

PROFESSOR INFORMATION

Lecturer: Camila Granados-Cifuentes, PhD
Phone: (305) 348-7531 (only for emergency purposes)
Office: OE-224
Office Hours: Wednesdays 11 am -1:30 pm; 4-5:30 pm

E-mail: Please email me through the message service of Canvas and use a good subject line.

While the Internet allows us to send messages instantaneously, we are not always able to access our email in a similar fashion. My guarantee to you is that I will respond to you within 48-72 hours as long as it is sent between 8 am-5 pm ET Monday to Thursday. Messages sent outside this time window, during weekends, U.S. holidays, or when the university is closed will not be responded.

Please use best practices when communicating with me. Please remember you are contacting a professor. Therefore, courtesy matters even more. I will not reply to your email(s) if you fail to include a courteous greeting in it.

Last, but certainly not least, do not forget using the two kindest phrases: “please” and “thank you”

WHY YOU ARE TAKING THIS COURSE

This course is a capstone of your biology or marine biology degree. You are taking this course to develop and further refine skills necessary for conducting research and giving presentations of that research. You will be conducting thorough literature research, translating that research into a review paper, and preparing and presenting your research to the rest of the class. You will also be improving your CV and learning/fine-tuning your skills to search for jobs. We will end with a discussion on personal and professional development. The theme for this course is “Coral reefs: conservation, diversity, evolution, molecular biology, and/or systematics”.

WHAT YOU WILL BE READING

No textbook is required. However, expect reading *many* scientific papers, articles, and chapters of books.

EXPECTATIONS OF THIS COURSE

I expect you to work hard throughout this course. More than the grade, I expect you having a degree of self-motivation, self-discipline, and being 100% honesty with integrity, respectful, cordial, and tolerant.

You can expect the same from me. I also work hard and I always give my 100% to each and every class.

COMING TO CLASS

Be prepared to come to every single class. Missing more than two classes will result in a failing grade unless you provide a valid excuse: a medical doctor’s note, a walk-in clinic/emergency room note, accident with a police report, the death of members of immediate family, and jury duty. Examples of unacceptable excuses: common cold, family problems, transportation problems, etc.

In the case of missed lecture days or impending absences, you are responsible for obtaining lecture notes and in-class announcement information from fellow classmates. We will be working as a team. There is no way of replicating this interaction outside of class. Therefore, I will not be providing make-ups.

Not only that, you have to arrive on time. Arriving more than 10 minutes late to class, will result in a 50% reduction of your grade for the activities done that day and marked as late in Attendance. Two tardiness will be marked as an unexcused absence. This tardy policy also applies for leaving class before it is dismissed.

WHAT YOU NEED TO DO IN YOUR COMPUTER/CANVAS

You must complete all the Module 0 items in order to unlock the rest of the course in Canvas.

WHAT YOU WILL BE HANDING IN

In order to guide you through your written review paper, I divided it into two parts. Early in the semester, you will have to write a generalized and detailed outline of your paper. This will help you organize your ideas and developing the review paper. For the review paper, you will use 2-3 review papers as guidance and 5-7 primary research papers. Write your paper using Arial, 12 font size, 1.5 spacing and submit both to Turnitin via Canvas and printed in class. In order to be fair with everyone that completes the assignment on time, you will receive a 10% deduction per late day.

Giving a presentation is no easy task for anyone. That's why I designed several activities for this part. Prior to the final presentation, you will be giving a mini-presentation with the main topics you will be discussing in your final presentation. You will also write a script for your presentation. This is not for you to read in class, but for you to practice what you are going to say in each slide. Also, providing and receiving feedback is very valuable when preparing a scientific talk. That is why you will be providing feedback to your peers for both the mini-presentation and the final presentation.

You will be writing or revamping your CV. We will also have a jobs activity that will help you navigate through job advertisement and prepare your documents for application.

HOW EVERYTHING THAT YOU DO, COUNTS

ITEM	WEIGHT
Attendance	5 %
CV and Jobs activity	6 %
General outline of your review paper	3 %
Detailed outline of your review paper	5 %
Your review paper	30 %
Your presentation script	5 %
Your mini-presentation	6 %
Feedback to your peers	10 %
Your presentation (you will not be allowed to present if you don't have a script and if you don't meet with me at least the week before your presentation)	25 %
ETS Major Field Test in Biology	5 %

If you have a correction or question about your grade, you **MUST** submit it within a week of the grade being posted on Canvas. Otherwise, your grade stays as-is irrespective of your work.

Letter grades are on a 10-point scale (NO pluses/minuses, or incompletes). I do not curve. Grades are not negotiable. I do not round up or down! Here's the breakdown:

Letter	Range (%)
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 or less

To reiterate: the use and/or appearance of electronic devices, unless otherwise specified, will result in a zero for all activities of that day.

Fall 2018	Content	Tasks due
Aug 21	Introduction. Doing scientific literature research.	Think which topic you would like to develop
Aug 28	Reading scientific papers; citation software (please bring your laptop)	Topic decided, title, 5 primary references you will be using.
Sep 4 <small>Sep 3 Labor Day – FIU closed</small>	How to write a paper: it starts with an outline	Ideas you want to discuss in the paper
Sep 11	How to write a review paper, part 1	General outline of paper
Sep 18	How to write a review paper, part 2	Detailed outline of paper, including references
Sep 25	How to prepare scientific presentations	
Oct 2	How to give scientific presentations; Providing feedback	
Oct 9	Overview slides presentations – mini-presentations – session 1 (9)	Peers from Session 2 provide feedback to each presenter of Session 1
Oct 16	Overview slides presentations – mini-presentations – session 2 (9)	Peers from Session 1 provide feedback to each presenter of Session 2
Oct 23	Presentations Session 1 (4)	Papers due through Turnitin and printed; Feedback to peers of Session 1
Oct 30	Presentations Session 2 (4)	Feedback to peers of Session 2
Nov 6	Presentations Session 3 (4)	Feedback to peers of Session 3
Nov 13 <small>Nov 12 Veterans Day – FIU closed</small>	Presentations Session 4 (4)	Feedback to peers of Session 4
Nov 20 <small>Nov 22-24 Thanksgiving – FIU closed</small>	Presentations Session 5 (2) Discussion CV and job search	CV and job application Feedback to peers of Session 5
Nov 27	Preparing for the future: professionally and personally	
Dec 3-9	ETS Major Field Test in Biology - TBA	

LET'S BE IN THE SAME PAGE

The use and appearance of an electronic device is absolutely forbidden, unless otherwise instructed: leave it/them in your bag; not even in your pocket or on the desk. Store them away. The use of any electronic device will result in no points for that day, irrespective of your work. If you need to be in contact because of an urgent situation, I need to know before class with the proper documentation. Otherwise, **NO EXCEPTIONS**.

I will only fill out evaluation forms to the top 5% of the class. I write letters of recommendation only to students who assisted or are assisting me as Learning Assistants (LAs) or PLTL Leaders.

I attempt to provide excellent instruction in a manner that is fair to all students. However, if you believe that you have not been dealt with fairly or that instruction has been inadequate, procedures exist for handling grievances:

- First, speak with me!! Perhaps I am unaware that a problem exists. Speaking with me may provide a satisfactory explanation to resolve the problem or make adjustments to accommodate special needs.
- Second, if the problem is not or cannot be resolved with me, speak with the department head or chairperson.
- Finally, if the problem still cannot be resolved, speak with the Dean of Students.

ACCESSIBILITY AND ACCOMMODATION

The Disability Resource Center collaborates with students, faculty, staff, and community members to create diverse learning environments that are usable, equitable, inclusive and sustainable. The DRC provides FIU students with disabilities the necessary support to successfully complete their education and participate in activities available to all students. If you have a diagnosed disability and plan to utilize academic accommodations, please contact the Center at 305-348-3532 or visit them at the Graham Center GC 190.

Please visit Canvas Accessibility webpage for more information.

ACADEMIC MISCONDUCT STATEMENT

Florida International University is a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas and community service. All students should respect the right of others to have an equitable opportunity to learn and honestly to demonstrate the quality of their learning. Therefore, all students are expected to adhere to a standard of academic conduct, which demonstrates respect for themselves, their fellow students, and the educational mission of the University. All students are deemed by the University to understand that if they are found responsible for academic misconduct, they will be subject to the Academic Misconduct procedures and sanctions, as outlined in the Student Handbook.

Academic Misconduct includes... well... not being honest and lack of integrity. Your work should be yours and yours only and only for this class. If I catch you violating the Academic Misconduct, I will give you an F for the course, irrespective of your work, and a petition will be sent to Academic Affairs. **NO EXCEPTIONS**.

Good luck in your course

**** I reserve the right to modify this syllabus as needed**