Washington State University
MAJOR CURRICULAR CHANGE FORM - COURSE
(Submit original signed form and ten copies to the Registrar's Office, zip 1035.)

Future Effective Date: 01/02/2013 (effective date cannot be retroactive)

☐ New course ☐ Temporary course ☐ Drop service course
☐ There is a course fee associated with this course (see instructions)

☐ Variable credit
☐ Increase credit (former credit )
☐ Number (former number )
☐ Crosslisting (between WSU departments)
(Must have both departmental signatures)

☐ Conjoint listing (400/500)

☐ Request to meet Writing in the Major [M] requirement (Must have All-University Writing Committee Approval)

☐ Request to meet GER in (Must have GenEd Committee Approval) ☐ Fulfills GER lab: (L) requirement

☐ Professional course (Pharmacy & Vet Med only) ☐ Graduate credit (professional programs only)

☐ Other (please list request)

MBioS 583 Professional Skills Seminar

<table>
<thead>
<tr>
<th>course prefix</th>
<th>course no.</th>
<th>title</th>
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<tbody>
<tr>
<td>1</td>
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credit | lecture hrs | lab hrs | studio hrs | prerequisite |
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<td>per week</td>
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Description (20 words or less) The course covers many aspects of professionalism, including professional behavior, professional dress, and professional sensitivity in social settings.

Instructor: Dr. Carl Peters
Contact: Dr. Norah McCabe
Campus Zip Code: 7520

- Please attach rationale for your request, a current and complete syllabus, and explain how this impacts other units in Pullman and other branches (if applicable).
- Secure all required signatures and provide 10 copies to the Registrar's Office.

Chair/date 2 Apr 12
Dean/date 4-3-12
General Education Com/date

Chair (if crosslisted/interdisciplinary)*
Dean (if crosslisted/interdisciplinary)*
Graduate Studies Com/date

All-University Writing Com/date
Academic Affairs Com/date
Senate/date

*If the proposed change impacts or involves collaboration with other units, use the additional signature lines provided for each impacted unit and college.
MBioS 583 Professional Skills Seminar

Rationale:

This one credit online course entitled Professional Skills seminar was developed as a component of the curriculum for the new Professional Science Master's Option in Molecular Biosciences (PSM-MB). The goal of the course which is recommended in the first semester of study in the PSM program is to prepare students with transitions from: 'out of academia into the workplace', out of the workplace into academia' and 'out of undergraduate into graduate course work'. In addition the course focuses on Professional skills that are necessary for success in the workplace. The course covers aspects of professionalism, including professional behavior, professional dress, professional sensitivity and professional socializing related to issue sensitive topics. Students will also interact with professionals and practice their interviewing skills; skills they will use in securing an internship position which is a requirement of the PSM program. Finally students will practice powerpoint presentations and will prepare seminar critiques.

Under the auspices of the generic course description of MBioS 568 (Advanced Topics in Molecular Biosciences), this course was first offered in Fall 2011 in an on-line format, and is currently being offered in Spring 2012. As it is recommended for all PSM students, SMB intends to offer this online 1 credit course every Fall, Spring and summer for maximum accessibility to all students. Given the apparent success of the course, SMB would like to request the formal establishment of this course offering under its own specific course number and description. The course number, 583, was chosen with an eye to the future, so that as additional PSM-related courses are developed, they will have numbers in the 580 to 590 range.

Impact:

No significant impact on other academic units is expected. Instruction will continue to be provided by an SMB faculty member and enrollment will primarily be SMB graduate students pursuing a PSM degree.
Advanced Topics in Molecular Biosciences
Syllabus
MBIOS 568
Syllabus Quick Links: Overview Goals Work Grading Policies Resources

MBIOS 568
Advanced Topics in Molecular Biosciences
Professional Skills Seminar (1 cr)

Course Instructor: Dr. Carl Peters

Please contact the instructor through this course space. Use the Communicate Link/Tab to access internal email or the discussion board. If you must contact the instructor outside the course space, use the following contact information:

Email Address: capeters@wsu.edu

Text and Resources:
For catalog description, textbook information or course materials, please click the link corresponding to the section in which you are currently enrolled.

Distance MBIOS 568 Section 01

Course Overview

This course focuses on basic professional skills and covers aspects of professionalism such as professional behavior and professional dress. Upon completion of this course the student will have the tools to be successful in graduate school and beyond.

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Course Goals

At the end of this course, students will be able to:
• Understand what they can expect from their graduate school and how to get the most out of graduate school.
• Develop their ability to communicate in a variety of contexts.
• Become effective listeners and obtain the most that they can from classes/seminars.
• Master the tools to be able to act professionally and attain their internship position.

The tools and skills learned in the course will serve the students beyond this course and will help them throughout their graduate career and beyond regardless of the career path that they choose.

Course Work

Introduce yourself activity

Using the discussion board create a post about yourself by answering the questions posed in the assignment. Respond to the other posts by your fellow students to familiarize yourself with the people that will be your colleagues in this course and throughout graduate school.

Learning styles survey

Complete an online survey to determine your learning style and create an ~1 page paper to answer the questions posed in the assignments. From this you will learn more about how you learn most effectively.

Compose a resume

Your resume will be the first impression that you present to potential employers. As such, it essential that you begin to practice writing this document. Choose a site for a potential internship and create a resume that you feel is tailored to this position.

Email critique

Email has become the main means of communication in nearly all endeavors. To get you to think about how to write emails to different individuals in a professional setting, write a short (~1 page total) critique of the 3 email examples based on what you have learned in class about what is appropriate in an email.

Create a presentation

Choose a subject that you would like to present to the class and prepare a power point presentation on that subject. The length should be at least 5 minutes but should be complete and clear.

Prepare a list of potential committee members and candidates for your committee chair

Your committee will consist of a committee chair and at least 2 other members chosen from the SMB
faculty. Create a list of six faculty members that you would like to serve on your committee as either chair or member. Include a short paragraph on each in which you justify why you think they would be helpful to your graduate career.

**Video seminar critique**

Select a video from the online resource. Based on its title and the speaker, do whatever preparation you would normally perform to prepare for listening to this talk. Watch the seminar and takes notes as applicable. Submit a copy of the preparation and notes taken as well as a 1 page critique of the seminar.

**Potential internship mentor interview**

Select a potential mentor to interview. After you have explained the assignment to them set up an interview create a list of questions that you intend to ask which you will submit as part of the assignment. After the interview critique your performance and describe what you learned about this potential mentor in an ~2 page paper.

**Summary of invited lectures**

For each of the invited lectures write a short (~1 page) summary of what you learned and a critique of the speakers’ performance.

**Instructor Interaction**

The instructor will make every effort to be in the course space 3 times each week (Mon-Fri), respond to questions within 2 days (Mon-Fri), and return graded assignments within 7 days of the submission.

**Late Work Policy**

The instructor has the latest information about a late work policy.

**Grading**

This section will contain grading information and tables and will NOT be public to web visitors for preview of the syllabus.
<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Introduce Yourself Activity</td>
<td>5</td>
<td>5.5%</td>
</tr>
<tr>
<td>Learning Styles Survey</td>
<td>5</td>
<td>5.5%</td>
</tr>
<tr>
<td>Compose a Resume</td>
<td>10</td>
<td>11%</td>
</tr>
<tr>
<td>Email Critique</td>
<td>5</td>
<td>5.5%</td>
</tr>
<tr>
<td>Create a Presentation</td>
<td>10</td>
<td>11%</td>
</tr>
<tr>
<td>Video Seminar Critique</td>
<td>10</td>
<td>11%</td>
</tr>
<tr>
<td>Select an Outfit</td>
<td>5</td>
<td>5.5%</td>
</tr>
<tr>
<td>Committee Candidates</td>
<td>10</td>
<td>11%</td>
</tr>
<tr>
<td>Interview a Potential Internship Mentor</td>
<td>10</td>
<td>11%</td>
</tr>
<tr>
<td>Summary of Invited Lectures</td>
<td>20</td>
<td>22%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>90</td>
<td>100%</td>
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<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentages</th>
<th>Grade</th>
<th>Percentages</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
<td>C</td>
<td>75-77.4</td>
</tr>
<tr>
<td>A-</td>
<td>90-94</td>
<td>C-</td>
<td>70-74</td>
</tr>
<tr>
<td>B+</td>
<td>87.5-89</td>
<td>D+</td>
<td>67.5-69</td>
</tr>
<tr>
<td>B</td>
<td>82.5-87.4</td>
<td>D</td>
<td>60-67.4</td>
</tr>
<tr>
<td>B-</td>
<td>80-82.4</td>
<td>F</td>
<td>59 or below</td>
</tr>
<tr>
<td>C+</td>
<td>77.5-79</td>
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Incomplete Grade Policy
Incompletes are granted only with permission of the instructor and are subject to the following guidelines:

1. Students must request an incomplete in writing or by e-mail from the instructor before the end of the semester.
2. The request must be signed and dated by the student (or identified by student's e-mail address), and must explain the reasons behind the request for the incomplete.
3. In order to be considered for an incomplete, there are two main conditions:
   - a student must complete a minimum amount of the assigned course work. Specifically, a student must complete 75 percent of the course work.
   - a student must have a mathematical possibility of passing the class. A passing grade is 60 percent or above for the entire course.
4. If extraordinary circumstances (e.g., family emergency, serious illness) are involved and are documented to the instructor's satisfaction, the professor/instructor retains the discretion to grant an incomplete even if the minimum conditions outlined above are not met.

If an incomplete is granted, the standard WSU policy applies (i.e., ALL work must be completed within one full year from the end of the enrollment semester at issue. Otherwise, an automatic grade of "F," or failing, will be entered on the student's transcript).

Course Schedule

For course work due dates, please view the Course Schedule. Expand the Content folder in the Map menu on the left by clicking the plus sign (+), then select Course Schedule.

Academic Regulations

Students enrolled in online courses are subject to the same University academic regulations as on-campus students. For the most accurate and up to date information start with your home campus Web site. For information specific to Academic Regulations please use the Website search function.

- WSU Online & Pullman Campus: http://wsu.edu/
- WSU Spokane: http://spokane.wsu.edu/
- WSU Tri-Cities: http://www.tricity.wsu.edu/
- WSU Vancouver: http://www.vancouver.wsu.edu
Student Privacy

As a University student, you have legal rights under the Family Educational Rights and Privacy Act (FERPA) for protection of your academic records. For a complete explanation of these rights, visit the URL associated with your home campus in the Academic Regulations section or http://www.registrar.wsu.edu/Registrar/Apps/FERPA.ASPX.

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Academic Integrity

Academic integrity is the cornerstone of the university. You assume full responsibility for the content and integrity of the academic work you submit. You may collaborate with classmates on assignments, with the instructor's permission. However the guiding principle of academic integrity shall be that your submitted work, examinations, reports, and projects must be your own work. Any student who violates the University's standard of conduct relating to academic integrity will be referred to the Office of Student Conduct and may fail the assignment or the course. You can learn more about Academic Integrity on your campus using the URL listed in the Academic Regulations section or http://online.wsu.edu/current_students/ar_integrity_plagiarism.aspx. Please use these resources to ensure that you don’t inadvertently violate WSU’s standard of conduct.

Any course-related materials, presentations, lectures, etc. are the instructor's intellectual property and may be protected by copyright. The use of University electronic resources (e.g., Angel) for commercial purposes, including advertising to other students to buy notes, is a violation of WSU's computer abuses and theft policy (WAC 504-26-218).

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Online Collaboration

Threaded discussion posts in online course spaces are an integral part of the online learning environment. In certain courses, assessment of discussion posts is included as part of the final grade. You will be expected to participate in the online discussions in a way that engages with the topic and with the other participants. An overview of the criteria used in this course to evaluate your participation through your original and response posts is provided in the online course space, if applicable.

WSU is committed to the rights of all community members to freedom of expression and academic freedom. In order to protect the rights of all participants and to preserve the educational tone of online course spaces, the following rules apply:

1. Postings must comply with the University's policy on appropriate use of computing resources, including those regarding harassment and discrimination. Behavior prohibited by the Standards
of Conduct for Students, is not permitted.
  • WSU Online & Pullman Campus: http://www.wsu.edu/ElectronicPolicy.html
  • WSU Spokane: http://spokane.wsu.edu/students/
  • WSU Tri-Cities: http://www.tricity.wsu.edu/current.htm
  • WSU Vancouver: http://studentaffairs.vancouver.wsu.edu/student-affairs/student-handbook

Instructors have the authority to remove posts that violate these rules. Continued postings in violation of these rules may result in removal of access rights, course failure, and, when appropriate, referral to the Office of Student Conduct.

Netiquette Tips:

• A feeling of safety is basic for any collaborative dialogue. Think about what you write and how it might be interpreted by the reader.
  • It is difficult to “read” emotion in online discussions – be clear, use emoticons or concisely express your feelings (e.g., “ha, ha”)
  • Use of capitals sends the message that YOU ARE SHOUTING!
• Give positive feedback (good idea, thanks), be polite, and avoid hostile or curt comments.
• Apply the same standards you would follow in a face-to-face classroom discussion.

Critical Thinking

The ability to think and write critically is an essential skill in many walks of life. Critical thinking skills are developed and refined through practice, self-reflection, and the critique and support of peers and instructors. Throughout this course you will have many opportunities to exercise your analytical thinking, synthesize information, and apply knowledge to real-life situations. The course developer or your instructor may have provided a critical thinking rubric in this course space, if applicable, to assess your own writing and that of other students. Please review it carefully before completing each activity.

Disability Accommodations

Reasonable accommodations are available in online classes for students with a documented disability. All accommodations must be approved through your WSU Disability Services office. If you have a disability and need accommodations, we recommend you begin the process as soon as possible.

For more information contact a Disability Specialist on your home campus:

  • WSU Online & Pullman: 509-335-3417 http://www.accesscenter.wsu.edu,
Access Center@wsu.edu
- Spokane: http://spokane.wsu.edu.html
- Tri-Cities: www.tricity.wsu.edu/studentresourcecenter/index.html

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Technical Support

If you need technical assistance, please expand the Content folder in the Map menu on the left by clicking the plus sign (+), then select Technical Support.

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WSU Online Student Support

The WSU Online Web site (http://online.wsu.edu) has all the non-content and administrative related information you need to be a successful online learner. Login using your WSU Network ID and password to access your personalized information.

- Student Services information is available to provide assistance with any non-advising administrative questions
- Study tips and resources give you a good head start in assuring success with your course are also located on the Web site.

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Library Support

All students enrolled in Washington State University online courses can use the WSU Libraries online databases and receive reference and research assistance from their home campus. Students can also borrow books and other circulating material and access full text journal articles.

- General Library Links by campus: http://www.wsulibs.wsu.edu/electric/

Review the Libraries’ Online Tour for more guidance.

- Online Library Tour for Pullman Campus Undergraduates
- Online Library Tour for WSU Online Campus Students

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eTutoring

As a WSU student you have **FREE unlimited** access to eTutoring.org, a tutoring platform that enables students and tutors to collaborate in an online environment. This is not a course requirement, but simply an available resource that you may utilize as needed. With three ways to access a tutor you can choose the one that best fits your needs.

- Writing Lab tutors will respond to papers in ANY academic subject, including history, anthropology, sociology, and everything else. If you're working on a paper for ANY of your courses our tutors can help you. Just submit your paper, ask specific questions on the submission form and a tutor will respond within 24-48 hours.
- eChat rooms allow students to meet with tutors in one-on-one tutoring sessions via a fully interactive, virtual online environment.
- Students can also leave specific questions for an eTutor in any of our subjects by taking advantage of our eQuestions option. Our tutors will respond to your question within 24-48 hours.

The list of available tutoring subjects can be found on the [http://etutoring.org/login.cfm?institutionid=176](http://etutoring.org/login.cfm?institutionid=176) site. Current subjects include Accounting, Anatomy & Physiology, Biology, Chemistry, Math and Calculus, Medical Coding, MS Office 2007, Physics, Spanish, Statistics, Web Development and Writing!

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Academic Calendar

Please review the current Academic Calendar to become familiar with critical deadlines on your campus. Visit the WSU Academic Calendar page: [http://www.registrar.wsu.edu/Registrar/Apps/AcadCal.ASPX](http://www.registrar.wsu.edu/Registrar/Apps/AcadCal.ASPX), and select your home campus from the drop down menu.

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On Campus Safety

Washington State University is committed to maintaining a safe environment for its faculty, staff, and students on all campuses. Safety is the responsibility of every member of the campus community and individuals should know the appropriate actions to take when an emergency arises. In support of our commitment to the safety of the campus community the University has developed a Campus Safety Plan. It is highly recommended that you visit this web site as well as the University emergency management web site at [http://ocm.wsu.edu/emergencies](http://ocm.wsu.edu/emergencies) to become familiar with the information provided.

- **WSU Pullman:** [http://safetyplan.wsu.edu](http://safetyplan.wsu.edu)
• WSU Spokane: http://spokane.wsu.edu/services/Facilities/Safety_Security/
• WSU Tri-Cities: http://www.tricity.wsu.edu/safetyplan/
• WSU Vancouver: http://www.vancouver.wsu.edu/safety-plan

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