

BSC-662 – Graduate Seminar II – Fall 2017

** By remaining enrolled in this course, you accept the contents of this syllabus; therefore, you must ensure that you understand the contents **

~CONTACT INFO ~

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- Use this email only, not the messaging system within MUOnline/ Blackboard (it is not reliable).
- Email is not texting; do not expect a response immediately. I may not respond to emails during non-business hours. Some days, I have back-to-back appointments.
- I reserve the right to de-prioritize answering emailed questions that are clearly answered in the syllabus and I expect you to check the syllabus before emailing me.
- I expect students to write professional emails, which means writing clearly and concisely, and addressing instructors appropriately. Do not write in text-ese. Punctuate and use correct grammar. Please provide context and identifying information (I have many students).
- Please come to office hours for any questions or help with material; I cannot troubleshoot via email.

Office: Science 364 Phone (304) 696-6467. I strongly prefer email over phone for very quick administrative questions. I prefer an in-person meeting for complex questions or questions about material.

OFFICE HOURS: 1 p.m. – 2 p.m. Tuesdays and 3pm-4pm Wednesdays. No appointment is needed for these times; just come to my office. These hours are firm unless you are in a formal class during all of these times—in which case, email me to set up an alternative time. If these hours prove inadequate for us, I will add more.

MEETINGS: Science 374: 4pm –4:50 p.m. M and W

~COURSE INFO~

COURSE DESCRIPTION: 1 credit hour. The description of Seminar II from the website reads “Oral presentation of individual topics”. This particular seminar course will focus on skill-building in preparation for 1) completing your thesis and 2) taking your next professional step.

Course Prerequisite: BSC 660 and BSC 661.

Course Outcomes	Opportunities to Practice Course Outcome	Course Outcome Assessment(s)
To enhance oral and written communication skills in order to present convincing arguments in a clear and concise manner for different audiences.	Students will participate in exercises to enhance communication skills relevant to their written and oral assignments.	Student communication skills will be a component of all graded course assignments.
To be able to critically evaluate scientific literature and presentations.	Students will read and discuss articles as part of the preparation for oral presentations.	Part of the assessment will be based on the ability to synthesize scientific background information for general and scientific audiences.
To develop compelling professional and scientific documents and presentations.	Students will develop figures, images, and tables within their oral presentations.	Part of the assessment will be based on the clarity and content of the materials in the oral presentation slides.

REQUIRED COURSE MATERIALS:

1. No texts or manuals are required. Required materials for individual exercises will be provided (or procured by you) along the way.
2. A notebook is required for taking notes during class. I expect you to bring this notebook to any meeting with me.
3. An electronic device for specific assignments during class.
4. You will need access to a modern computer with MS Office. You are free to use Open Office or other packages but it is your responsibility to make sure your documents are compatible with MS Office and that you can accomplish the same tasks as with MS Office. Computers are available across campus in computer labs.

~EXPECTATIONS~

I expect graduate students to be extremely self-motivated. This seminar is geared toward facilitating completion of your thesis, preparing to defend your thesis as a public presentation, gaining transferrable professional skills and approaching your next academic or employment goal. Students will need to work on some facets more than others. You should anticipate spending 3-4 solid hours a week on average on this course.

~GRADING INFO~

GRADING: A \geq 90.0; B = 89.9-80; C = 79.9 -70; D = 69.9-60; F \leq 59.9. No curving of grades will occur, including rounding up. Your individual grades will be recorded in Blackboard Gradebook. You should familiarized yourself with the calculation of a 'Weighted Average' and always be generally aware of how you are doing in the class. Your course grade will be generated from the following:

Overall participation: 15%
Peer Feedback Assignments: 10%
Career Goals assignments: 10%
Elevator Pitch: 5%
CV & Resume assignments: 10%
Mock Interview assignments: 5%

Introduction assignments: 10%
Methods assignments: 10%
Results assignments: 10%
Abstract assignments: 5%
Thesis construction assignments 5%
Final Exam assignment: 5%

'Incomplete' grades will be given only if a student has completed 75% of the anticipated coursework at the time of the request, is passing the course, and in extraordinary circumstances, as determined in consultation with the Department Chair and/or Dean of Students and/or Registrar. Incompletes will not be permitted in the case of 'getting behind', missing an important grade, or having typical absences. Appeals for Incomplete grades will require substantial documentation before approval. Incomplete grades must be resolved as prescribed by the University.

ATTENDANCE: Attendance and participation in all lectures is expected. You will sign in daily, and may be counted absent if you are late. Participation is rolled into your course grade and should not be interpreted as a given. You are expected to be present, alert and engaged for the entirety of our meetings. You are expected to contribute regularly and meaningfully. Failure to complete assignments *may* impact your participation grade (in addition to missing the work itself), particularly if other students are relying on your work (e.g. to complete peer review).

You are permitted two unexcused absences that you should reserve for true/unanticipated emergencies. Three unexcused absences will result in a 10% (one letter grade) penalty on your final course grade, and an additional 10% penalty will be applied for every two additional unexcused absences thereafter. Email notification of a university-approved absence within 48 hours of your return to classes, along with verifiable documentation of that absence, will allow me to negotiate with you to turn in any late work. This will be done on a case by case basis depending on the nature of the excused absence and the nature of the assignment. I will thoroughly investigate any excuse before I will extend the deadline for any assignment. Excused absences include University-sanctioned events (which I expect to be notified of in advance), life-threatening illness of yourself or a member of your immediate family for whom you are the primary caretaker, death of a family member or close friend, arrest or legal summons, or military duty. Routine medical appointments, childcare or car breakdowns, missed alarms, traffic, exams, research issues, minor/manageable illness or injury, family gatherings, early vacations, athletic practice, etc... do not constitute excused absences.

Graduation Timeline (from <http://www.marshall.edu/graduate/graduation-and-commencement-timetable/>)

Official Graduation Date (this is the date that will appear on your diploma)	Dec. 16, 2017	May 2018
Submit Application for Graduation Pay diploma fee in Bursar's office.	September 15, 2017	As of Aug. 20, dates for May 2018 had not been added to the website. Please continue checking that website if you intend to graduate May 2018 or beyond.
Comprehensive Exam Thesis/Dissertation Defense Submit Comprehensive Assessment Evaluation Form	Date determined by academic program.	
Final draft of thesis/dissertation due to advisor. (Individual programs may have their own due date.)	October 2, 2017	
Submit ET Final Submission Form and upload approved ETD to ETD Administrator site for Graduate College review.	December 14, 2017	

ETD must be approved by the Graduate College and all other requirements must be met.	December 20, 2017*	
COMMENCEMENT EXERCISE	December 16, 2017	

*When you review these due dates, please note that the Graduate College review of theses/dissertations can take as little as a few days or as long as several weeks, depending on the edits that may be required and the number of ETDs waiting to be approved. If your work is not complete and approved by the Graduate College, you will not be able to graduate at this time.

ACADEMIC ACCOMMODATION: Marshall University is committed to equal opportunity in education for all students, including those with physical, learning and psychological challenges. University policy states that it is the responsibility of students with such challenges to contact the Office of Disability Services (ODS), <http://www.marshall.edu/disability/>, in Prichard Hall 117, phone 304-696-2271 to provide documentation of their disability. This office also integrates with the Autism Center, Buck Harless Athletic Program and the HELP Center. The ODS Coordinator will then send a letter to each of the student’s instructors outlining the academic accommodation he/she will need to ensure equality in classroom experiences, outside assignments, and testing. The instructor and student will discuss how the accommodation(s) requested will be provided. Accommodations could include having an assigned note-taker, permission to use certain electronics in class, or having extended time on exams.

I strongly encourage students with learning challenges or atypical neurobiology to seek assistance from these resources if you have any qualifying challenge. Be aware that you must be evaluated by a qualified professional on- or off-campus prior to receiving these services, and modifications are not retroactive. I will not make modifications outside the direction of the Office of Disabled Student Services since I am not qualified to evaluate learning disabilities. Also be aware that while I fully and enthusiastically support modifications for any qualifying student and advocate for your success, you will not receive additional leniency from me. You must be as proactive as any other student. All rules regarding academic honesty and integrity apply equally to students that fall under ODS management.

WITHDRAWAL: If you feel that you cannot complete the course, keep the single-course withdrawal deadline, **OCT 27**, clearly in mind. You must administratively withdraw. Do not simply stop attending (you will almost certainly receive an F!). I have no control over this date and cannot help you withdraw after this date.

ACADEMIC DISHONESTY—Academic dishonesty will not be tolerated, and cheating will be pursued vigorously. In a graduate seminar, much of our work will be collaborative and based upon peer feedback, however you should always be alert to issues such as plagiarism (*sensu lato*); your work should reflect your own understanding, your own writing, and your own words. If you have any questions, please ask, rather than take a chance. The most negative outcomes of being involved in academic dishonesty are grade penalties, formal disciplinary action such as suspension or expulsion, and loss of control of one’s reputation.

UNIVERSITY POLICIES AND PROCEDURES: By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to www.marshall.edu/academic-affairs and clicking on “Marshall University Policies.” Or, you can access the policies directly by going to http://www.marshall.edu/academic-affairs/?page_id=802

COURSE SCHEDULE. Below is our tentative lecture schedule for Fall 2017. We will make every effort to stay on this schedule, but you will hear *in class* and/or via Blackboard/MUOnline if minor changes are made to the schedule. In extraordinary circumstances, I will revise the course plan significantly (i.e.

significant disruption to the University schedule).

TENTATIVE SCHEDULE for Fall 2017

WEEK #	WEEK OF	DAY	TOPIC
1	Aug 21	M	Welcome/course orientation
		W	Career Goals: Class discussion
2	Aug 28	M	Career Goals: Self evaluation
		W	Locating & evaluating potential employers/advisors
3	Sept 4	M	Labor Day Holiday: No class
		W	Elevator pitch: Best practices
4	Sept 11	M	Elevator pitch: practice (your research topic)
		W	Peer Feedback
5	Sept 18	M	Elevator pitch: practice (not your research topic)
		W	Peer Feedback
6	Sept 25	M	CVs & Resumes: Best practices
		W	CVs & Resumes: Peer evaluation
7	Oct 2	M	CVs & Resumes: Peer Feedback
		W	Mock interviews Day 1
8	Oct 9	M	Mock Interviews Day 2
		W	Introductions: Best practices
9	Oct 16	M	Introductions Day 1
		W	Introductions Day 2
10	Oct 23	M	Methods & graphics: Best practices
		W	Methods & graphics Day 1
11	Oct 30	M	Methods & graphics Day 2
		W	Peer Feedback
12	Nov 6	M	Results & graphics: Best practices
		W	Results & graphics Day 1
13	Nov 13	M	Results & graphics Day 2
		W	Peer Feedback
14	Nov 20	M	Abstracts: Best practices
		W	Peer Feedback
15	Nov 27	M	Thesis preparation: guidelines
		W	Master planning for thesis writing
16	Dec 4	M	Final Presentations for graduating students
		W	Final Presentations for graduating students
	Dec 11	M	4pm – Final Exam Period