

Undergraduate Curriculum Change Memo

Date: Feb. 25, 2021

From: Vanessa Loughheed, Dept of Biological Sciences

Through: Bruce Cushing, Chair, Dept of Biological Sciences

Through: Robert Kirken, Dean, College of Science

To: Chair, Undergraduate Curriculum Committee

Robert Kirken 4/28/21

Subject: Course changes: Professional Development Course for BS in Ecology & Evolution

Please find attached

- Signature page
- Course Change Form
- Degree plan with track changes (please note 3 degree plans are impacted: BS in Eco/Evo & 2 associated teaching science certifications).

For the creation of a new professional development course (BIOL 3193) for students in the BS in EEB (ecological and evolutionary biology). This course is modeled after similar courses that were open to all biology undergraduates (BIOL 3192). Creating its own course code will make the required courses for EEB programs more clear. Environmental Science students will also have more clarity, as the EEB professional development course is often offered as a substitute for those students.

The University of Texas at El Paso

Degree Proposal

Approval Page

Proposal Title: Course Creation Forms – BIOL3193

Department Chair

I have read the enclosed proposal and approve this proposal on behalf of the department.


Signature

4/24/21
Date

College Curriculum Committee Chairperson

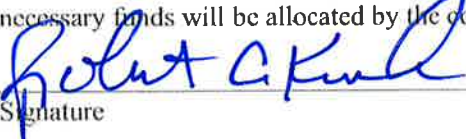
I have read the enclosed documents and approve the proposal on behalf of the college curriculum committee.


Signature

4-29-21
Date

College Dean

I have read the enclosed documents and approve the proposal on behalf of the college. I certify that the necessary funds will be allocated by the college in support of this proposal.


Signature

4/29/21
Date

Graduate Council/Undergraduate Curriculum Committee

Council Action: Approved Returned to the College

Date of Action Report: _____

Signature, Chairman

Date

COURSE ADD

All fields below are required

College : College of Science

Department : Biological Sciences

Rationale for adding the course:

This course will distinguish the professional development course in ecology and evolution from the other biology professional development seminars focused on biology in general (BIOL 3192).

All fields below are required

Subject Prefix and # BIOL 3193

Title (29 characters or fewer): Prof Development in Eco Evol

Dept. Administrative Code : 0430

[CIP Code](#) 26.1310.00

Departmental Approval Required Yes No

Course Level UG GR DR SP

Course will be taught: Face-to-Face Online Hybrid

How many times may the course be taken for credit? (Please indicate 1-9 times): 1

Should the course be exempt from the "Three Repeat Rule?" Yes No

Grading Mode: Standard Pass/Fail Audit

Description (600 characters maximum):

Preparation for postgraduate study or careers for majors in ecology, evolution and environmental science.

Contact Hours (per week): 1 Lecture Hours Lab Hours Other

Types of Instruction (Schedule Type): Select all that apply

- | | |
|---|--|
| <input checked="" type="checkbox"/> A Lecture | <input type="checkbox"/> H Thesis |
| <input type="checkbox"/> B Laboratory | <input type="checkbox"/> I Dissertation |
| <input type="checkbox"/> C Practicum | <input type="checkbox"/> K Lecture/Lab Combined |
| <input type="checkbox"/> D Seminar | <input type="checkbox"/> O Discussion or Review (Study Skills) |
| <input type="checkbox"/> E Independent Study | <input type="checkbox"/> P Specialized Instruction |
| <input type="checkbox"/> F Private Lesson | <input type="checkbox"/> Q Student Teaching |

BIOL 3193 – Professional Development Seminar –

Meeting times: Tuesday 12:30-1:20 via Zoom (linked from within Blackboard)

Instructor: Dr. Anthony Darrouzet-Nardi, Office: Biology B401; ajdarrouzetnardi@utep.edu
Office hours by appointment.

Textbook: None required.

Goals: To learn skills to prepare yourself for a career following receipt of your degree in ecology, evolution and the environmental sciences. The class will focus on honing communication skills, writing resumes, applying and interviewing for jobs/graduate school, and exploring career opportunities in these fields.

DROP DATE. The UTEP Spring 2021 drop deadline is **Apr. 1, 2021**. The College of Science will remain aligned with the University and not approve any drop requests after that date.

DISABILITY STATEMENT: If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, or by email to cass@utep.edu, or visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at www.sa.utep.edu/cass.

Career Exploration Presentation: Find a person that has a job in an area of ecology, evolution or the environmental sciences you are interested in and ask them about their career path, paying particular attention to the material you will need to present on your slides. This person cannot work at a university (including UTEP) or be a member of your family. I will grade the presentation as either *satisfactory* or *unsatisfactory*. Let me know who you have selected to interview by **February 23**. Then send me a draft of your presentation by email by **April 6**. These checkpoints are not mandatory, but if you don't do them by that date, I may not provide you with the necessary feedback you need to get a grade of satisfactory on the final presentation. In other words, your grade is at risk if you do not meet these milestones. Presentations will occur on **April 13 and 20** as shown on the schedule below. You will need to present in ONE MINUTE and I recommend practicing to get it within that window. Here are some example questions to ask your interviewee:

- What's the expected salary range for this job?
- How does hiring process work?
- What credentials are needed?
- What would you recommend for someone at my career stage?
- What would you do differently in your career path?
- What do you like most/least about job.
- What's a typical day like?

Résumé assignment: After Nick Zweig's presentation, work on your résumé and then post in on a discussion board post for review by **March 9** and provide peer review comments by **March 23**. I will also provide you with feedback after you turn in a draft. You will turn in a final improved version based on the feedback you receive. I will grade as *satisfactory* or *unsatisfactory*. For the final assignment due **March 30**, you'll need to have (1) uploaded your original draft résumé on time (2) provided comments to your peers on

time and (3) uploaded your final revised résumé on time. I will grade the résumé as either *satisfactory* or *unsatisfactory*.

Grading:

Participation: Attendance will be taken. The first two absences will be excused for any reason. No documentation should be provided and will not be evaluated if provided (with the exception of special cases defined in UTEP's curriculum and classroom policies: <http://catalog.utep.edu/undergrad/academic-regulations/curriculum-and-classroom-policies/>). The class meets 15 times. If you attend at least 13 class periods, you will automatically receive at least a C in the class. 9-12 for a D, less than 9 is an automatic F regardless of other work turned in. Grades of *satisfactory* on the Career Exploration Presentation and Résumé assignment will raise your grade by one letter grade each. **Being marked late two times will count as an absence.**

TENTATIVE SCHEDULE

| Date | Activity | Assignments |
|-------------|--------------------------------------|---------------------------------|
| January 19 | Introductions, class goals, syllabus | |
| January 26 | Networking & reputation | |
| February 2 | Graduate school | |
| February 9 | Graduate school | |
| February 16 | Graduate school | |
| February 23 | Personal Finance | Career assignment selection due |
| March 2 | Nick Zweig – résumé/cover letter | |
| March 9 | Nick Zweig – interviews | Submit your résumé |
| March 16 | SPRING BREAK | |
| March 23 | Resume feedback | Peer review comments due |
| March 30 | Giving presentations | Final résumé due |
| April 6 | Personal Finance | Draft presentations due |
| April 13 | Career Options – presentations | |
| April 20 | Career Options – presentations | |
| April 27 | Career Options – discuss | |
| May 4 | Conclusion | |

BS in Ecology and Evolutionary Biology

Degree Plan

| | |
|--|---|
| Required Courses: ¹ | 19 |
| BIOL 1305 & BIOL 1107 | General Biology and Topics in Study of Life I |
| BIOL 1306 & BIOL 1108 | Organismal Biology and Organismal Biology Laboratory |
| BIOL 3192 | Professional Development Sem. |
| BIOL 3193 | Prof Development in Eco Evol |
| BIOL 3320 | Genetics |
| BIOL 3321 | Evolution |
| BIOL 3117 & BIOL 3316 | Ecology Laboratory and Ecology |

Concentrations

7-12 Life Science Certification

Biology Major

| | | |
|--------------------------------------|--|--------------|
| Required Courses: | | |
| BIOL 1107 | Topics in Study of Life I | 1 |
| BIOL 1108 | Organismal Biology Laboratory | 1 |
| BIOL 1305 | General Biology | 3 |
| BIOL 1306 | Organismal Biology | 3 |
| BIOL 3192 | Professional Development Sem. | 1 |
| BIOL 3193 | Prof Development in Eco Evol | 1 |
| BIOL 3320 | Genetics | 3 |
| BIOL 3321 | Evolution | 3 |
| CHEM 2124 | Lab for Organic Chemistry 2324 | 1 |

7-12 Science Certification

Science 7-12 Certification (All courses require a grade of C or better)**Biology Major**

Required Courses:

| | | |
|---------------------------|-------------------------------|---|
| BIOL 1107 | Topics in Study of Life I | 1 |
| BIOL 1108 | Organismal Biology Laboratory | 1 |
| BIOL 1305 | General Biology | 3 |
| BIOL 1306 | Organismal Biology | 3 |
| BIOL 3117 | Ecology Laboratory | 1 |
| BIOL 3192 | Professional Development Sem. | 4 |
| BIOL 3193 | Prof Development in Eco Evol | 1 |
| BIOL 3316 | Ecology | 3 |
| BIOL 3320 | Genetics | 3 |
| BIOL 3321 | Evolution | 3 |
| ZOOL 2406 | Vertebrate Zoology | |
| ZOOL 2466 | Invertebrate Zoology | |