

# GLY 6095 – Survival Skills for Academic Careers in Earth and Planetary Sciences

## Fall Semester 2024 - 3 credit hours

Friday Periods 4 – 6 (11am – 1:40pm): Williamson 218

**Note:** Period 4 at UF begins at 10:40am. As this class encompasses 3 straight periods without needing time for class transitions, we will begin at **11:00am**.

**Instructor:** Stephen Elardo  
Williamson Hall - 229  
selardo@ufl.edu

**Office hours:** F: 2 – 4pm, or by appointment

**Course Website:** This course’s website will be through Canvas. See: <http://elearning.ufl.edu>

**Course Materials:** No book required. Other materials will be provided by the instructor.

**Overall Course Goal:** To provide students with the background knowledge, information, and practical skills necessary to be competitive for and successful in scientific careers, with a strong emphasis on careers in academia in the US.

**Learning Objectives:**

1. Identify opportunities for post-doctoral research position in the student’s field of research.
2. Effectively prepare a CV, cover letter, and research and teaching statements for academic job applications.
3. Prepare and clearly deliver talks for a variety of academic settings, and develop skills for successful academic interviews.
4. Identify and critically explore the important components of federal funding proposals, including budgets.
5. Identify key aspects of, and methods for implementing, effective course design for a variety of course modalities.

**Prerequisites:** None.

<b>Grading Scheme:</b>	A = 93.0-100%	A- = 90.0-92.9%	
	B+ = 87.0-89.9%	B = 83.0-86.9%	B- = 80.0-82.9%
	C+ = 77.0-79.9%	C = 73.0-76.9%	C- = 70.0-72.9%
	D+ = 67.0-69.9%	D = 63.0-66.9%	D- = 60.0-62.9%
	E = below 60%		

	POINTS POSSIBLE
<b>LECTURE ATTENDANCE &amp; PARTICIPATION</b>	35%
<b>ACADEMIC JOB APPLICATION</b>	30%
<b>‘ELEVATOR’ TALK</b>	15%
<b>MOCK ZOOM INTERVIEW</b>	20%
	<b>100% TOTAL</b>

**Attendance Rubric:**

Attendance and participation are critical to successful completion of this course. Attendance will be taken during each class meeting and recorded. Students will earn 1 point per class period for attendance.

**Participation Rubric:**

Students will earn 3 points per week for participation. Consistent informed, thoughtful, and considerate class participation is expected and will be evaluated using the rubric below.

*High Quality (HQ) Average (A) Needs Improvement (NI)*

Informed: Shows evidence of having done the assigned work. 1 (HQ) 0.5 (A) 0.25 (NI)

Thoughtful: Shows evidence of having understood and considered issues raised. 1 (HQ) 0.5 (A) 0.25 (NI)

Considerate: Takes the perspective others into account. 1 (HQ) 0.5 (A) 0.25 (NI)

**Lecture Schedule:** The tentative schedule for lecture topics, and reading assignments is below, and will also be posted separately on Canvas, subject to changes with advanced notice provided to students.

**Assignments:** Throughout the semester, homework exercises will be assigned through Canvas. These assignments should be completed and submitted through Canvas.

**Late Work Policy:** Work turned in late without an excused absences will be subject to a grade reduction of 20% per day.

**Makeup Policy:** In case of sudden illness or family emergency, please notify the instructor as soon as possible (within no more than 1 week). Appropriate documentation may be required. No make-ups will be permitted for other, unexcused absences.

**Email:** ALL email communications MUST be sent from (and will be sent to) your Gatorlink accounts, or be sent through the Canvas email tool. I will respond to email within 24 hours Monday through Friday. **Before sending Dr. Elardo a question via email please check the syllabus and class website for the answer to your question.**

### **Course Evaluation**

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://gatorevals.aa.ufl.edu/>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://gatorevals.aa.ufl.edu/>.

### **Students Requiring Accommodations**

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, <https://www.dso.ufl.edu/drc/>) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

### **University Honesty Policy**

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor in this class.

**University Policy on Accommodating Students with Disabilities:** Students requesting accommodation for disabilities must first register with the Dean of Students Office (is <http://www.dso.ufl.edu/drc/>). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the

quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

**University Policy on Academic Misconduct:** Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at <http://www.dso.ufl.edu/students.php>.

**Netiquette: Communication Courtesy:** All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. [Describe what is expected and what will occur as a result of improper behavior – <http://teach.ufl.edu/docs/NetiquetteGuideforOnlineCourses.pdf>

### **Campus Resources:**

#### **Health and Wellness**

U Matter, We Care: If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) or 352-392-1575 so that a team member can reach out to the student.

**Counseling and Wellness Center:** <http://www.counseling.ufl.edu/cwc>, and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

#### **Sexual Assault Recovery Services (SARS)**

Student Health Care Center, 392-1161.

#### **Software Use**

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

#### **Student Privacy**

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see: <http://registrar.ufl.edu/catalog0910/policies/regulationferpa.html>

#### **Appropriate Use of Artificial Intelligence**

Students are free to use AI and natural language processing tools to enhance their understanding of the course content. Students should be aware of the potential biases and pitfalls of AI, and its potential to both aid and suppress learning. Students will not be penalized for using these tools. However, students are responsible for ensuring that they are providing assignment responses that are high-quality and representative of their own ideas.

*AI programs are not a replacement for human creativity and critical thinking.* It is the student's responsibility to review and ensure the appropriateness and accuracy of assignment submissions. Failure to cite and correctly edit work will result in a reduced grade and could be referred to Student Conduct and Conflict Resolution in consistent or severe cases.

Students should consider the potential biases and implications of AI and make efforts to mitigate any discriminatory or harmful effects. When using AI tools, students should ensure that they comply with the respective licenses and terms of use set by the tool developers. Students should properly attribute any resources used from external sources, including AI libraries, frameworks, or pre-trained models.

## Schedule of Topics

Week	Date	Class Topic
1	Aug. 23	Intro to the Course/Job Search Resources for Finding Post-Docs and Faculty Positions - <b>Find Your Job Ad</b>
2	Aug. 30	Responsibilities of Different Types of Faculty Positions/Writing CVs and Cover Letters
3	Sep. 6	Writing Research Statements/ <b>Peer Review and Discussion of Cover Letters and CVs</b>
4	Sep. 13	Writing Teaching Statements/ <b>Peer Review and Discussion of Research Statements</b>
5	Sep. 20	US Academic Job Interviews/ <b>Peer Review and Discussion of Teaching Statements</b>
6	Sep. 27	Tactics for US Academic Job Talks: 'Zoom', Research Seminars, and Teaching Demonstrations
7	Oct. 4	Writing Diversity Statements/Negotiating Academic Job Offers
8	Oct. 11	Tactics for 'Elevator' Talks/Conference Talks/Making Great Conference Posters
9	Oct. 18	<b>Homecoming – Enjoy!</b>
10	Oct. 25	<b>Productivity Challenges and Writer's Block/Imposter Syndrome Discussion/Elevator Talks "Due"</b>
11	Nov. 1	NSF and NASA Funding Proposals, Where to Find Funding, Preparing Budgets, and the Proposal Review Process
12	Nov. 8	Speaking to the Press/Writing Papers for High Profile Journals
13	Nov. 15	Backwards Course Design (Amy Williams)/Teaching Online Courses
14	Nov. 22	<b>Mock Zoom Interviews</b>
15	Nov. 29	<b>Thanksgiving – No Class</b>
16	Dec. 6	<b>Reading Days – No Class</b>

--Above schedule subject to change with appropriate notice provided--