

NOTE to STUDENTS: If you need any accommodations related to attending/enrolling in this course, please contact one of the Graduate School's 504 Coordinators, Cheryl Spitzenberger or Natalie Sirisaengtaksin. We ask that you notify GSBS in advance (preferably at least 3 days before the start of the semester) so we can make appropriate arrangements.

<p>Term and Year: Spring 2022</p> <p>Course Number and Course Title: GS21 1191: Effective Career Planning</p> <p>Credit Hours: 1</p> <p>Meeting Location: Hybrid</p> <p>Building/Room#: BSRB Gallick Classroom</p> <p>WebEx/Zoom Link: Zoom</p>	<p>Program Required Course: No</p> <p>Approval Code: Yes (If yes, the Course Director or the Course Designee will provide the approval code.)</p> <p>Audit Permitted: No</p> <p>Classes Begin: Jan 31</p> <p>Classes End: April 18</p> <p>Final Exam Week: No exam</p>
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Class Meeting Schedule

Day	Time
Monday	3:30 -5:00pm

Course Director

Name and Degree: **Raquel Salinas, PhD**

Title: **Director of Student Affairs and Career Development**

Department: **GSBS**

Institution: **UTH**

Email Address: Raquel.Y.Salinas@uth.tmc.edu

Contact Number: **713.500.9860**

NOTE: Office hours are available by request. Please email me to arrange a time to meet.

Course description:

This course provides a structured experience for biomedical students to prepare to transition into their next training position or job. The course is designed to guide students in identifying their next career step, and then strategically planning and preparing for a job search inside or outside of academia. Students will also develop their job materials (CV/resume and cover letters) and the course will culminate in using these materials in a mock interview with a life science professional. This course is open to all GSBS students, but preference is given to post-candidacy PhD students and MS students in their final year of study.

Textbook/Supplemental Reading Materials (if any)

- None

Course Objective/s:

Upon successful completion of this course, students will

Specific Learning Objectives:

1. Define their ideal career by exploring available paths inside and outside of academia
2. Develop an informed and intentional job search strategy
3. Craft targeted application packages by developing their CV, resume, and cover letters.
4. Search strategically for experiential, internship or job opportunities
5. Improve interviewing and negotiation skills.

Student responsibilities and expectations:

Students enrolled in this course will be expected to perform the following activities each week.

1. Attend and contribute to course discussions during each session
2. Complete pre-work for each session (assignments and reflection questions)
3. Conduct 2 informational interviews with life science professionals
4. Write a CV or resume and a cover letter targeting a job/postdoc in their area of interest
5. Prepare for and complete a mock interview

Grading System: Pass/Fail

Student Assessment and Grading Criteria : (May include the following:)

Percentage	Description
Homework and assignments (60 %)	
Quiz (%)	
Presentation ()	
Midterm Exams (%)	

Final Exam (%)	
Workshop or Breakout-Session (%)	
Participation and/or Attendance (40%)	

CLASS SCHEDULE

Date	Duration (# hour/s lecturer taught)	Lecture Topic	Lecturer/s
January 31	1.5	Introduction to career planning	Raquel Salinas
February 7	1.5	Informational interviews and networking skills	Raquel Salinas
February 14	1.5	Identifying professional and technical skill gaps and skill acquisition	Raquel Salinas
February 21	1.5	Careers for biomedical scientists inside and outside of academia	Raquel Salinas
February 28	1.5	Preparing targeted application materials: CV and resumes	Raquel Salinas
March 7	1.5	Preparing targeted application materials: Cover letters & other types of application statements	Raquel Salinas
March 21	1.5	Professional branding & LinkedIn basics for scientists	Raquel Salinas
March 28	1.5	Developing a targeted postdoc/job search strategy	Raquel Salinas
April 4	1.5	Interviewing skills	Raquel Salinas
April 11	1.5	Negotiation skills and accepting an offer	Raquel Salinas
April 18	1.5	Mock interviews & course conclusion	Raquel Salinas

NOTE: Other guest lecturers may be invited.