

BIOL 1110 - Navigating your career landscape
600 section – Spring 2026 Syllabus
Texas A&M University-San Antonio

Instructor: Davida Smyth

Office: SciTech 311E

Ph: 2475

Office hours: TBD p.m. (Other hours available by appt.)

Email: davida.smyth@tamusa.edu

Course Description and Prerequisites

In this tutorial course, students will acquire the skills needed to successfully navigate their journey toward graduate school and/or further study in STEM fields. Freshman to senior students will develop their online presence, grow their mentoring network, perfect their resumes and personal statements, and gain practice in communicating their work in the form of abstracts, elevator pitches, and posters. Students will receive support and guidance from the instructor and their peers towards applying for internships, paid internships, fellowships, and Summer Research Experiences for Undergraduates (or REUs). Through self-reflection and mapping their assets, students will construct a professional development plan to help guide them toward their future careers. Diverse perspectives and options for careers will be presented through in-person guest lectures and online Zoom sessions. Students will also be exposed to the vast professional and networking opportunities available in the San Antonio area.

Prerequisites: None

Learning Outcomes:

This course aims to prepare you for your future career and to guide you in making a professional development plan. By completing this tutorial course, students should be able to

- Identify their assets, strengths, and weaknesses, and learn how to develop and hone skills for their future careers.
- To identify resources, databases, and networks, and practice using them to obtain experiential and complementary learning opportunities
- To construct a mentoring community of peers, faculty, alumni, and others to support authentic engagement with the community of interest (scientific, artistic, environmental, policy, advocacy etc.)
- To build a dynamic and adaptable professional development plan for up to five years that will include internships, REUs, funding opportunities, and future studies.
- To build an electronic portfolio that highlights samples of excellent work that represents their work to date at the New School

- To generate a well-written and error-free cover letter, personal statement, and resume that can be tailored to specific opportunities

Course Material:

All materials will be made available in the course learning management system.

Course Grading:

Online participation	30% (2% for each class session)
Homework Assignments	10%
ePortfolio	10%
Resume	10%
Personal statement	10%
Cover letter	10%
PDP	20%

COURSE POLICIES

Instructor Expectations: Personal and academic integrity, being open to new ideas, and sharing in a community where individuals from diverse backgrounds and cultures help one another grow intellectually, socially, and personally are expected at all times throughout the course. The faculty and staff of TAMUSA are here to help; however, students must take responsibility for their own learning. Students should strive for a high level of academic performance and be responsible, respectful, and contributing citizens within the university and outside communities. Above all, students should develop a love of learning that will last a lifetime, along with a lifelong interest in maintaining emotional and physical wellness.

Assessment:

Grades in this course will be based on assessments of student performance, participation, and attendance, as evaluated by the faculty member. If you believe an error was made in grading, please do not hesitate to bring it to my attention as soon as possible. If you find yourself struggling with this course, please talk to the instructor as soon as possible and do not wait until the end of the semester. You are always welcome to stop by my office or email me to make an appointment to discuss your concerns.

Online participation	30% (2% for each weekly session)
Homework Assignments	10%
ePortfolio	10%

Resume	10%
Personal statement	10%
Cover letter	10%
PDP	20%

Grade Scale and Points Distribution

A = >90 B = >80 C = >70 D = >60 F = < 59.8

Blackboard and Course Communication:

All grades will be posted and accessible through the course's Blackboard site. Students must log in regularly to both the Blackboard site and their TAMUSA email account to keep updated on information or changes related to the class. Each student **MUST** have an active TAMUSA e-mail account. This will be the email address that is used for any communication between you and your instructor. E-mail may be sent from student-to-student, or student-to-instructor, using the e-mail feature in Blackboard's Communication area. Students who email the instructor Monday-Thursday ordinarily can expect a response within 24 hours. Students who email Friday-Sunday ordinarily can expect a response by Monday morning. The preferred method of communication will always be e-mail or making an appointment (in person or virtually).

IMPORTANT POLICIES AND RESOURCES

University Email Policy and Course Communications: All correspondence between professors and students must occur via University email accounts. You must have your Jaguar email account ready and working. If it is not working, contact the help desk at helpdesk@tamusa.edu or at 210-784-HELP (4357). If you don't hear back within 48 hours, contact them again. They have many requests during the first part of the semester, so you may need to follow up with them.

Academic Accommodations for Individuals with Disabilities: Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, Disability Support Services is in the Central Academic Building, Suite 210. You can also contact us via phone at (210) 784-1335, visit us at the [website](http://www.tamusa.edu/dss) or email us at dss@tamusa.edu. Disabilities may include, but are not limited to, attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their academic accommodations with Disability Support Services and their instructors as soon as possible.

Academic Learning Center: All currently enrolled students at Texas A&M University-San Antonio can utilize the Academic Learning Center for subject-area tutoring. The Academic Learning Center provides free course-based tutoring to all currently enrolled students at Texas A&M University-San Antonio. Students wishing to work with a tutor can make appointments through the Brainfuse online tutoring platform. Brainfuse can be accessed in the *Tools* section of Blackboard. You can contact the Academic Learning Center by emailing tutoring@tamusa.edu, calling (210) 784-1307, or visiting the Central Academic Building, room 202. Online tutoring is also available for after-hours and weekend assistance.

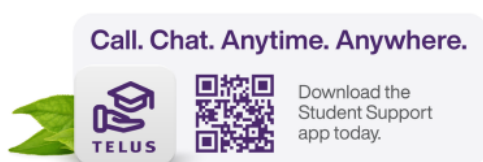
While tutoring hours may change based on tutor schedules and availability, the current tutoring hours for MATH in the ALC are as follows:

	Appointments available	Walk in Tutoring – No appointment needed
MONDAY	8 am – 6 pm	9 am – 5 pm
TUESDAY	8 am – 6 pm	9 am – 5 pm
WEDNESDAY	8 am – 6 pm	9 am – 5 pm
THURSDAY	8 am – 6 pm	9 am – 5 pm
FRIDAY	8 am – 5 pm	11 am – 4 pm

Counseling/Mental Health Resources: As a college student, there may be times when personal stressors interfere with your academic performance and negatively impact your daily functioning. If you are experiencing emotional difficulties or mental health concerns, support is available to you through the Student Counseling Center (SCC). To schedule an appointment, visit our website, call 210-784-1331 or visit Madla 120 between the hours of 8:00 AM and 5:00 PM.

All mental health services provided by the SCC are free and confidential (as the law allows). The Student Counseling Center provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. *Crisis support is available 24/7/365 by calling the SCC at 210-784-1331 or through the TELUS student support App.*

The TELUS Student Support App provides a variety of mental health resources to including 24/7/365 support for in the moment distress, crisis support, an anonymous peer-to-peer support network, mental health screenings, podcasts, and articles to improve your mental wellbeing.



Emergency Preparedness: JagE Alert is Texas A&M University-San Antonio's mass notification system. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email with instructions and updates. To

register or update your information visit: <https://tamusa.bbcportal.com/>. More information about Emergency Operations Plan and the Emergency Action Plan can be found [here](#). Download the SafeZone App (<https://safezoneapp.com/>) for emergencies or call (210) 784-1911. Non-Emergency (210) 784-1900.

Financial Aid and Verification of Attendance: According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended by the published Census Date (the first week of class). Any student receiving federal financial aid who does not attend prior to the published Census Date (the first week of class) will have their aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of their federal aid.

Jaguar Writing, Language, and Digital Composing Center (WLDCC): The Jaguar Writing Center provides writing support to graduate and undergraduate students in all three colleges as well as faculty and staff. Writing tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Our language tutors support students enrolled in Spanish courses and students composing in Spanish for any assignment. Our digital studio tutors support students working on digital projects such as ePortfolios, class presentations, or other digital multimedia projects. The Writing Center offers face-to-face, synchronous online, and asynchronous digital appointments. Students can schedule appointments with the Writing Center in JagWire under the Student Services tab. Click on “Writing, Language, and Digital Composing Center” to make your appointment. Students wanting to work in real-time with a tutor can schedule an “Online Appointment.” Students wishing to receive asynchronous, written feedback from a tutor can schedule an “eTutoring” appointment. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our [website](#). The Writing Center can also be reached by emailing writingcenter@tamusa.edu.

Meeting Basic Needs: Any student who has difficulty affording groceries or accessing sufficient food to eat every day or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to submit a [CARE report](#) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to direct you to available resources. A food pantry is available on campus; click [here](#) for hours and contact information.

Military Affairs: Veterans and active-duty military personnel are welcomed and encouraged to visit the Office of Military Affairs for any questions involving federal or state VA Education Benefits. Visit

the Patriots' Casa building, room 202, or contact the Office of Military Affairs with any questions at military.va@tamusa.edu or (210)784-1397.

Religious Observances: Texas A&M University-San Antonio recognizes the wide variety of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their traditions. Under the policy, students are provided an opportunity to make up any examination, study, or coursework requirements that may be missed due to a religious observance, provided they notify their instructors before the end of the second week of classes for regular session classes.

The Six-Drop Rule: Students are subject to the requirements of Senate Bill (SB) 1231, passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student's GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as "F" grades and will impact the student's GPA.

Statement of Harassment and Discrimination: Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equal opportunity, and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality and the uniqueness of the individual on our campus and within our state, nation, and world. All decisions and actions involving students and employees are to be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the University's Civil Rights Officer at 210-784-2061 or titleix@tamusa.edu.

Texas A&M University-San Antonio faculty are committed to providing a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking based on sex, know that help and support are available. A&M-San Antonio's Title IX Coordinator can support those impacted by such conduct in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the Title IX Coordinator. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and trained victim advocates) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment, sexual violence, or other related sex-based misconduct, the faculty member must share that information

with the university's Title IX Coordinator (titleix@tamusa.edu, 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting requirement, you can contact the Student Counseling Center at (210) 784-1331 or visit them in Madla 120.

Pregnant/Parenting Students: Texas A&M-San Antonio does not require a pregnant or parenting student, solely because of that status or issues related to that status, to (1) take a leave of absence or withdraw from their degree or certificate program; (2) limit the student's studies; (3) participate in an alternative program; (4) change the student's major, degree, or certificate program; or (5) refrain from joining or cease participating in any course, activity, or program at the University. The university will provide such reasonable accommodations to pregnant students as would be provided to a student with a temporary medical condition that are related to the health and safety of the student and the student's unborn child. These could include maintaining a safe distance from substances, areas, and activities known to be hazardous to pregnant individuals and their unborn child; excused absences because of illness or medical appointments; modified due dates for assignments; rescheduled tests/exams; taking a leave of absence; and being provided access to instructional materials and video recordings of lectures for excused absences, if these would be provided to any other student with an excused absence. Pregnant/parenting students are encouraged to contact the Title IX Coordinator with any questions or concerns related to their status (titleix@tamusa.edu; 210-784-2061; CAB 439K).

Texas A&M-San Antonio has also designated the Title IX Coordinator as the liaison officer for current or incoming students who are the parent or guardian of a child younger than 18 years of age. The Title IX Coordinator can provide students with information regarding support services and other resources. Young Jaguars can support parenting students with daycare if students meet this criteria: (1) must be enrolled in classes at Texas A&M-San Antonio in the current semester, (2) must be Pell eligible or a single parent, (3) child(ren) must be aged 3 to 12-years-old, and (4) child(ren) must be enrolled in Pre-K-3 through 6th grade. For more information, please contact Young Jaguars at youngjaguars@tamusa.edu or call (210) 784-2636.

Students' Rights and Responsibilities: The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University-San Antonio but also as a citizen of this country.

Students' Rights

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or

ethnic origin, religion, sex, disability, age, and pregnancy/parenting or veteran status in accordance with applicable federal and state laws.

3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process.

Students' Responsibilities

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty, and administration.
2. A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, [Student Code of Conduct](#), on our website, and University Catalog, and to comply with them, as well as with federal, state, and local laws.
3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
4. A student has the responsibility to recognize the University's obligation to provide a safe environment for learning.
5. A student has the responsibility to check their university email for any updates or official university notifications.

We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, or disability. Conduct that infringes on the rights of another individual will not be tolerated.

Students are expected to exhibit a high level of honesty and integrity in their pursuit of higher education. Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. For more information on academic misconduct policies and procedures please review the [Student Code of Conduct](#) or visit the resources available in the [OSRR website](#)

Important Spring 2026 Dates:

Dates	Event
January 13	Tuition & Fee Payments deadline
January 19	Martin Luther King, Jr. – No Classes
January 20	First day of class
February 4	Census date
February 23-March 6	Midterm grading period
March 9-March 14	Spring Break
April 3	Study Day – No classes

April 17	Last day to drop with an automatic “W”
May 1	Last day to drop a course or withdraw from the University
May 4	Last day of classes
May 5	Study Day – No classes
May 6-May 12	Final exams
May 19	Commencement

The complete [academic calendar](#) is available online

Option 2 – Use of Generative AI Permitted Under Some Circumstances or With Explicit Permission

There are situations and contexts within this course where you may be asked to use artificial intelligence (AI) tools to explore how they can be used. Outside of those circumstances, you should not use AI tools to generate content (text, video, audio, images) that will end up in any student work (assignments, activities, discussion responses, etc.) that is part of your evaluation in this course. Any student work submitted using AI tools should clearly indicate with attribution what work is the student’s work and what part is generated by the AI. In such cases, no more than 25% of the student work should be generated by AI. If any part of this is confusing or uncertain, students should reach out to their instructor for clarification before submitting work for grading. Use of AI-generated content without the instructor’s permission and/or proper attribution in this course qualifies as academic dishonesty and violates Texas A&M-San Antonio’s standards of academic integrity.

Detailed Course Outline:

Week/Date	Lecture Topic	Activity
Week 1 01/19/2026	1. Who are you? 1. Mapping your assets 2. What would you like to get from this experience	Upload your asset map to Blackboard
Week 2 01/26/2026	2. Going online 1. Facebook 2. Instagram 3. LinkedIn 4. Google Scholar	Join at least one of the social media platforms mentioned - make a post about jobs/careers/interests - upload a link to Blackboard
Week 3 02/02/2026	3. The CV/Resume/Portfolio 1. Preparing your Resume 2. Examining a CV 3. Beginning your ePortfolio	Upload your Resume as a Google doc to Blackboard Upload the link to your ePortfolio
Week 4 02/09/2026	4. Your professional development plan 1. PDP	Upload your PDP draft to Blackboard as a Google doc.
Week 5 02/16/2026	5. Cover letter and personal statements 1. Cover Letters 2. Personal Statements	Upload a draft version of your cover letter and personal statement to Blackboard (use Google Docs)
Week 6 02/23/2026	6. Funding your work 1. Internal funding 2. External funding	Upload a Google Doc document to Blackboard with 5-6 possible funding opportunities
Week 7 03/02/2026	7. Presenting/showcasing your work I 1. Oral presentations 2. Abstracts 3. Posters	Update your PDP to include opportunities and places to present and showcase your work

Week 8 03/16/2026	8. Presenting/showcasing your work II <ol style="list-style-type: none"> 1. Elevator pitches and 3 min talks 2. Publishing 3. Exhibitions 	Complete your 3 min pitch Identify 5 places you could try and publish your work in. Upload a doc to Blackboard
Week 9 03/23/2026	9. Building your network <ol style="list-style-type: none"> 1. Professional societies and groups 2. Emailing someone you admire <ol style="list-style-type: none"> 1. Writing the email 	Finish your email to a potential mentor. Upload it as a Google doc to Blackboard.
Week 10 03/30/2026	10. Identifying and applying to REUs and other internships <ol style="list-style-type: none"> 1. Visit the New School website 2. Can you get credit? 3. Coming up with questions 	Upload a Google sheet with details of possible REUs internships to Blackboard
Week 11 04/06/2026	11. Going abroad <ol style="list-style-type: none"> 1. Visit the New School website 2. Identify sites and draft an email 	Upload a Google doc with details of possible study abroad to Blackboard
Week 12 04/13/2026	12. Careers <ol style="list-style-type: none"> 1. Visit the TAMUSA Careers website 2. Focus2 3. O*NET 	Add the details of possible careers identified and details to a Google doc and upload to Blackboard
Week 13 04/20/2026	13. Graduate School <ol style="list-style-type: none"> 1. Does your plan need graduate studies 2. How will you fund it? 	Add the details of possible graduate pathways identified and details to a Google doc and upload to Blackboard
Week 14 04/27/2026	14. Preparing for the interview <ol style="list-style-type: none"> 1. Mock interview role-play 	Finish all your work. Incorporate the components into your PDP
Week 15 05/04/2026	15. You're ready! <ol style="list-style-type: none"> 1. Present your portfolio of work 2. Complete the course evaluations 	Present your final PDP

