



Syllabus – Fall 2017 – PTYS 595B

Lecture Times: Friday 2:00–4:00 PM
Classroom: 312 Kuiper Space Sciences Building
Primary Instructor: Dr. Christopher Hamilton, Assistant Professor
Office: 430 Kuiper Space Sciences Building
Office Hours: Tuesday and Thursday 11:00 AM – Noon, or by appointment
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Course Content, Goals, and Objectives:

This course will help students prepare for successful careers in science and related fields through lectures, group discussions, and assignments related to: research proposals, job opportunities, scientific publications, communication, and teaching/mentoring. The course will also feature a wide range of invited speakers to help provide a broad perspective on pertinent issues.

Workload Expectation and Requirements:

- Workload Expectations: Students are expected to attend lectures, participate in discussions, and complete homework assignments, including peer-review.
- Course Website: Lectures, homework assignments, general information, and notices will be available online on the University of Arizona's D2L system: <https://d2l.arizona.edu/d2l/login/>
- There are no prerequisites for this course, but students must be enrolled in the class.

Grading:

Grading for this course will be: S, P, F (Superior, Pass, Fail) based on:

Participation:	10%
Homework:	20%
Proposal Preparation:	50%
Proposal Review:	20%

There will be no final exam.

Grades are assigned as follows: $S \geq 90\%$, $90\% > P \geq 50\%$, $F < 90\%$.

Class Policies (Due dates, absences, late work):

- Assignments are due at the beginning of class on the due date (or before). If an assignment is due, you are responsible for turning it in, even if you are absent from class. Late work will not be accepted, unless arrangements are made prior to the due date, and will default to 0%.
- Absences for university-approved activities for which you have in advance a note of dean's approval will be excused, or other arrangements will be made. If you will be absent due to a religious holiday, please let me know in advance. Absences for other reasons will not be excused unless special dispensation was received prior to the deadline.

Academic Integrity:

- Students are encouraged to discuss the structure of their projects with other students; however, previously completed class projects may not be submitted for credit and evaluated material is expected to be your work and your work only.
- You are expected to know and to abide by the University's Academic Integrity policy. The details are at <http://deanofstudents.arizona.edu/codeofacademicintegrity>.
- The instructor reserves the right to utilize electronic means to help prevent plagiarism. Students agree that by taking this course, all assignments are subject to submission for textual similarity review to turnitin.com. Assignments submitted to turnitin.com will be included as source documents into turnitin.com's restricted access database solely for the purpose of detecting plagiarism in such documents.

Students with Disabilities:

- At the University of Arizona we strive to make learning experiences as accessible as possible. If you anticipate or experience physical or academic barriers based on disability or pregnancy, you are welcome to let me know so that we can discuss options. You are also encouraged to contact Disability Resources (520-621-3268) to explore reasonable accommodation. Please be aware that the accessible table and chairs in Room 312 should remain available for students who find that standard classroom seating is not usable.

Revision of the Syllabus:

- The course workload and course requirements (i.e., content, reading materials, and the structure of graded assignments) are subject to change, with reasonable advanced notice, as deemed appropriate by the instructor.

Class Schedule:

Week 1

Friday, September 25

No Class

Class cancelled to a scheduling conflict with the Graduate Admissions and Advising Committee (GAAC).

Week 2

Friday, October 8

General Introduction

Review of the syllabus and introduction to the term project.

- Homework 1 assigned (Topic: Workforce Survey).
- Term project assigned.

Week 3

Friday, October 15

Proposals

Panel presentations and discussions relating to the review process, how to formulate a proposal idea, build a team, and build budgets.

- Homework 1 due (Topic: Workforce Survey).
- Homework 2 assigned (Topic: CV).

Week 4

Friday, October 22

Jobs and Applications

Panel presentations and discussions relating to career paths and expectations, cover letters, CVs, and letters of reference.

- In class critique of CVs.
- Homework 2 due (Topic: CV).
- Homework 3 assigned (Topic: Teaching and Research Statements).

Week 5

Friday, November 3

The Job Interviews and Negotiation

Panel presentations and discussions relating to job interviews and negotiation.

- In class critique of Teaching and Research Statements.
- Homework 3 due (Topic: Teaching and Research Statements).
- Homework 4 assigned (Topic: Workforce Survey Questionnaire).

Week 6

Friday, November 10

No Class

Veteran's Day (Observed)

Week 7

Friday, November 17

Red Team Reviews

Panel presentations and discussions relating to proposal evaluations and suggestions for improvement.

- In class critique of initial proposal drafts.
- Homework 4 due (Topic: Workforce Survey Questionnaire).
- Term Project (Initial Proposal Draft) due.

Week 8

Friday, November 24

No Class

Thanksgiving Recess

Week 9

Friday, December 1

Research and Publications

Panel presentations and discussions relating to research and publications, including: integrity, ethics and etiquette, writing strategies, peer review, and conflicts of interests.

- Term Project (Final Proposal Draft) due.

Week 10

Time TBD

Mock Proposal Review Panel

We will schedule a time for a group retreat to simulate the panel review process and develop evaluations and feedback for each Term Project. Participation in this activity will constitute 20% of the final grade.

Textbook Requirements:

- No textbook are required for this course.