

BIOL 863 Professional Skills in Biology – Spring 2009

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Office hours	Open, appt. preferred	Open, appt. preferred	Open or by appt.

Class Meeting Time and Place: Monday and Wednesday, 3:30-5:00, 221 Ackert

Texts: None required; two recommended. 1) *Writing for Science*, Robert Goldbort, 2006, Yale University Press. 2) *Writing Successful Science Proposals*. Friedland and Folt. Yale, University Press. 2000. 171 pgs.

Course website: listed on K-State Online - will be used to upload proposals and handouts, reviewing forms, useful links, and other information

Course Objectives: To train new graduate students in the mechanics of becoming a scientist and professional biologist. This includes presentation of professional seminars, grant proposal writing, manuscript preparation and submission, interviewing for jobs, teaching skills, effective communication of scientific data in graphs and tables, and other topics.

Requirements: Students will produce a proposal letter of intent, a professional NSF style proposal with a 10 page body, a revised proposal, a 20-minute professional oral research presentation, and review forms for other student's proposals. Students will select the topics for their presentation and proposal; the same topic may be used for both. Students may use their proposed degree research topic for their presentation and proposal. The only limitation is that previous research cannot form the basis of the presentation and proposal (e.g., a Ph.D. student cannot use their Masters' research for this course). Additionally, students will be required to submit written evaluations of their fellow students' class presentations, an evaluation of a faculty member's classroom instruction, and evaluations of 10 biological research seminars (e.g. Division of Biology Friday seminars).

Grading: Course grades will be based on 1) oral presentation and self evaluation (25%); 2) Proposal (first draft 20%, revision with response letter 10%); 3) letter of intent (5%); 4) proposal reviews and summaries (10%); 5) evaluations of additional seminars (10%); 6) instructional evaluation (5%); 7) CV (5%); and 8) class participation (e.g. class attendance, proposal panel, in class reviews) (10%).

Schedule of Activities: Following is a tentative schedule of activities. A more detailed list of topics and dates of student presentations will be provided within the first few weeks of the semester.

Tentative Course Schedule- **note yellow highlight evening classes in 232 Ackert**

Meeting	Topic	Speaker(s)	Due on this date
Mon Jan 19	Student and University Holiday		
Wed Jan 21	Class Introduction, surviving graduate school	All	
Mon Jan 26	Developing a scientific proposal	Johnson	
Wed Jan 28	Writing a proposal	Johnson	
Mon Feb 2	Writing a proposal	Johnson	Letter of intent
Wed Feb 4	Writing a proposal	Johnson	
Mon Feb 9	Library and database skills	Rintoul	
Wed Feb 11	Writing a scientific paper	Passarelli	
Mon Feb 16	Reviewing proposals and papers	Passarelli	
Wed Feb 18	Teaching biology	Rintoul	Presentation title

Meeting	Topic	Speaker(s)	Due on this date
Mon Feb 23	Effective scientific presentation	Rintoul	
Wed Feb 25	Applying for jobs/ writing a CV / professional networking	Rintoul	
Mon Mar 2	Effective mentoring	Passarelli	CVs
Wed Mar 4	Professional ethics	Passarelli	5 seminar reviews proposal draft (optional)
Mon Mar 9	Effective poster presentations	All	
Wed Mar 11	Guest lecture (teaching)	Bear	Proposal
Mar 16-20	Spring break		
Mon Mar 23	Guest lecture (non-academic careers)	Takemoto	Teaching evaluation
Wed Mar 25	CV analysis	Rintoul	
Mon Mar 30	Guest lecture (non-academic careers)	Chumley	Proposal reviews
Wed Apr 1	Proposal review panels AK 221, AK 232, AK 107	All	
Mon Apr 6	1) Rachel Pigg 2) AlexReisinger		
Wed Apr 8	1) Alina de la Mota 2) Dan Carter		Panel summaries
Mon Apr 13	1) Akshay Moharir 2)Paul Ragusa		
Wed Apr 15	1) Steven Rostkowski 2) Greg Scott		
Mon Apr 20	1) Sheena Parsons 2) Kyle Winders		
Wed Apr 22	1) Ben van der Weide 2) Ziyi Wang 3) Bethany Bengtson		
Mon Apr 27	1) Jacob Carter 2) Ruby Mosher 3) Sally Tucker		Revised proposal and response to reviewers
Wed Apr 29	Postdoc and senior graduate student panel	TBA	
Mon May 4	Course feedback discussion	All	
Wed May 6	Course evaluation	Students	5 outside seminar reviews
Finals week	No class		

Proposal must include a project description, summary, references, and CV, but not budget, facilities, and current and pending or other special forms.

Seminar evaluations (form will be provided) will include your evaluation of clarity, delivery, use of visual aids, etc.

For the instructional evaluation, you will need to attend a university class and evaluate instructional effectiveness; a form will be provided. We **strongly** suggest that you pick a class in which you are not enrolled, so you can concentrate on the effectiveness of the instruction, and not worry about the course material that you need to learn.

Consistent attendance in this course is highly recommended; remember that 10% of your final grade is based on participation.

Presenters need to meet with the instructors on the first class after their presentation at 3:00 p.m. in AK 116 unless another arrangement has been made. Their presentation self-evaluation is due a week after this meeting.