

ANIMAL SCIENCE 5865

Advanced Seminar in Nutrition – Spring 2010

INSTRUCTOR: Paul Ludden, Ph.D. (Ruminant Nutrition)

CONTACT INFO: AS/MB Rm 123B
Office Phone: 766 – 4213
Cell Phone: 760 – 2514 (no calls after 10:00 PM)
Email: ludden@uwyo.edu

COURSE OBJECTIVE:

Animal Science 5865 is designed to assist students developing their communication skills in a professional setting, such as a presentation at a scientific meeting, an extension meeting with producers, a job interview, or a thesis/dissertation defense. Such skills include preparation, organization, delivery, and evaluating the presentation of scientific information. The primary focus of the course this semester will be on preparation for a successful job interview.

COURSE REQUIREMENTS:

The ultimate goal of your graduate education, whether you are a Ph.D. or M.S. student, should be to secure employment that makes use of your advanced training. This semester, students will be exposed to the typical process used to find, apply, and successfully secure employment. Therefore, the course requirements are as follows:

POSITION ANNOUNCEMENT SEARCH: (50 PTS)

The search for employment normally begins with a search for position announcements. Students will begin by conducting a broad-based search for position announcements suitable for their level of training (i.e. M.S., Ph.D., etc.) and interest. From this search, each student must submit three position announcements resulting from their search, with no more than one position announcement from any given source. Each position announcement will be discussed in class, focusing on the interpretation of the position announcement and pros/cons of the position described. Subsequently, each student's selected position announcements will be used during a simulated application/interview process as described below.

CURRICULUM VITAE: (100 PTS)

The next step in the job search process is to prepare a professional Curriculum Vita (CV), which is an organized summary of your training and credentials, to submit as part of your application for a professional position. Each student will prepare their own CV using examples from contributing faculty, etc. A draft of each student's CV will be reviewed/critiqued in class, and points will be assigned based on the evaluation of each student's final draft of their CV.

POSITION RESEARCH: (50 PTS)

An important step in preparing a cover letter and for the interview process is to research the position you are applying for. This includes background information on facilities, potential co-workers, job requirements, etc. Each student will prepare a brief (15-20 min total), informal presentation for each of the position announcements submitted above.

COVER LETTERS: (100 PTS)

When applying for a professional position, it is customary that a cover letter accompanies the CV. A proper cover letter should be tailored to the specific position being applied for, and serves the critical role of announcing yourself, your CV, and your interest in the position. In many ways the cover letter is equally important, if not more so, than the CV. Each student will prepare a separate cover letter for each of the three position announcements submitted, using examples from contributing faculty, etc. Like the CV, two drafts of each student's cover letter will be reviewed/critiqued in class, and points will be assigned based on the evaluation of each student's final draft of their cover letters.

INTERVIEW PRESENTATION: (200 PTS)

With the proper CV and cover letter (and a little good luck), your application(s) may be selected from the pool of applicants for a professional interview. For this simulation, you will be offered an interview for one of the positions applied for above – chosen by the instructor. Your task is to prepare for this interview. Although there are many and varied components to a professional interview, a key component of most professional interviews is a seminar. For a M.S. level position, this seminar generally may be only 15-20 minutes in length, whereas some Ph.D. level positions may require the delivery of 2 or more 40-50 minute seminars. The purpose of this seminar is to acquaint your potential employer with your training and credentials, and how your graduate training and research program have prepared you for the position to which you are applying. More importantly, it also demonstrates your ability to communicate in a professional setting, and your level of enthusiasm for the position you are competing for.

Accordingly, each student will present a professional interview seminar suitable for the position selected above. Because the format and content of each student's seminar will ultimately depend on the position being interviewed for, specific requirements will vary for each student's seminar and will be detailed in each student's formal offer for an interview. However, presentations must be a minimum of 25-30 and 40-45 minutes in length for M.S. and Ph.D. presentations, respectively, plus an additional period for questions. The use of PowerPoint/LCD computer presentation equipment is required for all interview seminars. Refer to the seminar evaluation form for details on how the interview seminar will be graded.

FOLLOW-UP COMMUNICATION: (50 PTS)

Following the formal interview process, it is customary to send a brief follow-up letter to those you interviewed with. This may include a letter to a single person (particularly for industry positions, or the chair of the search committee), or a group of people (especially if you interviewed with more than one key individual). The purpose of this letter is to thank those you interviewed with for their willingness to interview you, and to communicate your continued interest in the position. As such, these letters are typically no more than a paragraph in length, and should be sent as soon as possible following the interview. Each student will prepare one such letter, which will be due to the week following their interview presentation.

PARTICIPATION: (50 PTS)

Students are expected to attend and actively participate in each meeting of the course. This includes, but is not limited to, asking questions of the speakers and providing constructive criticism of fellow student's presentations. A portion of this score will be based upon the constructive critique of fellow students' presentations on the evaluation form. Students should provide positive/negative comments and suggestions for improvement rather than simply assigning a score or indicating "good" or "OK", etc.

GRADING:

<u>Item</u>	<u>Points Possible</u>	<u>Grade</u>	<u>Pt Range</u>
Position Search	50	A	≥ 540
Curriculum Vitae	100	B	480 – 539
Position Research	50	C	420 – 479
Cover Letter	100	D	360 – 419
Interview Presentation	200	F	< 360
Follow-Up Letter	50		
Participation	50		
Total	600		

TENTATIVE COURSE SCHEDULE:

All meetings of Animal Science 5865 will be at 2:00 PM in AS/MB 123B (Dr. Ludden's Office) with the exception of Mar 29 (Presentations) which will be in AS/MB 104. Note the associated deadlines for each class meeting.

Jan	20	Organizational meeting
	25	<i>No class</i>
	31	<i>No class</i>
Feb	1	<i>No class</i>
	8	Position Announcements due
	15	Draft of CV due , reviewed in class
	22	Presentation of position research
Mar	1	Draft of cover letters due , reviewed in class
	8	Final draft of CV and cover letters due ; Notification of interview offers
	15	<i>No class</i> – Spring Break
	22	<i>No class</i>
	29	Interview presentations
Apr	5	Follow up letters due , reviewed in class; Course wrap-up

**ANSC 5865: Advanced Seminar in Nutrition
Spring 2010 Interview Presentation Evaluation Form**

Speaker: _____ Evaluator: _____

**** NOTE: Constructive comments provided on this form will be relayed anonymously to the presenter****

Delivery

- Professionalism
- Appropriate Attire
- Confidence/Poise
- Enthusiasm, Voice
- Eye Contact, Gestures
- Word Choice, Enunciation, Grammar
- Devoid of Distracting Mannerisms
- Ability to Interact with Audience

_____ /50 pts

Content

- Training and Credentials
- Graduate Research Program and Relevance to Position
- Integration of Appropriate Literature
- Future Career Goals/Objectives

_____ /50 pts

Organization

- Logical Flow - Transitions
- Appropriate Use of Time

_____ /30 pts

Evidence of Preparation

- Background Research on Position
- Indication of Practice
- Ability to Appropriately Answer Questions

_____ /30 pts

Visual Aids

- Use of Outline Format (bullet points vs. narrative)
- Appropriate number of slides
- Clarity and Attractiveness
- Variety

_____ /20 pts

Candidate Acceptability

- How likely would you be to hire this candidate, based on the Position Announcement and Seminar?
- 0 = Completely Unacceptable; 20 = Perfect Candidate for the Position

_____ /20 pts

Additional Comments/Suggestions for Improvement: (use back as needed)