**KINE8970, section 004: Putting your Ph.D. to work: How to get a job after school**

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**Instructor:** Dr. Heidi Kluess

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**Office Hours:** MWF 3-4PM, or by appointment

**Credit:** 3 credit hours

**Syllabus prepared:** 4/23/14

**Class Schedule:** MWF, 1-2:30AM COLSM 2092

**Course Description:** This course will explore jobs that are available to Ph.D.’s using informational interviewing techniques, focus on developing useful documents (CV resume), learn how to answer common interview questions, negotiating skills, etc. in order to optimize receiving an offer.

**Objectives:** Graduate students are expected to understand:

1. The process of exploring job opportunities and getting a position

2. Standard negotiating techniques and how to prepare for a negotiation

3. How to effectively answer interview questions for academia and industry

**Required Text:**

Fiske, Peter S. Putting your science to work: the take-charge guide for scientists

**Recommended Texts:**

Kreeger, Karen Y. Non-traditional careers in science.

Vick JM and Furlong JS. The academic job search

National academy of sciences. Enhancing the postdoctoral experience for

scientists and engineers.

**Student Evaluation:**

Class discussions ………..……… ..100%

**Grading Scale:**

A: 90% - 100% D: 69.99% - 60.0%

B: 89.99% - 80.0% F: < 60.00%

C: 79.99% - 70.0%

**Disability Accommodations:** Students who need accommodations are asked to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with my office hours, an alternate time can be arranged. To set up this meeting, please contact me by e-mail. If you have not established accommodations through the PSD office, but need accommodations, make an appointment with The Program for Students with Disabilities, 1228 Haley Center, 844-2096 (V/TT).

**Professionalism:** As faculty, staff, and students interact in professional settings, they are expected to demonstrate professional behaviors as defined in the College’s conceptual framework. These professional commitments or dispositions are listed below: Engage in responsible and ethical professional practices

o Contribute to collaborative learning communities

o Demonstrate a commitment to diversity

o Model and nurture intellectual vitality