CAREER DEVELOPMENT for POSTDOCTORAL SCIENTISTS

CERTIFICATE PROGRAM

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The Program

The professional development certificate program for postdoctoral fellows and trainees was established at UTMB in 2009 at the recommendation of a taskforce convened by the UT System Board of Regents. Today, the Provost requires all postdoctoral scientists to enroll in the program each term for a minimum of four credit hours for the duration of their academic appointments at UTMB Health.

Unlike other continuing education opportunities, the certificate program is structured to accommodate the busy schedules of postdoctoral scientists. Many courses require no classroom time while others offer participants credit for doing the customary things normally accomplished in the course of their work—things like mentored or independent research and attendance at departmental or other seminars of interest to the scientist.

The program currently offers seven (7) different certificates, all designed to advance the careers of postdoctoral fellows and trainees. The cornerstone of each certificate is the Career Planning course (CTPS 6103), required for all participants annually. Working with their mentor, the course directs postdoctoral scholars to research career opportunities and then set and revise individual developmental goals each year.

MEHU 6101 Ethics of Scientific Research is also required during the first year of appointment for all postdoctoral scientists at UTMB. The course is offered once each year, occurring in May and November in 2014.

The Certificates

The certificates and the courses leading to them carry credits that will be reported on transcripts available through the UTMB Office of the Registrar.

Each certificate requires 12 credits, enabling participants to earn a certificate every 3 semesters, i.e. annually, if desired.

The second digit in the 4-digit course number indicates the number of credits attached to the course. For example, CTPS 6103 offers one credit, while CTPS 6203 carries two. Postdoctoral scholars enrolled in CTPS 6001, Mentored Research, may register for one or up to four credit hours for the course each term, as needed.
Selecting and Changing Certificate Tracks

At the onset of their participation in the Certificate Program, all postdoctoral scientists are enrolled in the initial or base track, Advanced Biomedical Research Strategies (PDCR-CTG).

Once that certificate has been earned, many scientists choose to continue their career development by pursuing the Advanced Academic Management Skills certificate (PDMS-CTG). Others, who have already selected a specific career path, target the certificate that will best help them achieve their professional goals.

*To maintain an active status in the program,* participants must always be enrolled in a specific certificate track. To accomplish this, at the conclusion of a term in which the final credits for a certificate are earned, the postdoctoral scholar must submit a “Certificate Track Change Form” to the Office of Postdoctoral Services. Doing this in a timely manner will prevent deactivation within the Enrollment Services system and thus permit the participant to register for the next term.

![Certificate Track Change Form](image-url)
This Certificate is viewed as the initial or default certificate program for all postdoctoral scientists. It requires 12 credits: two required courses (one credit each) and one elective from a prescribed list of courses (1 or 2 credits depending on course). The remaining credits may be earned by taking suggested electives or any course offered within any Certificate Program.

Required Courses

CTPS 6103 Career Planning for Postdoctoral Scientists
MEHU 6101 Ethics of Scientific Research

Prescribed Electives - must complete one (1) of the following

CTPS 6104 Practical Scientific Writing
CTPS 6107 Animal Research Topics and IACUC Protocol Essentials
CTPS 6108 General Laboratory Safety and Good Lab Practices
CTPS 6110 Preparing for Proposals and Publications
CTPS 6111 Effective Presentation Skills
CTPS 6112 Biosafety Level 2
CTPS 6114 Animal Biosafety Level 2
CTPS 6118 Animal Biosafety Level 3 (must work at that level in lab)
CTPS 6127 Improving Research with Core Support (Core Facilities)
CTPS 6203 Biosafety Level 3 (must work at that level in lab)

Suggested Electives

CTPS 6001 Mentored Research
CTPS 6101 Research Seminar
CTPS 6102 Journal Club
CTPS 6106 Library Tools and Resources
CTPS 6122 Presentation Practicum
CTPS 6130 Comprehensive Grant Writing
This certificate is designed to engage postdoctoral scientists interested in a career in the general field of translational science. It requires 12 credits: one required course (one credit) and one elective from a prescribed list of courses (1 or 3 credits depending on course). The remaining credits may be earned by taking suggested electives or any course offered within any Certificate Program.

**Required Course**
CTPS 6103  Career Planning for Postdoctoral Scientists

**Prescribed Electives - must complete one (1) of the following**
CTPS 6113  Navigating the IRB and Investigator Responsibilities
CTPS 6115  Translational Research Management (TRM1) and Team Building and Meeting Mgmt (1 of 6 modules) online
CTPS 6116  TRM2 - Effective Leadership, online
CTPS 6117  TRM3 - Conflict Resolution and Negotiations, online
CTPS 6124  TRM4 - Personal Influence and Communications, online
CTPS 6128  TRM5 - Problem Solving and Decision Making, online
CTPS 6129  TRM6 - Translational Research Project Mgmt, online
CTPS 6302  Advanced Business Management (offered bi-annually)
PMCH 6135  Clinical Research Tools and Techniques

**Suggested Electives**
CTPS 6001  Mentored Research
CTPS 6101  Research Seminar
CTPS 6102  Journal Club
CTPS 6104  Practical Scientific Writing
CTPS 6110  Preparing for Proposals and Publications
CTPS 6130  Comprehensive Grant Writing
This certificate is geared towards postdoctoral scientists interested in managing a lab or business at some point in their future. It requires 12 credits: one required course (one credit) and one elective from a prescribed list of courses (1 or 3 credits depending on course). The remaining credits may be earned by taking suggested electives or any course offered within any Certificate Program.

**Required Course**
CTPS 6103  Career Planning for Postdoctoral Scientists

**Prescribed Electives - must complete one (1) of the following**
CTPS 6104  Practical Scientific Writing
CTPS 6111  Effective Presentation Skills
CTPS 6113  Navigating the IRB and Investigator Responsibilities
CTPS 6121  Effective Lab and Resource Management
CTPS 6123  Interpersonal Communications and Leadership
CTPS 6302  Advanced Business Management (offered bi-annually)

**Suggested Electives**
CTPS 6001  Mentored Research
CTPS 6101  Research Seminar
CTPS 6102  Journal Club
CTPS 6106  Library Tools and Resources
CTPS 6108  General Laboratory Safety and Good Lab Practices
CTPS 6109  Research Projects Management 101
CTPS 6122  Presentation Practicum
CTPS 6130  Comprehensive Grant Writing
This certificate is designed to enhance the opportunities for postdoctoral scientists pursuing a teaching career. It requires 12 credits: one required course (one credit) and one elective from a prescribed list of courses (1, 2 or 3 credits depending on course). The remaining credits may be earned by taking suggested electives or any course offered within any Certificate Program.

**Required Course**

CTPS 6103 Career Planning for Postdoctoral Scientists

**Prescribed Electives - must complete one (1) of the following**

CTPS 6111 Effective Presentation Skills
CTPS 6119 Teaching Practicum - Laboratory
CTPS 6120 Teaching Practicum - GSBS Small Group Facilitation
CTPS 6122 Presentation Practicum
CTPS 6123 Interpersonal Communications and Leadership
CTPS 6125 Undergraduate Teaching - Observation
CTPS 6126 Undergraduate Teaching - Experience
CTPS 6201 Teaching Practicum - Small Group Facilitation
CTPS 6301 College Teaching and Learning (offered bi-annually)

**Suggested Electives**

CTPS 6001 Mentored Research
CTPS 6101 Research Seminar
CTPS 6102 Journal Club
CTPS 6104 Practical Scientific Writing
CTPS 6106 Library Tools and Resources
Courses within this certificate introduce participants to the growing field of bioinformatics - the science of developing and applying computation techniques to better understand biological processes. It requires 12 credits and has four required courses which total seven credits. The remaining five credits may be earned by taking suggested electives or any course offered within any Certificate Program.

**Required Courses**

CTPS 6101 Research Seminar (SCMM Seminar)
CTPS 6103 Career Planning for Postdoctoral Scientists
BMB 6217 Practical Algorithms for Bioinformatics and Systems Biology
BMB 6326 Probabilistic and Statistical Methods in Bioinformatics

**Suggested Electives**

CTPS 6001 Mentored Research
CTPS 6102 Journal Club
CTPS 6130 Comprehensive Grant Writing
PHS 6345 Introduction to Bioinformatics
BMB 6206 Bioinformatics for the World Wild Web
BMB 6208 Genomics, Proteomics and Bioinformatics
BMB 6338 Computer Modeling
This certificate targets postdoctoral scientists interested in conducting research within the emerging field of Patient-Centered Outcomes Research. It requires 12 credits and has six required courses. After satisfactorily completing those courses, the remaining credits may be earned by taking suggested electives or any course offered within any Certificate Program.

**Required Courses**
CTPS 6001  Mentored Research (variable number of credits earned)
CTPS 6101  Research Seminar (Scientific staff or multi-disciplinary conference and grand rounds)
CTPS 6103  Career Planning for Postdoctoral Scientists
CTPS 6104  Practical Scientific Writing
CTPS 6113  Navigating the IRB and Investigator Responsibilities
PHS 62XX*  Introduction to Patient Centered Outcomes Research

**Suggested Electives**
CTPS 6102  Journal Club
CTPS 6130  Comprehensive Grant Writing
PHS 6135  Clinical Research: Tools and Techniques
PHS 6212  Translational Epidemiology 1: Patient Oriented Research
PHS 6222  Systematic Review & Practice Guidelines
PHS 6374  Applied Survey Methods

*It is anticipated this new course will be offered beginning Fall 2015.
This certificate is designed to engage postdoctoral scientists interested in a career in the specific translational science field of burns research. It requires 12 credits and has seven required courses. After satisfactorily completing those courses, the remaining credits may be earned by taking suggested electives or any course offered within any Certificate Program.

**Required Courses**

CTPS 6001 Mentor Research (variable number of credits earned)
CTPS 6101 Research Seminar
(Scientific staff or multi-disciplinary conference and grand rounds)
CTPS 6102 Journal Club (Burns - clinical or basic)
CTPS 6103 Career Planning for Postdoctoral Scientists
CTPS 6104 Practical Scientific Writing
CTPS 6113 Navigating the IRB and Investigator Responsibilities
PHS 6251 Burn Nutrition and Metabolism

**Suggested Electives**

CTPS 6107 Animal Research Topics and IACUC protocol Essentials
CTPS 6114 Animal Biosafety Level 2 (ABSL2)
CTPS 6127 Improving Research with Core Support (Core Facilities)
CTPS 6130 Comprehensive Grant Writing
PHS 6056 Topics in Biostatistics
PHS 6135 Translational Research: Tools and Techniques
PHS 6210 Introduction to Data Management
PHS 6355 Tracer Methodology
Requesting a Certificate

After the required coursework for a certificate has been completed, the postdoctoral scholar must take these additional steps to in order to request it.

First, utilize the MyStar system to request and print a copy of your unofficial transcript. This will be used to verify all required coursework has been satisfactorily completed.

Next, contact the Office of Postdoctoral Affairs to request administration of the competency assessment for your certificate. Earning a satisfactory grade on the assessment is required before proceeding with your request for a certificate.

Complete the online Postdoctoral Certificate Information Form to provide current personal data to the Graduate School of Biomedical Sciences, and the preferred distribution method for your certificate. Start at http://gsbs.utmb.edu/gsbsForms/CertificateInfo.aspx

Review and confirm your preferred name/spelling for your Certificate in the MyStar system.

Select a new track (the Provost requires enrollment in the certificate program for all postdoctoral appointees) by completing and printing the Request for Certificate Track Change Form at http://gsbs.utmb.edu/_pdf/RequestForChangeOfCertificate.pdf

Finally, submit the Change Form and your transcript to the Office of Postdoctoral Affairs, 3.316 Levin Hall, or Graduate School office, 4.429 Levin Hall.

Your submission will be reviewed and if approved, your Certificate will be requested from Enrollment Services. It should be available within 30 days or so from the time of submission.
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The Office of Postdoctoral Affairs (OPA)
in the
Graduate School of
Biomedical Sciences (GSBS)

The OPA - Established to meet the needs of Postdoctoral Scientists at UTMB Health

❖ Career Planning
❖ Professional Development
❖ Personal Development
❖ Mentorship
❖ Administrative Liaison
❖ Other Needs You Determine

Contact

Administrative Manager
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3.316 Levin Hall