

**SENIOR SEMINAR (BIOL 4981)
EXAMPLE**

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COURSE OBJECTIVES: The two objectives of this course are to help you prepare for, and to assess your preparedness for, the work force, professional school, or graduate school. These objectives are also required as part of departmental assessment. Upon completion of this course, you will:

1. Have done a job search, prepared a cover letter and resume that are ready to submit to a prospective employer, and participated in a mock job interview¹
2. Have prepared written and oral presentations²
3. Have taken standardized tests for assessment purposes³

¹Helps fulfill Biology Program Goal 6; ²Helps fulfill Biology Program Goals 2, 3, 4; ³Helps fulfill Biology Program Goal 1
Biology Program Goals listed at <http://homepages.se.edu/biology/degree-programs>

GRADES: Final grades will be determined from the following (totaling a maximum of 700 points):

attendance - 50 points,
resume - 50 points,
cover letter - 50 points,
mock job interview - 50 points,
exit survey - 50 points,
departmental exam - 100 points,
ETS exam - 100 points,
rough draft of paper - 50 points,
final version of paper - 100 points,
oral presentation - 100 points

Your final grade will be determined by the percentage of the 700 available points.

90-100% - A (approximately 630 points); 80-89% - B; 70-79% - C; 60-69% - D; below 60% - F

LATE ASSIGNMENTS: 10% of the possible points will be deducted from the grade for *each weekday* the assignment is late.

LATE PRESENTATION: If you are not prepared to give your presentation on your assigned day (with the exception of a documented illness), you will lose 50 points for the first week you are late and an additional 20 points for each additional week you are late.

ATTENDANCE: Since this class meets only once a week, attendance is important. If you attend all classes, you will receive the maximum of 50 points for attendance. **NOTE:** You must attend class in order to earn attendance points. Students are required to attend the presentations made by other students in the final weeks of class.

EQUITY AND NON-DISCRIMINATION STATEMENT

Southeastern Oklahoma State University, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, or status as a veteran in any of its policies, practices, procedures, or programs. This includes, but is not limited to: admissions, employment, financial aid, and educational services. Inquiries regarding non-discrimination and equity policies may be directed to: Michael Davis, Director of Compliance and Safety & Title IX Coordinator, (580) 745-3090, or mdavis@se.edu.

DISABILITY ACCOMMODATIONS

Any student needing special accommodations due to a disability should contact the Office of Compliance and Safety, Administration Building, Suite 311 or call (580) 745-3090 (TDD# 745-2704). It is the responsibility of each student who anticipates or experiences barriers to their academic experience to make an official request for disability related accommodations in a timely manner.

COUNSELING CENTER

Any student experiencing mental or emotional issues who desires free, confidential, clinical counseling is encouraged to contact the SE Counseling Center at (580) 745-2988 to schedule an appointment during normal working hours Monday-Friday, 8:00AM to 5:00PM. For after-hours mental health emergencies, please call SE Campus Police at (580) 745-2911 or the Mental Health Crisis Hotline at 1- (800) 522-1090.

NOTE: A copy of this syllabus is available on Blackboard. Grades will also be posted on Blackboard. Please check Blackboard for any announcements for the class.

CHEATING: Obviously cheating is not allowed. Copying material directly from a source (word for word or directly word for word) is plagiarism. Your paper and presentation need to be entirely original. Any material that you use from another source should be referenced and acknowledged. This applies to your text and to illustrations used in Powerpoint presentations (unless they are very general art or clipart). All suspected cheating, acts of plagiarism, or suspicious behavior during class will be reported through the Maxient Incident Reporting Form.

DROPPING THE CLASS: If you stop attending the class, you must fill out a drop form. Otherwise an "F" will appear on your transcript. A "W" will appear on your transcript only if the registrar puts it there. Incompletes (grade of "I") are given only in extreme circumstances and require the prior approval of an instructor. Paperwork must be completed before the incomplete grade is given.

The university academic policies and requirements are contained in the Undergraduate and Graduate catalog at <http://academics.se.edu/academics/catalogs/>. The student handbook is available at <http://homepages.se.edu/student-life/student-handbook>.

RESUME, COVER LETTER and JOB SEARCH: These assignments will enhance your competitiveness in entering the job market. You will first do an internet search and find an appropriate job position in your chosen career and print out a copy of the website. Based on the job position you have chosen, you will then write a first draft of a cover letter and a resume. You should make the cover letter and resume as good and as complete as you can. You will meet with the instructor to discuss this first draft, which you will receive back with suggestions for improvement. You will then turn in a copy of your job website and final versions of the cover letter and resume. Also, a portion of the resume grade will be based on creating a minimal profile on LinkedIn.

MOCK JOB INTERVIEW: Students will write a list of ten questions a potential employer might ask during a job interview and will participate in mock job interviews with other students. The employer question list will be worth up to 15 points, and interview participation will be worth up to 35 points (50 points total).

STANDARDIZED EXAMS: Standardized exams will include a departmental exam designed to evaluate the department's programs and an Educational Testing Service (ETS) biology exam. The ETS exam is a national standardized exam that allows comparison of Southeastern Oklahoma State University biology students with biology students from all over the United States. The exams are obtained from Educational Testing Service and are returned to them for scoring. The ETS and departmental exams will be scaled (the person receiving the highest score in the class will receive a grade of 100% and the other student's grades will be scaled from there).

EXIT SURVEY: An exit survey will be given which is part of ongoing departmental assessment. You will receive full credit (50 points) for completing the survey.

WRITTEN PAPER AND ORAL PRESENTATION: You will prepare a written paper and give an oral presentation on the same topic. This topic must be related to biology, education, environmental science, or medicine. Your paper and presentation will either involve a **civic engagement project** or a **research project**. A civic engagement project is one that will improve and/or benefit our local community, our state, or our nation. You will need to identify a problem you think needs to be corrected and propose a solution, for example: opening a free health clinic for pets or changing the government's policy on education for illegal aliens. Alternatively you can do a research proposal. You need to identify a research project and outline what you are investigating and how you would go about doing the research. *The project must be new material that has not been presented before in another class.* In addition, you cannot merely present a summary of existing information (like a review paper or term paper) or present a research project or experiment you have been involved with. Such papers will not be accepted, and the assignment will be considered late until an appropriate paper is turned in. You will receive three separate grades, one each for the rough draft of the written paper, the final version of the written paper, and the oral presentation.

The draft and final version of the paper without the reference list section will be submitted to SafeAssign on Blackboard to determine if there has been any plagiarism. A score of greater than 20% will trigger an automatic review and possible failure of the assignment. There will be future in-class instructions. Email or directly print the reference section to turn in separately from the SafeAssign on the due date.

SCHEDULE: Instructor reserves the right to change. If there is a change it will be posted on Blackboard; It is very likely that there may be an invited speaker or other presentation which may change the schedule!

Introduction to the course; cover letters and resumes

What to do with a BS in Biology?; Online career sites, Interview skills.

Guest Speaker, SE career center, Kay Barber

Mock job interviews;

DUE: *job search, cover letter, resume rough drafts, and employer question list*

Paper/Presentation; Evaluation of information in biology

meet during your time slot to discuss job search, cover letter, resume, and paper/presentation topic; fill out cover sheets for ETS exam

meet during your time slot to discuss job search, cover letter, resume, and paper/presentation topic; fill out cover sheets for ETS exam

ETS exam part I; *final version of job search, cover letter, and resume due*

ETS exam part II; *rough draft of written paper due (submitted through Blackboard)*

meet during your time slot to discuss the your **paper drafts and presentation**

meet during your time slot to discuss the your **paper drafts and presentation**

student presentations; *Everyone's final version of written paper due (Blackboard)*

student presentations

student presentations

student presentations

Final Exam Week: meet for final, **Thursday 2:00 - 4:00**,

remaining student presentations;

departmental exam;

take exit survey;