

Lab Management and Profession Skills Workshop  
Spring 2017

Syllabus for Presentation Methods and Practices in Biology: BSC 6926  
Discussion Roundtable: Tuesday noon  
Departmental Seminar: Monday 3pm

Professor: Dr. Eric von Wettberg  
Office: AHC#1 room 318B/ LAB AHC #2, Room 290.  
Phone: 305 348 2298  
Email: [eric.vonwettberg@fiu.edu](mailto:eric.vonwettberg@fiu.edu)

Office Hours: Monday, Friday 9:30AM-12 noon

PREREQUISITES: None

*Course Description*

This is a 1-credit course intended for senior graduate students preparing for any job market, from academia to industry to government. It is also open to postdoctoral researchers and any others interested in the topics. Each week we will discuss a professional topic, from lab finances to personnel management and recruiting, to the mechanics of different types of job searches, from postdoctoral fellowships to industry, government and non-profits, to teaching or research-focused academic searches. Many topics will be led by guest speakers or panelists.

The course is for spring 2017 credit, however, we will start sessions in the fall of 2016 to allow more time for to cover and if necessary recover topics.

All sessions are intended to occur over a brown-bag lunch. It is understood that not all students will find all topics of personal interest, although an open mind is encouraged, as many topics are universal across career plans. As this course is targeted at senior students and postdocs who often have to travel for research, accommodations will be given for missing discussions if necessary to complete research or teaching obligations.

Students (and postdocs) in this course are strongly encouraged to attend and participate in the 3PM Monday Biology seminar series. For most jobs a seminar or teaching presentation is the centerpiece of the interview. Critiquing the presentations of others is useful in improving one's own presentations. Furthermore, knowledge of current trends across Biology in different careers is increasingly useful as our fields increase in interdisciplinarity.

For credit, students are expected to contribute to discussion each week (over a minimum of 8 brown-bags), and to develop their own research statement, teaching statement, a mentoring and management plan (a common component of NSF, USDA, and NIH grant proposals), and a draft job application cover letter. Finally, students are expected to either reach out to prospective postdoctoral mentors (two years

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ahead of graduating is not too early), write a draft postdoctoral fellowship proposal, develop a business plan, or equivalent activity with instructor consent.

*Draft order of topics: All topics subject to change*

September 27: Organizational meeting

November 1: Developing an Intellectual Identity

November 8: Mechanics of Job Searches

November 15: Interviews, Job Talks and Negotiating positions

November 22: Personnel management

November 29: Teaching: The Art and Science of our central job

December 6: Holiday meeting

January 10: Time management

Jan 17, Jan 24, Jan 31: EvW is away for conferences and research. Everyone is encouraged to brownbag meet anyway, but I will not dictate the topic.

February 7: Interviews

February 14: Starting a business

February 21: Government and non-profit job searches

February 28: Academic job searches (again): Insights from FIU

March 7: Grant planning: keeping track of budgets, implications for personnel

March 14: Two body issues and managing transitions: avoiding burned bridges, running starts, and other tips from past mistakes

March 21: TBD

March 28: TBD

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April: TBD. Depends on possible travel for Dr. von Wettberg