Instructor: Rosemary Hickey-Vargas
Monday, 3-4:15 pm, GC 283B
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Office hours: PC 315B, TBA

Course objectives: To build professional skills, including:
- writing a resume, cover letter and statement of interest, locating employment or graduate opportunities, and interviewing;
- comprehension and critical evaluation of oral presentations on current topics in geoscience and meteorology;
- preparation and presentation of a seminar, writing an abstract and a paper conforming to professional guidelines.

Grading:
- Resume/Cover letter/statement of interests 15%
- Attendance at class presentations and student seminars 10%
- Earth Science seminar synopses and questions (4 total) 30%
- Seminar presentation (your own) 20%
- Abstract 5%
- Paper 20%

Course Requirements:

1) FIU Career services representative will give a presentation on resume writing and interview skills on Wednesday Jan 16 and/or we will look through their webpages. Following the presentation, write and submit a working resume, and a cover letter or statement of interest. These can be designed for a job application or a graduate school application – your choice. Some guidelines can be accessed as follows: 1. go to the career.fiu.edu website, 2. click on Students (right sidebar), and then "Resources", 3. click on binder icon to open FIU Career Services "How to Guide", and 4. browse through sections on resume & cover letter writing and interview skills, etc.

2) Earth Science (or other) Seminar Attendance: you must attend at least 4 of the Earth Sciences Seminars, which are on Fridays at 3-4:15 pm. The seminar schedule is posted on the Earth & Environment webpages http://casgroup.fiu.edu/earthenvironment/index.php. For each seminar that you attend, hand in a brief summary of the seminar, including at least one question that you would like to ask the speaker. This can be a question that you actually ask at the seminar, or not. A seminar summary sheet is attached to this syllabus. Later in the semester we will have 1-2 seminar panels, where you discuss what the different speakers said and examine your questions. If you wish, you may substitute one other approved seminar (SERC Brown Bag, Environmental Studies, National Hurricane Center). Note – all 4 seminar summaries are due no later than March 15, so plan accordingly.

3) Your seminar and paper topic: It is best to choose a research project that you have already done for another course. New research is not required, but you may do additional research if needed to improve the content of the report. Hand in the topic for your project in class on February 11. On this day, we will also review guidelines for writing an abstract, the paper and for delivery of the seminar. I will approve your topics by Feb. 18.

4) Prepare an abstract for your paper and seminar - this is due March 18.

5) Dates and times for your seminars will be assigned on a random basis on the last 4 Mondays and Wednesdays of the semester. PowerPoint slides are preferred for the presentation of your seminar. Your seminars will be attended by a panel of at least three department faculty, and possibly others.

6) You must submit a paper that covers the major points of your seminar. The text of your paper will follow the requirements for the journal Geophysical Research Letters, which is published by the American Geophysical Union. The papers should be approximately 4 typeset pages, including figures, tables and references. You must cite at least five references to the pertinent scientific literature.
7) All assigned materials for the course should be handed in (on time) electronically in pdf format. You may hand in the seminar summaries in this way too, or you can hand in hand-written copies. If you like, you can provide a handout of your powerpoint presentation to receive constructive comments from the panel.

8) You may miss one day of scheduled presentations or student seminars. You will lose credit for each additional absence.

9) Cheating or assisting other students in cheating is a violation of University policy and will not be tolerated. For further information please refer to the University Code of Academic Conduct.

10) As per University policy, a grade of incomplete will only be given “…for work not completed because of serious interruption not caused by the student’s own negligence.” An incomplete will only be given after consultation with me and the preparation and signing of a written agreement outlining the reason for the incomplete and a timetable for making up the missing work.

**Schedule of Meetings and Other Significant Dates**

Jan 7: Organizational meeting
Jan 16 FIU Career Services presentation on “Resume Writing” and “Interviewing Skills”
Jan 21: Dr. Martin Luther King Jr Holiday, no class
Jan 28: Consult on resume/letter at my office if you like
Feb 4: Hand in resume and cover letter or statement of interest, Presentation from FIU Center for Excellence in Writing
Feb 11: Hand in topic for seminar stated as a hypothesis or question for investigation, we will discuss content guidelines for the abstract and paper.
Feb 18: Meeting with Information Services Librarian, library resources and searching of databases such as GeoREF, GeoscienceWorld, others
Feb 25: I will give guidelines for presentations and review rubrics for paper and presentations, assign seminar dates
Mar 4: No class, Dr. Hickey-Vargas at conference
Mar 11: Spring Break - no class
Mar 15: Last day to hand in a seminar summary sheets
Mar 18: Hand in abstract, receive panel discussion assignments, will review paper format specifications
Mar 25: Panel discussions on Earth Science seminars, consult on paper/presentations
Apr 1: Panels discussions on Earth Science seminars, consult on paper/presentations

Apr 8: Student seminars (Monday)

April 10 Student seminars (Wednesday)

Apr 15: Student seminars (Monday)

April 17 Student Seminars (Wednesday)

Apr 22: Student seminars (TBA)
Hand in written reports
Seminar Summary

Name of Speaker: ________________________________________________________________

Title of seminar: ________________________________________________________________

Date: ____________________________________________________________

1) What is the topic of discussion:

2) What is the speaker’s role in the work discussed in the seminar (lead researcher, student, post-doc, part of large research team, part of national/international collaborative effort, etc.):

3) What are the main conclusions or final statements made by the speaker:

4) Write one or more questions that you would like to ask the speaker. For example, questions can clarify some part of the presentation that was not understood or that you found unconvincing, or address the implications of the conclusions.