

CHEM 199, Professional Development
University of Vermont, Spring Semester, 2023

General Information

Instructor: Prof. Yangguang Ou
E-mail: you@uvm.edu
Meeting Time: Mondays, 2:20-3:10 pm
Office Hours: Wed's 10:00 – 11:00 am

Office: Innovation E341
Phone: 656-2435
Meeting room: WATERMAN 403

The instructor reserves the right to change everything, with notice.

Course Description

From the course catalogue: "Skills necessary for senior Chemistry majors to transition to postgraduate careers, including resume and proposal writing, presentations, and other techniques."

Learning outcomes: The primary goal of this course is to introduce you to tools and skills that you will find useful as you embark on a career after graduation, for example in preparing job applications, applying to graduate or professional schools, or other career-related activities.

During the semester, you will learn how to write individual development plans, resumés and curricula vitae, cover letters, and personal essays. You will also be introduced to several online networking tools that you will find useful as you explore possible career paths. We will hear advice from the UVM Career Center about the job application and networking process. Finally, and perhaps most importantly, we will hear from several people with chemistry backgrounds about their own experiences in finding careers; I think you will be interested to hear about how a career is generally not a linear path.

Course structure: The course meets on Mondays each week. In general, homework will be assigned and will be due either in class, on Blackboard, or by e-mail to me at the address above. We will meet in person except on the days when we are meeting guest speakers; on those days, we will meet in Microsoft Teams.

Assessment: In a course of this nature, attendance (20%) and participation (20%) are important components. The remaining 60% of your grade will be based on assignments. There are no tests, and there is no final exam for the course. The breakdown for the assignments will be as follows:

	% of overall grade
IDP	10
CV – 1 st draft	5
CV – updated draft	5
Cover letter	10
1 Question + 1 Comment per Guest Presentation	10
LinkedIn account	5
Handshake account	5
Reflection (1/2 – 1 page)	10
Total	60%

Textbook: There is no textbook for this class. We will use some online resources, and most class time will be devoted to talking about careers, learning skills, or listening to presentations.

Communication: I will be available during office hours. If for some reason I cannot be available, I will send a message to the class. Outside of office hours, e-mail is generally the best way to get in touch with me.

Academic honesty: As UVM students, you are expected to conduct yourself in accordance with the Code of Academic Integrity: <http://www.uvm.edu/policies/student/acadintegrity.pdf> .

Inclusion: While the field of chemistry has not always been inclusive and diverse, our current chemistry community increasingly reflects the world outside of the laboratory. Science and scientists are not immune to bias, but we can make ourselves aware of it and actively work against it in our everyday lives. Several of our alumni speakers are from groups traditionally underrepresented in chemistry on the basis of race, gender, or other reasons, and I would encourage you to ask them about their own experiences in the workplace. Finally, it is my intention to create an environment where all beliefs are valued. No one should feel afraid to state their opinion, and everyone should feel confident and supported by the group. If you experience any form of bias in our class or at UVM, please feel free to use me as a resource. A list of other resources focused on DEI are included below.

Division of Diversity, Equity, and Inclusion

<https://www.uvm.edu/diversity>

The Division of Diversity, Equity, and Inclusion believes excellence should be inclusive of the entire University of Vermont (UVM) community and is steadfastly committed to this belief. Every day, our Division strives to make our work accessible, affirming, and action-oriented to help ensure excellence is inclusive of everyone.

UVM Prism Center

<https://www.uvm.edu/prism>

The Prism Center serves the diverse queer and trans communities at the University of Vermont. We support and empower lesbian, gay, bisexual, transgender and queer students, as well as students whose identities fall in between or expand beyond those categories, and work to create a campus community where people of all sexual and gender identities can thrive.

Interfaith Center

<https://www.uvm.edu/interfaithcenter>

Each of us engages those questions differently, perhaps through a religious tradition, philosophy, or spiritual practice. No matter how you make meaning of your life, you are welcome at the Interfaith Center for reflection, spiritual practice, education, and community building.

Mosaic Center for Students of Color

<https://www.uvm.edu/mcsc>

The Mosaic Center for Students of Color (MCSC) Vision is to create a diverse and rich community of empowered, engaged, and enthusiastic students of color at UVM. We fully support the holistic development of self-identified students of color so that they can obtain their goals for academic achievement, personal growth, identity formation, and cultural development.

Women & Gender Equity Center

<https://www.uvm.edu/wagecenter>

The UVM Women & Gender Equity Center cultivates joyful community while advancing gender equity across identities. We envision a brave, diverse, and equitable learning environment for all members of the UVM community. We provide advocacy services for those in our community who have experienced sexual or intimate partner violence, and strive to provide programming, education, and events that ask our community to explore the intersections of their gender and other identities.

CHEM 199 — Tentative Lecture Schedule, Spring 2023

Date	Material	Activity	Homework
January 23	Introduction to course	<ul style="list-style-type: none"> • Meet peers • Identify interests/career objectives • Identify paths to chemistry careers 	
January 30	Individual Development Plan (IDP)	<ul style="list-style-type: none"> • Going over what an IDP is in preparation for you creating your own (see homework) 	<ul style="list-style-type: none"> • Complete ACS Individual Development Plan (https://chemidp.acs.org) and e-mail confirmation to me (you@uvm.edu)
February 6	CV/Resumé introduction	<ul style="list-style-type: none"> • Define/describe CV vs. resumé in terms of uses • Differences between scientific and non-scientific materials • Identify skills acquired so far and what skills are missing, based on career goals 	<ul style="list-style-type: none"> • Write completed draft CV/resume; print and bring to class on Feb 13 for workshop
February 13	CV/resume workshop	<ul style="list-style-type: none"> • Share CVs • Write comments and constructive criticism for review 	<ul style="list-style-type: none"> • Redraft CV/resume based on comments and e-mail completed versions to me by end of day Feb 20 – I will give final suggestions for edit, if needed, within the week.
February 20	President's Day (no class)		
February 27	Cover Letter & Personal Statement	<ul style="list-style-type: none"> • Identify relevant parts of cover letter and personal statement • Review and critique examples of actual cover letters 	<ul style="list-style-type: none"> • Draft an example cover letter; email to me by March 6th for feedback.
March 6	UVM Career Center	<ul style="list-style-type: none"> • Intro to Career Center workshop; services provided • Social media platforms: LinkedIn, Handshake 	
March 13-17	Spring Break (no class)		
March 20	Instructor at Conference (no class)		

March 27	Speaker TBA		
April 3	Speaker TBA		
April 10	Speaker TBA	<ul style="list-style-type: none"> • discussion about how the speaker arrived at their current position and how their chemistry background informs their job today 	<ul style="list-style-type: none"> • Blackboard: submit 1 question for the speaker <u>before</u> presentation and 1 comment about their presentation <u>afterwards</u> – see Discussion Board
April 17	Speaker TBA		
April 24	Speaker TBA		
May 1	Review of speakers' presentations & Ethics	<ul style="list-style-type: none"> • Discussion about how your views on scientific career paths have/have not changed • Discussion of ethical challenges faced by scientists and chemists in academia and industry 	<ul style="list-style-type: none"> • E-mail ½-1 page reflection to me by May 5th