CHEM 5990  Professional Development for Chemists  Fall Semester 2016

Lectures: M 4:30-5:20, PHSC 355

FINAL EXAMINATION, Thursday, December 15th, 10:30 AM - 12:30 PM

Instructor:    Prof. Charles Rice  Office:    SLSRC 1640 and CHBA 220
Office Phone: 325-5831  Office Hours:  9:30-10:30 AM M/F
               in CHBA 220 (or by appoint.)
E-mail:        rice@ou.edu

Prerequisites: 3rd year Ph.D. Candidates, those graduate students who have passed the general exam.

Objective: Determine personal career goals, explore career opportunities beyond graduation, develop a strategy for the job search process, and improve job search techniques as life-long resource tools.

Textbooks: none.

Grading: Final grades will be assigned based on total points accumulated.*

*The instructor reserves the right to change by addition and/or subtraction and of the material contained in this syllabus. This includes, but is not limited to, course content, assignments, due dates, and portions(s) of the grade assigned to individual items within the course.

To earn the letter grade, you must achieve:
90% of the points for an A
80-89.99% of the points for a B
70-79.99% of the points for a C
60-69.99% of the points for a D
59.99% and below is an F.

Each assignment counts toward the final point total as follows:

Career Choices Document  50
Individual Development Plan 50
Resume and Cover Letter   75
Fellowship/Scholarship Application 100
Health and Safety Training 25

Conduct: Students are expected to behave according to standards of proper conduct and are responsible for knowing the University of Oklahoma’s Academic Misconduct Code. The full text of the Code is available on the OU web page http://www.ou.edu/provost/integrity/. The Code simply states that students may not cheat, those who are accused deserve due process and a
fair hearing, and those who are found guilty of cheating will be penalized. Any student who chooses to engage in academic misconduct (including cheating, plagiarism, and any other action that may improperly affect evaluation) will be subject to sanctions in accordance with the Code. Dr. Rice routinely recommends assignment of a grade of “F” for the course and expulsion from the University for all such violations.

**Special Situations:** If you miss a quiz or examination without a verifiable illness or emergency, a grade of zero will be given for the quiz/test. You have one week after any illness or emergency to document your special circumstances before a grade of zero is assigned.

The University of Oklahoma is committed to providing reasonable accommodations for all students with disabilities. Students with disabilities who require accommodations in this course are requested to speak with the instructor as early in the semester as possible. Students with disabilities must be registered with the Office of Disability Services prior to receiving accommodations in this course. The Office of Disability Services is located in Goddard Health Center, Suite 166, phone (405) 325-3852 or TDD only (405) 325-4173.

Everyone should acquaint themselves with the University’s codes, policies, and procedures involving academic misconduct, grievances, sexual and ethnic harassment, and discrimination based on physical handicap.

**Reserve Materials:** Lecture notes, homework solutions, and answer keys for examinations will be placed on D2L.

**Extra Credit:** There will be NO EXTRA CREDIT in this class.

**Make-ups:** There will be no make-up tests given. Verifiable illness or emergencies will result in a grade being assigned to the missed examination(s) and quiz(zes) based on your performance on the other examination and quiz(zes). The final examination is mandatory and in the event of a verifiable illness or emergencies make-ups will be arranged.

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* • Read the assigned text pages both before and after class.
* • Regularly solve as many homework problems and exercises as possible.
* • Attend class regularly, and ask questions.

**Drop Day:**
CHEM 4970
Professional Development for Chemists
Fall Semester 2016

Course Content:
Will be similar to CAS 4091 with focus on the needs to majors in the Department of Chemistry and Biochemistry

CAS 4091 - Career Planning for Arts and Sciences Students
Prerequisite: junior standing in College of Arts and Sciences. Assist students in the College of Arts and Sciences to determine personal career goals, explore career opportunities beyond graduation, develop a strategy for the job search process, and improve job search techniques as life-long resource tools.

Adrienne Jablonski

Topic Covered:
A. Career Choices
   a. Private Industry
   b. Graduate School
   c. Professional School
   d. Government

B. Virtual Impressions
   a. On-line presence
   b. Email etiquette
   c. Electronic resumes
   d. Job hosting websites
   e. Job searching online

C. Impressions in Person

D. Workplace Survival

E. Funding your Projects/Grants/Fellowships

F. Health and Safety Training