

The Professional Ecologist: The other things we need to  
know  
WIS6934

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This syllabus is a broad description of course objectives and plan of work; it is subject to change.

1. **Codification:** WIS 6934
2. **Credits:** 1 crds
3. **Pre-requirements:** None
4. **Course Description:** You finished graduate school and it is your first day on the job. Graduate school prepared you to be the best scientist that you can be. Still, less than an hour in your new job you will realize that as a professional scientist you will need to master a wide variety of skills that are not necessarily taught in graduate school. These include things like time management, budgeting, and project management skills. We also need leadership, mentoring, and communication skills. In other words, there are “other things we need to know”. The objective of this class to introduce the students to these topics, increase your curiosity and encourage you to be mindful that these complementary skills are also key to be a successful professional scientist.
5. **Course Objectives:** The overall objective of this course is for students to describe, compare and contrast key tools and skills that are needed to complement their research skills and be effective professional scientists.
6. **Tentative Course Outline:**  
The weekly coverage might change as it depends on the progress of the class.

Week	Content
Week 1	<ul style="list-style-type: none"> <li>• <b>Topic:</b> Class introduction and topics organization</li> <li>• <b>Presenter:</b> Miguel</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>• <b>Topic:</b> Time/Focus management</li> <li>• <b>Presenter:</b> Miguel</li> </ul>
Week 3	<ul style="list-style-type: none"> <li>• <b>Topic:</b> Leadership</li> <li>• <b>Presenter:</b> TBA</li> </ul>
Week 4	<ul style="list-style-type: none"> <li>• <b>Topic:</b> Leading effective meetings</li> <li>• <b>Presenter:</b> TBA</li> </ul>
Week 5	<ul style="list-style-type: none"> <li>• <b>Topic:</b> Managing email and other means of communication (e.g. Slack, Teams, etc).</li> <li>• <b>Presenter:</b> TBA</li> </ul>
Week 6	<ul style="list-style-type: none"> <li>• <b>Topic:</b> Budget</li> <li>• <b>Presenter:</b> TBA</li> </ul>
Week 7	<ul style="list-style-type: none"> <li>• <b>Topic:</b> Work/life balance and wellness</li> <li>• <b>Presenter:</b> TBA</li> </ul>
Week 8	<ul style="list-style-type: none"> <li>• <b>Topic:</b> Motivation</li> <li>• <b>Presenter:</b> TBA</li> </ul>
Week 9	<ul style="list-style-type: none"> <li>• <b>Topic:</b> Mentoring</li> <li>• <b>Presenter:</b> TBA</li> </ul>
Week 10	<ul style="list-style-type: none"> <li>• <b>Topic:</b> Impostor syndrome</li> <li>• <b>Presenter:</b> TBA</li> </ul>
Week 11	<ul style="list-style-type: none"> <li>• <b>Topic:</b> Having difficult conversations</li> <li>• <b>Presenter:</b> TBA</li> </ul>
Week 12	<ul style="list-style-type: none"> <li>• <b>Topic:</b> Marketing your program</li> <li>• <b>Presenter:</b> TBA</li> </ul>
Week 13	<ul style="list-style-type: none"> <li>• <b>Topic:</b> Guest speaker</li> <li>• <b>Presenter:</b> Bette Loiselle (Director of UF-TCD, Professor UF-WEC and UF-LATAM, former Director of the DEB at NSF)</li> </ul>
Week 14	<ul style="list-style-type: none"> <li>• <b>Special assignment:</b> Listen to a podcast episode</li> </ul>
Week 15	<ul style="list-style-type: none"> <li>• <b>Topic:</b> Guest speaker</li> <li>• <b>Presenter:</b> Eric Hellgren (Professor and Chair of UF-WEC, former Director of the Cooperative Wildlife Research Laboratory at Southern Illinois University–Carbondale)</li> </ul>
Week 16	<ul style="list-style-type: none"> <li>• <b>Topic:</b> Improving your Curriculum Vitae</li> <li>• <b>Presenter:</b> Emilio Bruna (Director of Florida-Brazil Linkage Institute, President of ATBC, Distinguished Teaching Scholar and Professor at UF-WEC and UF-LATAM )</li> </ul>

7. **Educational Strategies:** Group discussions
8. **Minimum resources available:** Lecture room, audio-visual equipment.
9. **Evaluation strategies:** Student led discussion 50%  
Topic prep 50%

10. <b>Grading:</b>	>= 93.00 %	A	90.00–92.99	A-
	87.00–89.99	B+	83.00–86.99	B
	80.00–82.99	B-	77.00–79.99	C+
	73.00–76.99	C	70.00–72.99	C-
	67.00–69.99	D+	63.00–66.99	D
	60.00–62.99	D-	< 59.99	E

Information on current UF grading policies is available at <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>.

11. **Textbook:** None
12. **Class attendance and demeanor policy:** All students are expected to attend every class and lab sessions. Students are responsible for the materials and information presented. Students who miss class for a UF approved reason (<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>) will be able to make-up exams and quizzes from that day. Unexcused late assignments will have 10% of the point total for that assignment deducted for each day late. Late assignments will not be accepted beyond 3 days post-due date. A professional attitude is expected in all lectures and labs. Please do not disturb your fellow students by talking during class. Please minimize electronic distractions by silencing cell phones and eliminating electronic distractions during class and lab. While we will actively use computer resources in class and lab, it is strongly recommended that students focus on course material and minimize distractions from e-mail and social networking sites. Make-up exams or assignment/homework/quiz problems will not be given for unexcused absences. An acceptable excuse (meeting guidelines from the UF handbook) must be submitted to be eligible for a make-up exam.
13. **Rights of students with special needs:** The University of Florida meets all federal and state laws regarding discrimination including the American Disabilities Act (ADA Law). Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, <http://www.dso.ufl.edu/drc/>) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.
14. **Student evaluations:** Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

15. **Academic honesty:** As a result of completing the registration form at the University of Florida, every student has signed the following statement: “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.”
16. **UF counseling services:** The University of Florida provides excellent resources on campus for students having personal problems or seeking additional career and academic assistance to help them realize their full potential. The University cares about you and your well-being. These resources include:
  - (a) U Matter, We care:  
If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) or 352 392- 1575 so that a team member can reach out to the student.
  - (b) Counseling and Wellness Center:  
<https://counseling.ufl.edu/>, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.
  - (c) Sexual Assault Recovery Services (SARS)  
Student Health Care Center, 392-1161.
  - (d) University Police Department, 392-1111 (or 9-1-1 for emergencies).  
<http://www.police.ufl.edu/>
17. **Academic Resources**
  - (a) E-learning technical support, 352-392-4357 (select option 2) or e-mail to [Learning-support@ufl.edu](mailto:Learning-support@ufl.edu).  
<https://lss.at.ufl.edu/help.shtml>.
  - (b) Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling.  
<http://www.crc.ufl.edu/>
  - (c) Library Support, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.
  - (d) Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.  
<http://teachingcenter.ufl.edu/>
  - (e) Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers. <http://writing.ufl.edu/writing-studio/>
  - (f) Student Complaints On-Campus:  
<https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>
  - (g) On-Line Students Complaints: <http://distance.ufl.edu/student-complaint-process/>

18. **Software use:** All faculty, staff and students of the University are required to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate.