

GLY6932 – Scientific Survival Skills Spring Semester 2022 - 3 credit hours

Friday Periods 2 – 4 (9am – 11:30am): Williamson 218

Note: Period 2 at UF begins at 8:30am. As this class encompasses 3 straight periods without needing time for class transitions, we will begin at **9am**.

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

Office hours: F: 1 – 3pm, 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.

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**
- 4. Identify the important components of federal funding proposals, including budgets**

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.

Prerequisites: None.

In response to COVID-19, the following practices are in place to maintain your learning environment, to enhance the safety of our in-classroom interactions, and to further the health and safety of ourselves, our neighbors, and our loved ones.

- If you are not vaccinated, get vaccinated. Vaccines are readily available at no cost and have been demonstrated to be safe and effective against the COVID-19 virus. Visit this link for details on where to get your shot, including options that do not require an appointment: <https://coronavirus.uflhealth.org/vaccinations/vaccine-availability/> Students who receive the first dose of the vaccine somewhere off-campus and/or outside of Gainesville can still receive their second dose on campus.
- You are expected to wear approved face coverings at all times during class and within buildings even if you are vaccinated. Please continue to follow healthy habits, including best practices like frequent hand washing. Following these practices is our responsibility as Gators.
- Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class.
- Hand sanitizing stations will be located in every classroom.
- If you sick, stay home and self-quarantine. Please visit the UF Health Screen, Test & Protect website about next steps, retake the questionnaire and schedule your test for no sooner than 24 hours after your symptoms began. Please call your primary care provider if you are ill and need immediate care or the UF Student Health Care Center at 352-392-1161 (or email covid@shcc.ufl.edu) to be evaluated for testing and to receive further instructions about returning to campus. UF Health Screen, Test & Protect offers guidance when you are sick, have been exposed to someone who has tested positive or have tested positive yourself. Visit the UF Health Screen, Test & Protect website for more information.

- Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work.
- If you are withheld from campus by the Department of Health through Screen, Test & Protect you are not permitted to use any on campus facilities. Students attempting to attend campus activities when withheld from campus will be referred to the Dean of Students Office.
- Continue to regularly visit www.coronavirus.UFHealth.org and www.coronavirus.ufl.edu for up-to-date information about COVID-19 and vaccination.

Grading Scheme:	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%
	F = below 60%		

	POINTS POSSIBLE
LECTURE ATTENDANCE & PARTICIPATION	35%
ACADEMIC JOB APPLICATION	30%
'ELEVATOR' TALK	10%
NSF/NASA – STYLE PROPOSAL	15%
REVIEW PANEL PARTICIPATION	10%
	100% TOTAL

Makeup Policy: If you have a preexisting conflict with one of the scheduled exams, an alternative meeting time must be arranged with Dr. Elardo made at least one week prior to the exam. 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 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>

Schedule of Topics

Week	Date	Class Topic
1	Jan. 7	Intro to the Course/Job Search Resources for Finding Post-Docs and Faculty Positions - Find Your Job Ad
2	Jan. 14	Responsibilities of Different Types of Faculty Positions/Writing CVs and Cover Letters
3	Jan. 21	Writing Research Statements/ Peer Review and Discussion of Cover Letters and CVs
4	Jan. 28	Writing Teaching Statements/ Peer Review and Discussion of Research Statements
5	Feb. 4	US Academic Job Interviews/ Peer Review and Discussion of Teaching Statements
6	Feb. 11	NSF and NASA Funding Proposals, Where to Find Funding, and the Proposal Review Process
7	Feb. 18	Tactics for US Academic Job Talks: 'Zoom', Research Seminars, and Teaching Demonstrations
8	Feb. 25	Tactics for 'Elevator' Talks/Conference Talks/Making Great Conference Posters
9	Mar. 4	Negotiating Academic Job Offers/Imposter Syndrome Discussion
10	Mar. 11	Spring Break – Enjoy!
11	Mar. 18	Publishing from an Editor's Perspective (Mark Brenner)
12	Mar. 25	Speaking to the Press (Alisson Clark)/Writing Papers for High Profile Journals
13	Apr. 1	Backwards Course Design (Amy Williams)
14	Apr. 8	Mock Proposal Review Panel (Group 1)
15	Apr. 15	Mock Proposal Review Panel (Group 2)
16	Apr. 24	Reading Days – No Class

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