

Catalog Description:

MCB 5900 Professional Writing and Communication Skills, 1 credit.

Professional communication skills focused on jobs in industry. Hands-on practice in writing resumes and interviewing.

Syllabus MCB 5900-001 Professional Writing and Communication Skills

This is a required course for students in the Professional Science Master in Applied Genomics and Microbial Analysis. The class meets once a week for one hour. This time is dedicated to professional communication skills, with hands-on practice. Full attendance is required for course credit, except for excused absences.

Instructor: Professor Philip Yeagle
philip.yeagle@uconn.edu
(860) 486-6296

Class time: Thursdays 4:00pm – 5:00 pm, Room 209 Beach Hall

Grading: 50% written assignments, 40% oral presentations, 10% class participation
No written exams

There will be written assignments for many class sessions, and multiple oral presentations during the semester.

Planned schedule of classes and assignments.

Aug 29	Introduction to class, assignments, and 2 minute oral introduction of you to class
Sept 5	Written analysis UConn website, 2 minute oral statement “why I should go to UConn”
Sept 12	Find a job at a company website – write description of job in one page
Sept 19	Oral minute: why does that company interest you? Written: email to company
Sept 26	Written: what I want in a job (one page)
Oct 3	Written: what do employers want in an employee? Oral minute: your “fit”
Oct 10	How to communicate with potential employers
Oct 17	Your marketing materials Written: your objective; your marketing plan
Oct 24	Cover letter, Resume
Oct 31	Written: sample cover letter and resume
Nov 7	Your Story, 2 oral minutes of your story
Nov 14	Your Story, 4 oral presentation
Nov 21	Mini-interviews ; revised sample cover letter and resume due
Dec 5	Mini-interviews

Policy

Assignments and answers to questions may be discussed with each other. However, the use of another's words as one's own constitutes plagiarism and may result in a failing grade. Please consult the UConn student policy for further details.