

Chemistry 332
Dr. Victor Vilchiz

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SURVIVING PROFESSIONAL LIFE

Course WebPage: <http://sest.vsu.edu/~vvilchiz/index.htm>

Fall 2008
HM 235 N
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Attendance: We meet once a week therefore you cannot afford to miss any sessions. If you are absent once (for whatever reason) your grade will be lowered by one full grade at the end of the term. A second absence will automatically earn you an F for the course, unless you withdraw.

Course Description: A course designed to foster ethical practices in science and related research field. Topics include: avoiding bias in reporting data, recognizing bias in the literature and media, avoiding plagiarism, and creating a Resume/CV.

Office Hours: M 4-5 T 8:30-10:30, 3:30-5:00 W 10:00-11:30 plus 2hrs by appointment.

Required Materials: Book and Computer

- **Kovac, J. *The Ethical Chemist* 1st Edition, Prentice Hall (2004).** Bring your book to class as it may be used during the class period.

All notes, grades, homework assignments and important announcements will be posted in the course webpage (**not** on BlackBoard). Students must have a current and usable **VSU** e-mail account as I will not read emails originating from yahoo, hotmail, gmail etc. There will be no excuses for not having access to computers or printers. The **Learning Resource Center** is available to all students with staff on hand to help. The center is located in Harris Hall room 104 and the hours are Mon-Thurs 8am – 10 pm, Fri. 8am – 5pm and Saturday 10am - 5pm. The library has a 24 hr computer lab as well.

Web Communication: Students will be expected to check the webpage at least once a day.

Student Responsibilities: As a student you have several responsibilities. 1) Attend class. 2) Participate in class discussions. 3) Learn the material covered. 4) Do the assigned homework/projects. **NOTE: Learning the material is YOUR responsibility.**

Cheating/Plagiarism: I have no tolerance for cheating. Any student found cheating/plagiarizing on any assignment **WILL** receive an F in the course.

Additional Information: The academic regulations related to cheating, attendance, grading and conduct can be found in your Student Handbook.

Students who are covered under the American Disabilities Act should inform their professor privately of this fact so that appropriate instructional arrangements can be made.

Grades: I do not discuss grades over email, phone or during class. If you want to talk about your course grade come to my office during office hours or make an appointment. The same is true if you wish to discuss your grade on any given assignment.

Grading: The grades will be calculated as follows:

a) Classroom Activities	25%
b) Projects	25%
c) Group Activities	25%
d) Ethical Case Reports	25%
e) Final Exam	10%

- A) Each class meeting constitutes an activity. Activities range from discussion to group projects. Each meeting time a score is assigned for each student up to 30 points. Students will receive 15 points for showing up on time. Showing minimal participation constitutes a C (21/30). Students must complete all assigned reading and or prepare for group activity or discussion to earn higher scores per week. Students will be required to attend one seminar outside of class time for critical evaluation of data presented by a lecturer.
- B) The student will participate in a mock hiring process, 15 points. The mock hiring process involves both group activities during class time and outside class time. In addition to the overall grade for the project each group activity during class is graded under classroom activities and group activities. The student will prepare a informal Resume, a formal CV, and a cover letter. All three will be turned in electronic format and may have to be edited for final grading, 15 pts.
- C) The class will be divided into two groups (3-5 students each) and assigned a side to debate about a current events topic.
- D) Each week you will be asked to study ethical cases and submit a half-page “report”

Final Exam: The final exam is a comprehensive exam based on classroom presentation and it will be Wednesday December 5th at 5:30 pm.

Week of	Lecture	Important Dates
Aug. 18	Introduction	
Aug. 25	Resume, Cover Letter, CV	
Sept. 1	The Hiring Process	Monday HOLIDAY
Sept. 8	Ethical Guidelines in Data Treatment	Monday Fall Convocation
Sept. 15	Intellectual Property and Plagiarism	
Sept. 22	The Peer Review Process	Friday Last day to file for Dec. Grad.
Sept. 29	Conflicts of Interest	
Oct. 6	Group Activity #1	
Oct. 13	Group Activity #1	Monday & Tuesday FALL BREAK
Oct. 20	Group Activity #1	Monday Spring Reg Starts Friday Last Day to Withdraw
Oct. 27	Myers Briggs Testing	
Nov. 3	Group Activity #2	
Nov. 10	Group Activity #2	Friday Spring Reg Ends

Nov. 17	Sexual Harrasment Defined	
Nov. 24	NO CLASS	Wed-Fri TURKEY BREAK

LEARNING OUTCOMES, ACTIVITIES AND EVALUATION PROCEEDURES

OUTCOMES

- 1) The student will learn to participate in a group centered project.
- 2) The student will gain a basic understanding of scientific ethics.
- 3) The student will learn the basic/general form of a resume/CV and begin to form an academic plan.
- 4) The student will learn the definition of plagiarism in all its forms and methods so they can avoid it.
- 5) The students will learn and understand the peer review process.
- 6) The students will understand the importance of sexual harassment prevention in the workplace (including school).

The student will be introduced to tools used by industry to develop successful teams.

ACTIVITIES

- 1) The students will participate in a mock hiring process from the perspective of the hiring committee.
- 2) The students will read and prepare reports on ethical cases.
- 3) The students will be involved in a debate related to current events.
- 4) The students will review the policies regarding sexual harassment prevention in the business environment.

EVALUATION PROCEDURES

- 1) Students will be graded in three area including participation in discussions, preparation for those discussions, group participation and graded in the written preparation of materials for the mock hiring process and debate, as well as the preparation of a resume/CV and cover letter.

For more information visit the course web page at the internet address provided at beginning of this handout.