

Careers and Professional Development in Entomology

11:370:407

Number of credit hours: One (1)

Semester: Spring 2021

Days and times of lectures: TBD

Location: Thompson Hall, Room TBD

Instructor: Dr. Chloe Hawkings

Office location: Thompson Hall, Room 132

Office hours: By appointment

Phone: (848) 932-0005 **Email:** c.hawkings@rutgers.edu

Course Overview: The Careers and Professional Development in Entomology, capstone course is a senior applied course to prepare students for their transition to careers in entomology or graduate school through enhancement of professional development.

Prerequisites: Research Problems in Entomology (11:370:493). Course is recommended for seniors.

Course Description

This course will provide a comprehensive overview of professional development in entomological fields and prepare students for the transition to employment. Students will develop skills in professional development, problem solving skills and reasoning strategies. The course will also cover entomological communication skills which will include both scientific communication, and presentation components. Students will be expected to incorporate information learned in other classes within the Department of Entomology.

Topics include

Topics in this course will focus on enhancing professional development through preparing for interviews, having students research both private and public sector jobs, development of CV's and cover letters for

both higher education (graduate school, medical school, veterinary school or law school), and providing opportunities to communicate scientifically.

Learning outcomes

The overall objective of this course is to ensure that all students are able to transition into employment or higher education through preparedness of professional written and oral presentation skills. Students will show practical problem solving skills through completion of case studies. Link to Entomology

Undergraduate Program Goals: <https://entomology.rutgers.edu/undergraduate/>

1. Students should be able to properly prepare for interviews and understand the importance of CV building and cover letter. (*addresses program goal 5*)
2. Students should be able to learn more about specific careers in the public or private sector and also be aware of the transition to graduate school at Rutgers or other institutions. (*addresses program goal 1*)
3. Students should be able to understand the application of entomological knowledge to practical problems and potential careers. (*addresses program goal 2*)
4. Students should be able to examine their individual goals and be prepared to apply for specific jobs that meet their skills. (*addresses program goal 4*)
5. Students should be able to produce original work and be able to support their own research projects through public speaking and written skills to a public audience. Emphasis is on the ability to recognize precise observation techniques and draw conclusions on the significance of their data. (*addresses program goal 3*)

Resources:

Text: No Text is required for this course

Resources: Case study materials will be distributed weekly through Canvas.

Course Calendar

- Week 1:** Introduction and course outline
- Week 2:** Outlining a CV to Fit Career Interests in Entomology
- Week 3:** Cover letter design
- Week 4:** Job Search
- Week 5:** Researching Companies & Institutions
- Week 6:** Preparing for Interviews
- Week 7:** Higher Education Preparation
- Week 8:** Guest Speaker: Jobs in Government
- Week 9:** Guest Speaker: Jobs in Private Industry
- Week 10:** Guest Speaker: Jobs in Academia
- Week 11:** Guest Speaker: Graduate School
- Week 12:** Research Project Presentation
- Week 13:** Research Project Presentation
- Week 14:** Research Project Presentation

Grading and assignment

Assignments: Students will be expected to design and modify their CV in preparation for their career objectives and complete a scientific writing assignment on their case study

Research Presentation: Students will be required to present their work obtained in research credits (11:370:493). Students are expected to give a thorough explanation of the insect they studied, the methodology and significance of the study and results (if available). Presentations will be given to the class as a powerpoint presentation that should be 10 mins with 5 mins allocated to questions and discussion.

Total % contributed (course):

Research Presentation	30%
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Writing Assignment	20%
CV design	20%
Attendance/ Participation	30%

Attendance Policy

Attendance is expected and if you expect to miss classes, please use the University absence reporting website <https://sims.rutgers.edu/ssra/> to indicate the date and reason for your absence. An email is automatically sent to me.

Course Etiquette

Participation is required for participation points, failure to participate in discussion will result in a zero. This course requires participation in class activities, discussions, and through questions. A strict late policy is followed in this class, lateness is regarded as absence. If you miss a class you are responsible for catching up in time for assignments. classes can only be excused through university approved absences. The instructor should be provided proof of university approval no more than one week after the exam date. All assignments are expected to be submitted before the due date. Failure to submit an assignment before the deadline without a university approved absence will result in a zero on the assignment. No disturbances will be tolerated in class, this includes engaging in disruptive behavior and inappropriate cell phone or laptop use that is not related to the course. We strive to create a positive classroom climate to facilitate all students to be able to learn.

Americans with Disabilities Act (1990)

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please visit the Office of Disability Services or contact their office for further

information. Please follow the procedures outlined at <https://ods.rutgers.edu/students/registration-form>.

Full policies and procedures are at <https://ods.rutgers.edu/>

Academic Integrity

The university's policy on Academic Integrity is available at <http://academicintegrity.rutgers.edu/academicintegrity-policy>. The principles of academic integrity require that a student: properly acknowledge and cite all use of the ideas, results, or words of others. You must acknowledge **all** contributors to a given piece of work. All work submitted for a course or other academic activity must be produced by the student turning in the assignment or task and is produced without the aid of impermissible materials or impermissible collaboration. All data or results must be obtained by ethical means and reported accurately without suppressing any results inconsistent with his or her interpretation or conclusions. Treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress. You are expected to uphold the canons of the ethical or professional code of the profession for which he or she is preparing. Adherence to these principles is necessary in order to ensure that everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments. All student work is fairly evaluated, and no student has an inappropriate advantage over others. The reputation of the University for integrity in its teaching, research, and scholarship will be maintained and enhanced. Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

Student Wellness Services

Just In Case Web App <http://codu.co/cee05e>

Access helpful mental health information and resources for yourself or a friend in a mental health crisis on your smartphone or tablet and easily contact CAPS or RUPD.

Counseling, ADAP & Psychiatric Services (CAPS)

(848) 932-7884 / 17 Senior Street, New Brunswick, NJ 08901/ www.rhscaps.rutgers.edu/

CAPS is a University mental health support service that includes counseling, alcohol and other drug assistance, and psychiatric services staffed by a team of professionals within Rutgers Health services to

support students' efforts to succeed at Rutgers University. CAPS offers a variety of services that include: individual therapy, group therapy and workshops, crisis intervention, referral to specialists in the community and consultation and collaboration with campus partners.

Violence Prevention & Victim Assistance (VPVA)

(848) 932-1181 / 3 Bartlett Street, New Brunswick, NJ 08901 / www.vpva.rutgers.edu/

The Office for Violence Prevention and Victim Assistance provides confidential crisis intervention, counseling and advocacy for victims of sexual and relationship violence and stalking to students, staff and faculty. To reach staff during office hours when the university is open or to reach an advocate after hours, call 848-932-1181.

Disability Services

(848) 445-6800 / Lucy Stone Hall, Suite A145, Livingston Campus, 54 Joyce Kilmer Avenue,
Piscataway, NJ 08854 / <https://ods.rutgers.edu/>

Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: <https://ods.rutgers.edu/students/documentation-guidelines>. If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the ODS web site at: <https://ods.rutgers.edu/students/registration-form>.

Scarlet Listeners

(732) 247-5555 / <https://rutgers.campuslabs.com/engage/organization/scarletlisteners>

Free and confidential peer counseling and referral hotline, providing a comforting and supportive safe space.