



DEPARTMENT of  
GEOSCIENCES  
College of Arts & Sciences  
EAST TENNESSEE STATE UNIVERSITY

## GEOS 5700: Geosciences Seminar - Professional Development Spring 2020 Syllabus

**Instructor:** Dr. Ingrid Luffman, 305 Ross Hall, [Luffman@etsu.edu](mailto:Luffman@etsu.edu)

**Class time:** Wed 4-5 PM via zoom passcode: 997426  
<https://etsu.zoom.us/j/91547420200?pwd=Y2pOaWhhb3cyWFFQM0hTS2h4b0F1QT09>

**Office Hours:** by appointment on zoom

**Textbook:** Some class readings are from Solem et al., 2009. I will provide copies of relevant chapters.

Solem, M., Foote, K., & Monk, J. (Eds.) 2009. *Aspiring academics: A resource book for graduate students and early career faculty*. Prentice Hall. ISBN-13: 978-0136048916

**Course Description:** This seminar focuses on professional development in the geosciences. Your job as a student in this class is to think about your future and what you can do now to achieve your goals.

Assignments and discussions will cover the areas and topics listed below:

1. Personal assessment
  - Identify core values, develop personal goals
  - Time management
2. Career planning
  - Explore professional and academic jobs, careers, and employers
  - Develop job application materials (cover letter and cv)
  - Evaluate use of social networking for career development
  - Develop your own professional website and critique each other's
3. Personal professional development
  - Identify cv/resume gaps and resources/courses for independent study to eliminate gaps
  - Explore conferences and professional organizations in your field of research, identify a conference to attend during the next year
4. Research
  - Explore funding agencies for grant opportunities
  - **TO DO NOW:** request a SPIN profile by clicking on "request a spin profile" at [https://www.etsu.edu/research/orspa/funding\\_opps/default.php](https://www.etsu.edu/research/orspa/funding_opps/default.php)

**Grades:** Your grade in this class will be based on your contribution to the course.

- You are expected to attend class, turn in all written assignments, and give thoughtful input.
- You will lead the discussion for one class period.
- Your final grade will be calculated by an overall assessment of your contributions to written and oral discussions, the clarity with which you report your findings to the class, the helpfulness of you peer critiques, how well you take criticism from your peers and instructors and apply this to improving your work, and your overall impact on the seminar.

**Weekly Class Preparation:**

- Complete readings or exercises/activities before class. Make notes about points to discuss, outstanding questions, and insights. Post to the discussion board as required
- If you are leading discussion, complete your class prep as usual, and bring a list of questions/discussion prompts to start the discussion and to move it along.
- Sometimes conflicts arise and you must miss a class unexpectedly. In this case, send me your comments (in short sentences or point form) by email before noon on class days so I may share them with the class during seminar.

**Weekly Class Schedule**

Week	Chapters and Topics	Homework	Discussion Leader
1 – Jan 20	Syllabus	Read Solem et al. Ch 1 - Time Mgmt A1 – time tracking (due Feb 3)	Luffman
2 – Jan 27	Core values activity	Continue A1	Luffman
3 – Feb 3	Time management discussion (A1)	A2 –Career opportunities and PhD programs (due Feb 10)	
4 – Feb 10	Report on career opportunities (A2)	A3 - A Case in Point, rank candidates and justify (due Feb 17)	
5 – Feb 17	A Case in Point case study discussion (A3)	A4 – Develop CV and cover letter (due Feb 22)	
6 – Feb 22	Peer review of CV and cover letter drafts	Continue A4 – revise CVs (due Mar 1) Read Solem et al. Ch 2 – Career Planning	
7 – Mar 1	Discussion of CV gaps	A5 – CV gaps, development action plans (due Mar 8)	
8 – Mar 8	Review action plans	A6 – Explore conferences (due Mar 15)	
9 – Mar 15	Report on conferences	Read Solem et al. Ch 11 – Preparing competitive research grant proposals A7 – Explore grant opportunities (due Mar 22)	
9 – Mar 22	Report on grant opportunities	Choose a networking site to explore or share next week	
10 – Mar 29	Discussion and “show and tell” on networking (Twitter, Research Gate, LinkedIn, Academia, FB, ...)	A8 – personal website development, explore personal websites, website hosting services	
11 – Apr 5	No class – AAG conference		
12 – Apr 12	No class – ETSU closed		
13 – Apr 19	Review and critique websites		Luffman
14 – Apr 26	Show off improved websites		Luffman