep appointments with the professionals he or she will be shadowing.

Prerequisites:
ENGL 1010 and 1020.

Corequisites:
High School advanced placement biology or BIOL 1110, BIOL 1120, BIOL 2010, or BIOL 2020; exceptional high school students may be admitted upon their teachers' recommendations.

Textbook(s) and Other Course Materials:
Building Your Career A guide to Your Future by Sears and Gordon. In addition, readings will be on reserve in the library.

I. Week/Unit/Topic Basis:
Weeks 3-14 - Students will spend AT LEAST 3 days (minimum of 4 hours/day) shadowing a professional selected from the list provided for them. Students will be entirely responsible for making the contact with and following up with the professional.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>Introduction, discussion of considerations in choosing a job, students describe interests</td>
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<tr>
<td>2</td>
<td>Discussion of biological careers and education required and career plan essay</td>
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<tr>
<td>3</td>
<td>Career plans essay due and make shadowing plans in class</td>
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<tr>
<td>4</td>
<td>Discuss applying for professional and graduate schools</td>
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Resume writing discussion
Applying for professional and graduate schools, resumes due
Writing a cover letter and follow-up letters
Cover letter and follow-up letter due, discuss them in class
Discussion of good interviewing techniques
Mock interviews in class
Mock interviews in class
Student presentations on shadowing experiences; final essays due
Student presentations on shadowing experiences
Student presentations on shadowing experiences; journals due
Final exam period

II. Course Objectives*:

A. Learn about the various professions in the field of biology.
B. Learn about their interests and abilities in the field of biology.
C. Learn how to apply to graduate or professional schools.
D. Learn how to apply for a job.
E. Learn certain professional skills.

*Roman numerals after course objectives reference TBR's general education goals.

III. Instructional Processes*:

Students will:

1. Participate in classroom discussions and work in groups to facilitate cooperative learning. *Active Learning Strategies*

2. Utilize outside resources to facilitate learning.

3. Use shadowing experiences and other personal assessment measures to learn more about their own profession. *Transitional Strategies*

4. Analyze information from speakers, in-class discussions and presentations, and shadowing experiences to make decisions concerning their career choices. *Transitional Strategies*

*Strategies and outcomes listed after instructional processes reference TBR’s goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

IV. Expectations for Student Performance*:
Upon successful completion of this course, the student should be able to:

1. Analyze personal career interests. A,B
2. Discuss the various biological professions and the education and other training required for each. A
3. Write a personal resume C,D
4. Write a cover letter and thank you letter C,D
5. Prepare for and participate in an interview C,D
6. Make presentations and maintain a journal. E

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation:

A. Testing Procedures:

There will be no formal tests. Each student will write a resume, a cover letter, a follow-up letter, a career interests essay, as well as participate in a mock interview. The point values for each of these is given below.

B. Laboratory Expectations:

None

C. Field Work:

Students will shadow professionals. They will be expected to keep a journal of their shadowing experiences, as well as present information about their experiences orally to the class.

D. Other Evaluation Methods:

Students will also be graded on their attendance and in-class participation.

E. Grading Procedures:

Career essay (initial and final) 30 points

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>Written resume</td>
<td>30</td>
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<tr>
<td>Written cover letter</td>
<td>20</td>
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<tr>
<td>Written follow-up letter</td>
<td>10</td>
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<tr>
<td>Mock interview</td>
<td>30</td>
</tr>
<tr>
<td>Journal</td>
<td>80</td>
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<tr>
<td>Class participation</td>
<td>15</td>
</tr>
<tr>
<td>Class presentations of shadowing experiences</td>
<td>20</td>
</tr>
<tr>
<td>Attendance</td>
<td>15</td>
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<tr>
<td>Shadowing (All students must shadow 3 professionals; to earn an A, 5 must be shadowed.)</td>
<td>_______</td>
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250 points

Letter grades will be distributed as follows:
90 - 100% + 5 shadowing experiences - A
80 - 100% + 3 shadowing experiences - B
70 - 79% + 3 shadowing experiences - C
60 - 69% + 3 shadowing experiences - D
below 60% or failure to shadow 3 - F

VI. Policies:

A. Attendance Policy:

Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class in order to receive credit for the course.

B. Academic and Classroom Misconduct Policy:

The instructor has the primary responsibility for control over the classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct in violation of the general rules and regulations of Pellissippi State. Prohibited activities include but are not limited to the following practices: * cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz or examination; writing papers or reports; solving problems; or completing academic assignments.
* Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.

C. Accommodations for disabilities:

If you need accommodation because of a disability, if you have emergency medical information to share, or if you need special arrangements in case the building must be evacuated, please inform the instructor immediately. Privately after class or in the instructor's office.

To request accommodations students must register with Services for Students with Disabilities: Goin 127 or 131, Phone: (865) 539-7153 or (865) 694-6751 Voice/TDD.

D. Other Policies:

Cell Phone Policy:
Please keep your cell phone off during class.