Draft Syllabus - Spring 2013
OCN 750: Professional Development Skills Training
Instructors: Barb Bruno (barb@hawaii.edu) and Michele Guannel (mguannel@hawaii.edu)
Wednesdays · 1-3 pm · Marine Science Building 305

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignment due on or before this class period</th>
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<tbody>
<tr>
<td></td>
<td><strong>Theme 1: Developing Professional Skills for a Range of Science Careers</strong></td>
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<tr>
<td>1/9</td>
<td>Class Introductions</td>
<td>Interest Inventory (via Survey Monkey).</td>
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<tr>
<td>1/16</td>
<td>Networking &amp; Communication</td>
<td>Make appointment with instructor(s) to plan project. Prepare elevator speech.</td>
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<tr>
<td>1/23</td>
<td>Outreach &amp; Broader Impacts</td>
<td>Meet with instructor(s). Write science communication piece.</td>
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<td>1/30</td>
<td>Diversity in Science</td>
<td>Submit project proposal. Assigned reading (diversity).</td>
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<tr>
<td>2/6</td>
<td>Mentoring</td>
<td>Assigned reading (mentoring).</td>
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<tr>
<td>2/13</td>
<td>Work-Life Balance</td>
<td>Reflection #1 on applying Theme 1 skills and concepts.</td>
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<tr>
<td>2/20</td>
<td>Cybersecurity. Mid-Course evaluation.</td>
<td>Reflection #2 on work-life balance.</td>
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<td><strong>Theme 2: Expanding your Career Planning Toolkit</strong></td>
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<tr>
<td>2/27</td>
<td>CV Writing Workshop</td>
<td>Draft Curriculum Vita.</td>
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<tr>
<td>3/6</td>
<td>CV Peer Review</td>
<td>Project progress report. Revise project proposal, if appropriate.</td>
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<td>3/13</td>
<td>Career Panel</td>
<td>Submit Curriculum Vita and business card.</td>
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<td>3/20</td>
<td>Applying for a Job</td>
<td>Reflection #3 on CV. Find job advertisements.</td>
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<td>3/27</td>
<td>Spring Recess (no class; KSBE Career Day)</td>
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<tr>
<td>4/3</td>
<td>Creating your Online Presence</td>
<td>Preparation for online profile.</td>
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<td>4/10</td>
<td>Topic TBA (student choice)</td>
<td>Submit job application.</td>
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<td><strong>Theme 3: Reflecting on and Communicating New Skills and Perspectives</strong></td>
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<td>4/17</td>
<td>Teaching Philosophy Workshop</td>
<td>Upload online profile.</td>
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<tr>
<td>4/24</td>
<td>Student Presentations</td>
<td>Reflection #4 on student project (for those not presenting today).</td>
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<tr>
<td>5/1</td>
<td>Student Presentations. Final Course evaluation.</td>
<td>Reflection #4 on student project (for those not presenting today).</td>
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**Note:** Syllabus is tentative and subject to change
Course Goals:
1. Explore a range of career options and produce materials for job applications;
2. Develop and refine professional skills through written reflections and various assignments, including a class project;
3. Provide peer support and share skills with one another.

Grades and Assignments:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Course credit</th>
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<tr>
<td>Reflections &amp; science communication piece (5 total; 5% each)</td>
<td>25%</td>
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<td>Job application package (including CV/resume, cover letter, business cards)</td>
<td>20%</td>
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<tr>
<td>Online profile</td>
<td>10%</td>
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<tr>
<td>Class project (including project proposal, progress report and presentation)</td>
<td>25%</td>
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<tr>
<td>Overall class participation</td>
<td>20%</td>
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- Detailed instructions for each assignment will be provided at least one week in advance of due date.
- Class projects will be designed to help students develop individualized skills in science communication and teaching. Project scope will vary according to the number of registered credits.
- All written assignments should be emailed to cmore@soest.hawaii.edu. In the subject line, please write "OCN750 homework – your name".

Required Course Readings:  (additional readings may be added)

Jan 30 class (students will be assigned to read one of the following articles)
http://www.nber.org/papers/w9873

http://dx.doi.org/10.1073/pnas.1211286109

Feb 6 class
[This book is available for loan or purchase through the C-MORE Education Office or accessed through web link:  http://www.nap.edu/openbook.php?record_id=5789&page=R1 ]