

# GEOS6001: Graduate Seminar

Spring 2022, Section 201

Lecture: F 1:00-1:50 PM | Location: BO 125

## Instructor Information

Professor: Anna M. Weiss, Ph.D.  
Please call me: Anna; Dr. or Professor Weiss (Pronounced like “Rice” but with a “W”)  
Pronouns: (she/her)  
Email: [anna.weiss@msutexas.edu](mailto:anna.weiss@msutexas.edu) (expect a response in 24-36 hours)  
Office Location: Office hours will be held virtually on Zoom ID: 974 2271 9769  
Office Hours: M, W, F 10 - 11 AM; Th 10 - 12 PM; by appointment (email me!)

I strongly encourage students to come to me with questions during office hours and/or by email. If you are having trouble with a concept or a section of the class, please see me before it becomes a bigger problem.

## Course Description

The Graduate Seminar in the geosciences will cover selected topics within the field of geosciences.

## Course Goals

My main goal is to prepare you for your career following MSU. We will discuss topics such as grants and proposals, how to find and apply for jobs and PhD programs, and professionalism. You will prepare a short grant proposal and a job application, and carry out mock interviews.

## Course Materials

### *Required Text*

There is no required text. All required reading will be posted as a PDF on D2L.

### *Lecture*

Pencil/pen

Notebook (or laptop to take notes)

All assigned reading should be done in advance of class. Bring your notes, and be prepared for discussion!

## ***Desire-to-Learn (D2L)***

All readings, assignments, etc. will be announced in class and posted on D2L. Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact D2L directly.

## **Grading**

Table 1: Points allocated to each assessment

<b>Assignments</b>	<b>Percentage of grade</b>
Class Participation and Discussions	10%
Homework	10%
Project 1: Grant Application	20%
Project 2: Job or PhD Application	20%
Project 3: E-portfolio	20%

Table 2: Total points for final grade.

<b>Grade</b>	<b>Points</b>
A	90 + %
B	80 to 89.9%
C	70 to 79.9%
D	60 to 69.9%
F	Less than 60%

## **Class Structure and Attendance**

This class will have a short lecture followed by discussion and/or peer-review of student materials. This will only work if students show up prepared and on-time. Therefore, I will take attendance and you will lose points for absences or for not coming prepared.

If you are feeling sick or have been exposed to someone with COVID-19, please do not come to class or lab. I am happy to work with you to make up any missed work for that reason but you must contact me ahead of class time.

## Homework

Homework will be assigned every week, usually building on the previous assignment to help you complete one of the three projects assigned this semester. Failure to complete homework on time will result in loss of points (5 per day late). Further, because your homework will form the basis of the class discussion, you will lose points for not coming prepared as well.

## Projects

There will be three projects in this class: writing a short grant proposal (e.g. for GSA or AAPG student grants), writing a job or PhD application, and creating a personal website or e-portfolio. The projects will be worth 60% of your total grade (20% each). More information will be given in class.

## Final Exam

There is no final exam.

## Late Work

Late work will be accepted with a **5-point penalty per day** it is late **up to one week (7 days) past the due date**. I am willing to work with students on late work, especially given extenuating circumstances **but you need to contact me before the assignment is due**. If you are having trouble keeping up or need extra time on an assignment, please contact me as early as possible. Again, this needs to be done in advance of the due date.

## Instructor Class Policies

### *Attendance*

Attendance will be taken and is expected. Religious holy days sometimes conflict with class and examination schedules. If you must miss an examination, work assignment, or other project due to the observance of a religious holy day you will be given an opportunity to complete the work missed within a reasonable time after the absence. Please notify me at least fourteen days prior to the classes scheduled on dates you will be absent to observe a religious holy day.

### *Cell phones and Computers*

Cell phones and computers may be used in specific contexts, such as when taking notes, but I ask you to respect myself and your fellow students and not text, use social media, email or other non-class related websites. If you are found doing this during lecture or lab, a warning will be given, then you will be asked to leave.

## Services for Students With Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

## Grade Appeal Process

Students who wish to appeal a grade should consult the Midwestern State University [Undergraduate Catalog](#)

## Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individuals to whom credit is given). Specifically,

*“a. The term “cheating” includes, but is not limited to:*

*(1) use of any unauthorized assistance in taking quizzes, tests, or examinations;*

*(2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or*

*(3) the acquisition without permissions, of tests or other academic material belonging to a member of the university, faculty, or staff.*

*b. The term “plagiarism” includes, but is not limited to, the use by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.*

*c. The term “collusion” means collaboration with another person in preparing work offered for credit if that collaboration is not authorized by the faculty member in charge.”* From [Student Handbook 2019-20](#)

I do not tolerate academic dishonesty of any kind. If you are caught cheating, colluding or plagiarizing, you will be given a zero on the assignment and a written warning. If you are caught twice, you will receive an F in my class.

Additional guidelines on procedures in these matters, including appeals, may be found in the Office of Student Conduct.

Refer to: [https://msutexas.edu/student-life/\\_assets/files/handbook.pdf](https://msutexas.edu/student-life/_assets/files/handbook.pdf)

### Notice

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor. Modalities of instruction may change given developments in COVID-19. Instructor will inform students in writing of any changes to be made prior to making them.

### Course Schedule\*

*\* This schedule represents my current plans and objectives. As we go through the semester, the plans may need to change to enhance learning opportunities. Please check for announcements on D2L and your email regularly. Readings MUST be completed before class on the day they are due.*

### I. PROMOTING YOUR RESEARCH

Week	Day	Lecture Topic	Reading (for class)	Homework (due before next class)
1	F 1/14	Talking about your research	Syllabus	Elevator speech (2 minutes about your research)
2	F 1/21	Funding your research: Finding funding, organizing your proposal	Technical Writing Chapter 4: Proposal Writing <a href="https://www.prismnet.com/~hcexr.es/textbook/props.html">https://www.prismnet.com/~hcexr.es/textbook/props.html</a> USC Writing Guide: Writing a research proposal <a href="https://libguides.usc.edu/writingguide/research-proposal">https://libguides.usc.edu/writingguide/research-proposal</a>	Find a grant to apply for – link to ad and list important information (e.g. due dates, parts of application, # rec letters, etc) Organize/Outline your proposal

3	F 1/28	Funding your research: Intro, Questions	Planning Research <a href="https://www.plymouth.ac.uk/uploads/production/document/path/8/8015./a-printable-step-by-step-guide-to-planning-your-research-project.pdf">https://www.plymouth.ac.uk/uploads/production/document/path/8/8015./a-printable-step-by-step-guide-to-planning-your-research-project.pdf</a>	Write proposal intro and research questions section
4	F 2/4	Funding your research: Hypothesis, Methods		Write proposal hypothesis and methods
5	F 2/11	Funding your research: Significance, Budget and Timeline	How to Budget Your Grant Proposal <a href="https://www.science.org/content/article/how-budget-your-grant-proposal">https://www.science.org/content/article/how-budget-your-grant-proposal</a>	Finish proposal draft, including Broader Impacts, Intellectual Merit, Budget and Timeline

## II. FINDING A JOB

Week	Day	Lecture Topic	Reading	Homework (due before next class)
6	F 2/18	Types of Jobs - Informational interviews	How to Get the Most Out of an Informational Interview <a href="https://hbr.org/2016/02/how-to-get-the-most-out-of-an-informational-interview">https://hbr.org/2016/02/how-to-get-the-most-out-of-an-informational-interview</a>  Informational Interview <a href="https://career.berkeley.edu/Info/InfoInterview">https://career.berkeley.edu/Info/InfoInterview</a>	Complete proposal, including an abstract if required  Interview & Reflection (due ¾)

7	F 2/25	Finding Jobs - Job Boards	<p>Geoscience Careers Beyond Academia  <a href="https://serc.carleton.edu/NAGTWorkshops/careerprep/jobsearch/alternative.html">https://serc.carleton.edu/NAGTWorkshops/careerprep/jobsearch/alternative.html</a></p> <p>Occupational Outlook Handbook.  <a href="https://www.bls.gov/ooh/life-physical-and-social-science/geoscientists.htm#tab-1">https://www.bls.gov/ooh/life-physical-and-social-science/geoscientists.htm#tab-1</a></p> <p>Optional: Federal Jobs.  <a href="https://www.iris.edu/hq/site/PAGE_static/6761">https://www.iris.edu/hq/site/PAGE_static/6761</a></p>	Find a job or PhD ad to apply to
8	F 3/4	CV and Resume	<p>CV vs Resume Guide  <a href="https://careerdevelopment.princeton.edu/sites/careerdevelopment/files/media/cv_vs_resume_guide_1.pdf">https://careerdevelopment.princeton.edu/sites/careerdevelopment/files/media/cv_vs_resume_guide_1.pdf</a></p> <p>Convert your CV to a Resume  <a href="https://gsas.columbia.edu/graduate-life/career-development/convert-your-cv-resume">https://gsas.columbia.edu/graduate-life/career-development/convert-your-cv-resume</a></p>	Draft CV or Resume
9	F 3/11	No class		
10	F 3/18	No Class		
11	F 3/25	E-Portfolio	<p>Why an e-portfolio:  <a href="https://www.clemson.edu/academics/programs/eportfolio/information.html">https://www.clemson.edu/academics/programs/eportfolio/information.html</a></p>	Create e-portfolio (due 4/8)

12	F 4/1	Cover Letter and Personal Statement	Cover Letters <a href="https://www.iris.edu/hq/site/PAGE_static/6758">https://www.iris.edu/hq/site/PAGE_static/6758</a> Application Essay. <a href="https://www.iris.edu/hq/site/PAGE_static/6760">https://www.iris.edu/hq/site/PAGE_static/6760</a>	Draft Cover Letter and Personal Statement
13	F 4/8	Mock Interviews	Phone/Online Interviews. <a href="https://www.iris.edu/hq/site/PAGE_static/6763">https://www.iris.edu/hq/site/PAGE_static/6763</a> In Person Interviews <a href="https://www.iris.edu/hq/site/PAGE_static/6764">https://www.iris.edu/hq/site/PAGE_static/6764</a>	Complete application (due 4/22)

### III. KEEPING A JOB

Week	Day	Lecture Topic	Reading	Homework (due before next class)
14	F 4/15	No Class		
15	4/22	Time management	10 Strategies for Better Time Management <a href="https://secure.caes.uga.edu/extension/publicationns/files/pdf/C%201042_3.PDF">https://secure.caes.uga.edu/extension/publicationns/files/pdf/C%201042_3.PDF</a>	Track how you spend your time for 1 week
16	4/29	DEI	Bernard and Cooperdock, 2018 Marin-Spiotta et al 2020	Reflection