GRAD Special Topics Seminar
Professional Career Development for STEM PhDs
GRAD 696-01
1 Credit – Fall 2023 - 7 week 1st
August 23 - October 4, 2023 - Wednesdays 2:30-4 pm

Instructor: Shawn E Nordell, Ph.D.
Guest Instructor: Laura Farrell-Wortman, Ph.D.
Course Room: GRAD CENTER Room 102, Graduate Center 1600 E 1st Ave, 95719
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Office: Grad Center 125-B
Office Hours: After class or by appointment

Course Meeting Hours: Meeting once per week for 7 weeks for 1.5 hours in person. This will be a flipped course so there will be an asynchronous course component up to 1-2 additional hours per week.

Course Narrative: Are you wondering what your career options are outside of the academy and how to explore them? How can you best position yourself for your future by developing the necessary skills and experiences? In this course, we will explore the diverse array of careers available to you, meet STEM professionals, create your network, and design a career plan that will help you prepare for diverse careers.
This dynamic and interactive "flipped classroom"-style course provides guidance and resources to help you to make informed decisions about your professional options with a Ph.D. in a STEM field.

Prerequisites: All applicants must be currently enrolled in a Ph.D. program at the University of Arizona in a STEM discipline.

How this course works: Most weeks there will be a short (10-15 minute) video to watch and a short related assignment due prior to class. These assignments will include writing short reports and reflections on weekly tasks such as self-assessment, decoding job ads, creating a networking/mentoring list, informational interview questions, creating a career plan, and a personal career journal designed to help you with your job materials and interviews.

   We will meet each week to have energetic and involved conversations about diverse careers and address your questions and concerns about your career path. This will be your opportunity to ask questions and practice your career related skills in an inclusive and welcoming environment.   You should come out of this course with an assessment of your own career interests, skills, and experiences; a well developed career plan; a network of relevant STEM professionals; and expertise in conducting informational interviews with STEM professionals.

Required Texts and Materials: There are no required texts. Class materials will be available on D2L or google docs.

Tentative Schedule of Topics and Activities:

Theme	Individual Assignments (to be completed before class)	Class Topic	Work (in class)
Week 1 (8/23) Class Introductions and Discussion Norms, Assessment Tools	● Watch Introductory Video	● Course intro & goals ● Class introductions ● Individual Career Development Plan ● Assessment tools ● Career Journals	● Personal introductions and create group discussion guidelines for safe and inclusive learning community ● Reflect on and discuss initial career interest areas ● Career Development Plans ● Begin weekly career journal and reflection prompts
Week 2 (8/30) Assessments & Career Vision	● Watch video on online assessment tools ● Complete assessment for two online assessment tools ● Assessment Reflection	● My Science IDP & Imagine PhD Assessment Tools	● Self-assessment reflections of values, interests, and skills ● Create list of potential career areas and job titles
Week 3 (9/6) Career Exploration Through Networking and Informational Interviews	● Watch video on how to research professional connections in LinkedIn ● Prepare list of questions for informational interview	● Job Titles and Job Searches ● LinkedIn alumni network ● Informational Interviews	● Complete Goal Setting and Creating an Action Plan of IDP ● Revise Informational Interview questions ● Discuss appropriate and non appropriate and how to scaffold the questions
Week 4 (9/13)	● Review STEM professionals bibliographies ● In-class informational interview	● MEET STEM PROFESSIONAL 1 & 2	● Guest introductions ● Small group breakouts with STEM professionals
Week 5 (9/20) Career Exploration Resources and Informational Interview Updates	● Review STEM professionals bibliographies ● In-class informational interview ● Informational Interview Reflection 1	● MEET STEM PROFESSIONAL 3 & 4	● Guest introduction ● Small group breakouts with STEM professionals

Week 6 (9/27) Informational Interview Reflection and Evaluating Potential Careers	● Watch video on preparing Career plan ● Prepare Career Plan/IDP for skill development planning ● Informational Interview Reflection 2	● Review Informational Interviews ● Review career plans	● Report out on their own Informational Interview Group 1 (must do at least 1 informational interview) ● Discuss career and skill development plan
Week 7 (10/4) Choosing Top 2 Career Paths & 2nd Informational Interview Reflection	● Watch video on creating a mentoring network	● Creating a mentoring network ● Creating a professional network	● Report out on their Informational Interview Group 2 (must do at least 1 informational interview) ● Report on mentoring and networking plan ● Report on IDP
Week 8 (10/11) S.M.A.R.T.E.R Goals and IDP Series Reflection	● Watch video on SMART goals ● Final Reflection due ● Final IDP due	● SMARTER GOALS and next steps	● Final IDP discussion with smart goals and career vision

How you will be assessed:

Individual weekly Attendance & Participation in class activities and discussions	55%
Individual Assignments	45%

Grading Scale and Attendance:
Attendance and active participation are vital to the learning process for yourself and your colleagues. As such, attendance is required at all classes. If you anticipate being absent, are unexpectedly absent, or are unable to participate in class activities please contact me as soon as feasible.
The University's policies regarding class attendance and grading are available at https://catalog.arizona.edu/policy/grades-and-grading-system#incomplete and withdrawal information can be found at https://catalog.arizona.edu/policy/grades-and-grading-system#Withdrawal .

Course Grading: Students will be graded A, B, C, D, and E which constitute the regular grades used at the University of Arizona. Regular grades are included in the calculation of the grade-point-average (GPA).
To earn an A, students should have no more than one unexcused absence and miss no more than one assignment on time. To earn a B, a student should have no more than one unexcused absence and miss no more than two assignments on time. Please note that a "C" is not considered a passing grade for most graduate programs. Late submissions will be accepted once per student.

Assignment Submission: You need to save your course assignments in a format that is universally accessible, preferably word to make comments easier. If you have questions or concerns about this be sure to meet with me to discuss this. Assignments that cannot be opened due to technical difficulties will not be accepted.

Nondiscrimination and Anti-harassment Policy: The University of Arizona is committed to creating and maintaining an environment free of discrimination. In support of this commitment, the University prohibits discrimination, including harassment and retaliation, based on a protected classification, including race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. For more information, including how to report a concern, please see: http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy

University Policies: All university policies related to a syllabus are available at: https://academicaffairs.arizona.edu/syllabus-policies.

Preferred Name and Gender Pronoun: This course affirms people of all gender expressions and gender identities. If you prefer to be called a different name than what is on the class roster, please let me know. Feel free to correct instructors on your preferred gender pronoun. If you have any questions or concerns, please do not hesitate to contact me directly in class or via email.

Subject to Change Notice: Information contained in the course syllabus, other than the grade and absence policies, may be subject to change with reasonable advance notice, as deemed appropriate by the instructor of this course.

Graduate Student Resources: University of Arizona's Basic Needs Resources page: http://basicneeds.arizona.edu/index.html