

SYLLABUS

HSD 649: Survival Skills and Ethics

Spring 2025

Wednesday: 2:00PM – 4:30 PM

Room: Health Sciences Innovation Building (HSIB) 442

Description of Course

This course is designed for graduate students in all disciplines. It provides information and experiences that will aid in successful "survival" during the student years and those following graduation. Topics include effective speaking and writing, grantspersonship, mentoring, career options, among others. Discussions of ethical issues and resources are integrated across topics.

Course Prerequisites or Co-requisites

None.

Instructor and Contact Information

Prof. Travis W. Sawyer
Bioscience Research Laboratory 324
tsawyer9226@arizona.edu

Office Hours: By appointment
Web information: Course materials are on D2L

Course Objectives and Expected Learning Outcomes

By the end of the semester, course participants will be able to:

1. Give a short, well-formulated, and interesting oral presentation and explain the principles underlying a high-quality presentation;
2. Use strategies to be a more productive writer;
3. Write about their research (or other creative activity) using language that can be understood by the general public;
4. Find funding sources to support their research (or other creative activity);
5. Explain the key features of a strong grant application;
6. Describe some interactive teaching techniques;
7. Establish and maintain effective mentor-mentee relationships;
8. Create an individual development plan (IDP);
9. Construct a well-conceived and attractively formatted curriculum vitae or resume;
10. Prepare for industry or postdoctoral position searches and interviews;
11. Write an effective cover letter for a job application;
12. Recognize ethical breaches in a broad range of contexts and know how to deal with them;
13. Earn a University of Arizona **Responsible Conduct for Research (RCR) Certificate** to acknowledge fulfillment of the National Institutes of Health (NIH) or National Science Foundation (NSF) ethics training requirements. Upon completion of the course (with a final grade of 'A' or 'B'), you may access your certificate by following these steps (contact Research-Training@email.arizona.edu if you have questions):
 1. Go to <https://arizona.sabacloud.com/> and log in with your UANetID and password.
 2. Select "Go to plan", under "Plan Summary".
 3. Select "Completed Learning" from the left sidebar.
 4. Locate "NIH Responsible Conduct of Research Certification" and select "Print Certificate". A new window will open where you can download/print the certificate.

This is an elective course for two certificate programs:

[Certificate in College Teaching](#)

[Certificate in Science Communication](#)

Required Readings

Required and recommended readings and other resource materials will be made available on D2L.

Assignments and Attendance

The assignments are listed under Semester Schedule by date. Students will be given guidelines for each assignment the week before it is assigned. Assignments are due on the night before the date indicated (by 11:59pm). Attendance is worth 1 point per class session; you can earn up to 12 points (with 3 absences allowed).

There are a total of 14 assignments. Each assignment is worth 1 point, except for one assignment where you give a talk to the class (on week 8), which is worth 5 points. In total, assignments constitute 18 points. All assignments are required (e.g. you can't fill in assignment points by coming to class more than 12 times).

Final Exam / Project

There is no final exam or project for this course.

Grading Scale and Policies

Grades are based on assignments (worth a total of 18 points) and attendance (worth up to 12 points) for a total of 30 points. A standard grading scale will be used: A \geq 90%; B = 80-89%; C = 70-79%; D = 60-69%; E < 60%. Extra credit opportunities will be provided on a case-by-case basis.

Scheduled Topics

A tentative schedule is shown below, and is subject to change.

Week #	Date	Topic	Assignment Due
1	15-Jan-25	Introduction	None
2	22-Jan-25	Successful Surviving	Assignment 1
N/A	29-Jan-25	NO CLASS	None
3	5-Feb-25	CVs and Resumes	Assignment 2
4	12-Feb-25	Effective Speaking for Broad Audiences	Assignment 3
5	19-Feb-25	Effective Writing for Broad Audiences	Assignment 4
6	26-Feb-25	Effective Writing for your Career	Assignment 5
7	5-Mar-25	Authorship, Publication, and Peer Review	Assignment 6
N/A	12-Mar-25	SPRING BREAK	None
8	19-Mar-25	Your Turn to Talk	Assignment 7
9	26-Mar-25	Effective Grant Writing	Assignment 8
10	2-Apr-25	Finding Funding	Assignment 9
11	9-Apr-25	Integrity in Research	Assignment 10
12	16-Apr-25	Teaching and Mentoring	Assignment 11
13	23-Apr-25	Building a Prototyping Mindset	Assignment 12
14	30-Apr-25	Empathizing to Understand a Need	Assignment 13
15	7-May-25	Job Application Letters and Interviewing	Assignment 14

Classroom Behavior Policy

To foster a positive learning environment, students and instructors have a shared responsibility. We want a safe, welcoming, and inclusive environment where all of us feel comfortable with each other and where we can challenge ourselves to succeed. To that end, our focus is on the tasks at hand and not on extraneous activities (e.g., texting, chatting, reading a newspaper, making phone calls, web surfing, etc.)

Threatening Behavior Policy

The UA Threatening Behavior by Students Policy prohibits threats of physical harm to any member of the University community, including to oneself. See <http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students>.

Safety on Campus and in the Classroom

For a list of emergency procedures for all types of incidents, please visit the website of the Critical Incident Response Team (CIRT): <https://cirt.arizona.edu/case-emergency/overview>
Also watch the video available [here](#).

Accessibility and Accommodations

At the University of Arizona, we strive to make learning experiences as accessible as possible. If you anticipate or experience physical or academic barriers based on disability or pregnancy, you are welcome to let me know so that we can discuss options. You are also encouraged to contact Disability Resources (520-621-3268) to explore reasonable accommodation. If our class meets at a campus location: Please be aware that the accessible table and chairs in this room should remain available for students who find that standard classroom seating is not usable.

Code of Academic Integrity

Students are encouraged to share intellectual views and discuss freely the principles and applications of course materials. However, graded work/exercises must be the product of independent effort unless otherwise instructed. Students are expected to adhere to the UA Code of Academic Integrity as described in the UA General Catalog. See: <http://deanofstudents.arizona.edu/academic-integrity/students/academic-integrity>.

Students enrolled in academic credit bearing courses are subject to this Code. Conduct prohibited by this Code consists of all forms of academic dishonesty, including, but not limited to:

1. Cheating, fabrication, facilitating academic dishonesty, and plagiarism as set out and defined in the Student Code of Conduct, ABOR Policy 5-308-E.10, and F.1
2. Submitting an item of academic work that has previously been submitted or simultaneously submitted without fair citation of the original work or authorization by the faculty member supervising the work.
3. Violating required disciplinary and professional ethics rules contained or referenced in the student handbooks (hardcopy or online) of undergraduate or graduate programs, or professional colleges.
4. Violating discipline specific health, safety or ethical requirements to gain any unfair advantage in lab(s) or clinical assignments.
5. Failing to observe rules of academic integrity established by a faculty member for a particular course.
6. Attempting to commit an act prohibited by this Code. Any attempt to commit an act prohibited by these rules shall be subject to sanctions to the same extent as completed acts.

7. Assisting or attempting to assist another to violate this Code.

The University Libraries have some excellent tips for avoiding plagiarism, available at <http://new.library.arizona.edu/research/citing/plagiarism>.

Selling class notes and/or other course materials to other students or to a third party for resale is not permitted without the instructor's express written consent. Violations to this and other course rules are subject to the Code of Academic Integrity and may result in course sanctions. Additionally, students who use D2L or UA e-mail to sell or buy these copyrighted materials are subject to Code of Conduct Violations for misuse of student e-mail addresses. This conduct may also constitute copyright infringement.

UA Nondiscrimination and Anti-harassment Policy

The University is committed to creating and maintaining an environment free of discrimination; see <http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>

Our classroom is a place where everyone is encouraged to express well-formed opinions and their reasons for those opinions. We also want to create a tolerant and open environment where such opinions can be expressed without resorting to bullying or discrimination of others.

Additional Resources for Students

UA Academic policies and procedures are available at <http://catalog.arizona.edu/policies>

Campus Health

<http://www.health.arizona.edu/>

Campus Health provides quality medical and mental health care services through virtual and in-person care.

Phone: 520-621-9202

Counseling and Psych Services (CAPS)

<https://health.arizona.edu/counseling-psych-services>

CAPS provides mental health care, including short-term counseling services.

Phone: 520-621-3334

The Dean of Students Office's Student Assistance Program

<https://deanofstudents.arizona.edu/support/student-assistance>

Student Assistance helps students manage crises, life traumas, and other barriers that impede success. The staff addresses the needs of students who experience issues related to social adjustment, academic challenges, psychological health, physical health, victimization, and relationship issues, through a variety of interventions, referrals, and follow up services.

Email: DOS-deanofstudents@arizona.edu

Phone: 520-621-7057

Survivor Advocacy Program

<https://survivoradvocacy.arizona.edu/>

The Survivor Advocacy Program provides confidential support and advocacy services to student survivors of sexual and gender-based violence. The Program can also advise students about relevant non-UA resources available within the local community for support.

Email: survivoradvocacy@arizona.edu

Phone: 520-621-5767

Confidentiality of Student Records

<http://www.registrar.arizona.edu/ferpa>

University-wide Policies Link

Links to the following UA policies, some of which are described above, are provided here:

<http://catalog.arizona.edu/syllabus-policies>

- Absence and Class Participation Policies
- Threatening Behavior Policy
- Accessibility and Accommodations Policy
- Code of Academic Integrity
- Nondiscrimination and Anti-Harassment Policy
- Subject to Change Statement

Subject to Change Statement

Information contained in the course syllabus, other than the grade and absence policy, may be subject to change with advance notice, as deemed appropriate by the instructor.