Postdoctoral Online Registration opens for the spring term on **Monday, December 1, 2014**. Link to: https://mystar.utmb.edu. Log on with your UTMB username and password, then select Campus Solutions. A new window will open after clicking the Campus Solutions link; turn off any active pop-up blockers, or allow/trust pop-ups from https://mystar.utmb.edu in order to gain access to the menu. From the menu, select to Student Center, then Enroll. In the box that says Course ID, enter the MyStar Course No. indicated with each course description below. Then select Enter. The course name and number will show up on the next screen. (Select the number of Units (Credit Hours below) if you choose the Mentored Research course.) To add another course, select Add Course, and the original screen will appear. Repeat the process. After you select all the courses you want for the term, click on Proceed to Step 2 of 3. Review the list of courses; you may add or delete courses at this point. If the list is what you want, select Finish. If the list of courses on the next screen has all green check marks, you have completed course registration. Select MySchedule to print out your courses for the term. If the list has a red X in the boxes, click on the X, and it should tell you what the error is. If not, return to Student Center. A box on the right should say whether there are holds on your record. If the hold is for immunizations, please contact Student Wellness to address the hold. If the hold is for any other reason, please contact the Office of Postdoctoral Affairs to resolve the issue.

**Deadline to Register without Late Fees:** **Sunday, January 4, 2015.**

If you have problems registering for your classes, please link to MyStarHelp (http://www.utmb.edu/enrollmentservices/mystar_info.asp#third). Link to syllabus via course number.

**NOTE:** As a condition of employment, all postdoctoral scientists must maintain continuous enrollment in the Postdoctoral Certificate Program until about three months before the anticipated conclusion of their appointments. Please notify the **Office of Postdoctoral Affairs** when you expect to end your postdoctoral appointment.

**Title:** Mentored Research for Postdoctoral Scholars  (Mentored Research)

**Course No.:** CTPS 6001

**MyStar Course No.:** 1179

**Course Director:** Barral

**Credit Hours:** 1-4 (flexible)

**Description:**

NO CLASSROOM ATTENDANCE: Research report due online at end of term. This OPTIONAL course consists of the training the postdoctoral scholar’s supervisor provides regularly in the laboratory. When research or manuscript production prevents a postdoc from leaving the lab bench, he or she may register for 4 credit hours of this course alone. It is designed to fine-tune postdoctoral scholars’ research skills in the laboratory or other location where the research takes place or to prepare a polished first-author manuscript under the mentor’s tutelage. The course consists of research or writing, or both, in keeping with the postdoc's field, overseen by the mentor.

**Dates/Times:** Jan. 7 - April 24, 2015; mentor’s discretion

**Location:** Mentor’s lab

**Title:** Research Seminar

**Course No.:** CTPS 6101

**MyStar Course No.:** 1181

**Course Director:** Reistetter

**Credit Hours:** 1

**Description:**
SEMINAR ATTENDANCE, AS REQUIRED BY SUPERVISOR: Personal verification of attendance due at end of term. This course consists of attending regularly scheduled seminars in the postdoc’s department or other seminars of interest, at least weekly.

**Dates/Times:** Jan. 7 - April 24, 2015; departmental schedule

**Location:** As scheduled

**Title:** Journal Club  
**Course No.:** CTPS 6102  
**MyStar Course No.:** 1182  
**Course Director:** Barral  
**Credit Hours:** 1  
**Description:**
JOURNAL CLUB ATTENDANCE, AS REQUIRED BY SUPERVISOR: Personal verification of attendance due at end of term. This course consists of attending the regularly scheduled journal club meetings in the postdoc’s department or those elsewhere of interest, at least weekly.

**Dates/Times:** Jan. 7 - April 24, 2015; departmental schedule

**Location:** As scheduled

**Title:** Career Planning for Postdoctoral Scientists (Career Planning)  
**Course No.:** CTPS 6103  
**MyStar Course No.:** 1183  
**Course Director:** Reistetter  
**Credit Hours:** 1 (required annually)  
**Description:**
NO CLASSROOM ATTENDANCE: This course is designed to guide postdoctoral scholars in their careers via regular meetings with and oversight by their research mentors. It consists of individual self-assessment, career opportunities research and near-term goal-setting by the postdoc and discussion, planning and implementation with the mentor of an individual development plan (IDP), and preparation of a CV in an accepted U.S. university format. **Grading will be based on returning a CV and completed and signed Compact and IDP** via Blackboard on the web. After the first year and annually, during the same academic term each year of the appointment, the scholar is expected to register for this course and, together with faculty mentor, evaluate progress and revise goals in a new IDP for the following year, review commitments as outlined in the compact and revise CV. In subsequent years, the signed compact, revised IDP and revised CV are required for course credit.

**Dates/Times:** Jan. 7 - April 24, 2015; mentor’s discretion

**Location:** Mentor’s lab or office

**Title:** Practical Scientific Writing (Scientific Writing)  
**Course No.:** CTPS 6104  
**MyStar Course No.:** 1385  
**Instructor:** Susman  
**Credit Hours:** 1  
**Description:**
EVENING CLASSROOM ATTENDANCE: The spring course is designed for postdoctoral scientists and senior graduate students who are native English speakers and need advice about manuscripts currently in development. The course will cover organizing to write a manuscript, reviewing punctuation & grammar and reviewing and critiquing one’s manuscript. It will help participants develop an effective writing style for scholarly documents, with special emphasis on research articles and grant proposals. After completing the course, participants should:
• Demonstrate improved skill in writing clear, concise and effective prose
• Describe the form, content and modes of argument normally used in scientific articles and grant proposals
• Use strategies that drive the persuasive presentation of ideas in scientific articles and grant proposals

Class size limited to 15.

Dates/Times: Tuesdays and Thursdays, Jan 7 – Feb 20, 5-6 pm
Location: 4.145 T G Blocker Jr Medical Research Building (Conf Room)

**Title:** Library Tools & Resources  (Library Tools)
**Course No.:** CTPS 6106
**MyStar Course No.:** 1184
**Instructors:** Trumble
**Credit Hours:** 1
**Certificate Program:** Critical Research Skills

**Description:**
COMPLETE FIVE OF SEVEN CLASS CLASSROOM MODULES BEFORE REGISTERING FOR THIS CLASS: Participants who provide completion certificates demonstrating they satisfactorily finished five of the classes will receive credit in the term in which they register for this course. Ideally, this would be in the academic term immediately following completion of the five classes.

This course is designed to prepare postdocs and advanced graduate students with the basic skills in using library resources to help with efficient and effective information retrieval and management, to manage references using bibliographic management software and to inform about various metrics used to determine research impact.

Participants will be introduced to the following library tools:
• PubMed
• MyNCBI: Creating Alerts and Customizing PubMed
• Electronic Journals: Tips and Tricks
• Web of Science: Searching for Information and Cited References
• Who's Citing You? Searching for Cited References
• Plus others

After completing the course, students will be able to:
• Identify 3 major indicators of research impact.
• Utilize the Library's web page to locate at least 3 resources for measuring research impact.
• Discuss advantages and disadvantages of impact measures.
• Establish an account on EndNote Web.
• Understand how to import references from a variety of library databases.
• Organize references with folders and share references/bibliographies.
• Format references in a variety of styles and utilize the "Cite While You Write Feature."

**Dates/Times:** As participants’ schedules permit. Course list and registration:
[http://arweb5.utmb.edu/ar/Library/Services/Classes/tabid/188/Default.aspx](http://arweb5.utmb.edu/ar/Library/Services/Classes/tabid/188/Default.aspx)
**Location:** Moody Medical Library, Carruth Room, 2nd floor

**Title:** Animal Research Topics and IACUC Protocol Essentials
**Course No:** CTPS 6107
**MyStar Class No.:** 1386
**Instructors:** Jamie Lewis and Judy Barnett
**Credit Hours:** 1

**Description:**
SOME CLASSROOM ATTENDANCE REQUIRED: This course, delivered partially online and partially in classroom, is designed to prepare researchers to plan, prepare and conduct humane and compliant studies with animals according to federal and institutional laws, policies and guidelines. Speakers will include institutional
leaders involved in the animal care and use program or areas which affect the animal program. After completing the course, students should:

- Appreciate the regulations and guidelines applicable to animal research developed by United States Department of Agriculture (USDA), the Public Health Service (PHS), and the Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC)
- Identify functions and processes of UTMB’s Institutional Animal Care and Use Committee (IACUC), including IACUC protocol submission procedure and the committee’s review process
- Be familiar with proper IACUC protocol writing techniques and have knowledge of how to correctly respond to the various components of the protocol application
- Know the Animal Resource Center policies and procedures
- Understand animal research publishing guidelines and society views
- Recognize how the Post Approval Monitoring program is a resource for animal research

This is a Satisfactory/Unsatisfactory class. To earn a satisfactory grade, each student must complete the online portion of the course, attend all class meetings; read class handouts; participate in class exercises.

Dates/Times: Mondays and Wednesdays, April 13 - 29, 3 – 4 pm except for April 29, 3-5 pm
Location: Rebecca Sealy Hospital Classroom 1.130

Title: General Laboratory Safety & Good Laboratory Practices (Lab Safety & Good Lab Practices)
Course No.: CTPS 6108
MyStar Course No.: 1185
Course Director: Brocard
Credit Hours: 1

Description: WEB-BASED AND CLASSROOM PARTICIPATION REQUIRED: This course is designed to prepare postdoctoral scholars and advanced graduate students with basic tools and information about biomedical laboratory safety and the FDA’s Good Laboratory Practices (GLP) regulations, codified under Title 21 Part 58 of the Code of Federal Regulations. After completing the course, participants will be prepared to:

- Develop safe lab processes and procedures, including emergency procedures.
- Develop inventory tracking and storage procedures for hazardous chemicals.
- Identify regulatory agencies and their policies regarding lab safety.
- Identify potential hazards in the lab and develop procedures for correcting them.
- Identify the scope and applicability of the GLP regulations as applied to preclinical studies and product development.
- Apply the GLP regulations to efficacy studies in accordance with the FDA’s Animal Rule and subsequent Guidance for Industry of Animal Models.
- Understand the differences between a basic research laboratory and a regulated study.
- Understand the differences between protocols and standard operating procedures.
- Utilize the GLP regulations to establish quality systems within a research laboratory.

Dates/Times: GLS: Online at https://training.utmb.edu/Login.aspx (The training link will be supplied by the EHS office after registering for the course);
GLP: Classroom Sessions TBA (two sessions required).
Location: GLP: 4.302/4.304 Rebecca Sealy Hospital

Title: Research Projects Management 101 (Research Projects 101)
Course No.: CTPS 6109
MyStar Course No.: 1186
Course Director: Reistetter
Credit Hours: 1
Description:
CLASSROOM PARTICIPATION REQUIRED: This course is designed to provide training in the management of sponsored research projects. After completing the course, participants should be prepared to:
• Discuss the laws and regulations related to research finances.
• Discuss the life cycle of a successful grant application.
• Prepare the components of a grant proposal.
• Report effort expended on a research grant.
• Manage financial aspects of a grant.
• Discuss cost principles related to grant management.
• Close out a grant.
Class size limited to 10.
Dates/Times: TBA
Location: 4.302/4.304 Rebecca Sealy East

Title: Effective Presentation Skills (Presentation Skills)
Course No.: CTPS 6111
MyStar Course No.: 1387
Course Director: Morey
Credit Hours: 1
Description:
CLASSROOM ATTENDANCE REQUIRED: This course is designed to prepare postdoctoral scholars and advanced graduate students with basic tools to design and deliver effective presentations using sound principles of public speaking. It will also help them learn to control nervousness when speaking before a group.
Class size limited to 8.
Dates/Times: 6 consecutive Wednesdays, 4 – 6:30 pm Jan 7, 14, 21, Feb 4, 11, and 18. Must attend the first two sessions to receive credit.
Location: 3.320 Levin Hall

Title: Biosafety Level 2 (BSL2 Certificate)
Course No.: CTPS 6112
MyStar Course No.: 1187
Course Director: Brocard
Credit Hours: 1
Description:
CLASSROOM ATTENDANCE REQUIRED: This course will offer students an in-depth understanding of biosafety principles, practices and techniques that are necessary to successfully conduct research in a BSL2 laboratory. Topics will include risk assessment, personal protective equipment (PPE), proper use and selection of biological safety cabinets (BSCs) & chemical fume hoods, aerosol producing procedures, biological and chemical exposures, transport of biological materials, disinfection, waste handling, and emergency laboratory procedures. Emphasis will be on development of competencies in fundamental laboratory techniques and using risk assessment to work safely and aseptically in the laboratory.
Dates/Times: Choose ONE classroom session - required; Jan 7, Feb 4, Mar 4 or Apr 1; hands on training will be scheduled separately.
Location: EHS, Material Management Building 2.104

Title: Navigating the IRB & Investigator Responsibilities
Course No.: CTPS 6113
MyStar Course No.: 1209
Course Director: Sponsored Programs
Credit Hours: 1
Description:
CLASSROOM PARTICIPATION REQUIRED: This course is designed for those with responsibilities in human subjects research. The course prepares researchers to: Identify the purpose, history and structure of the Institutional Review Board (IRB); Develop a framework for research with humans and human tissues, as well as vulnerable populations; Develop a protocol for submission to and review by the IRB; Report adverse events related to human research; Develop forms for obtaining informed consent from potential research subjects; and Develop acceptable methods for obtaining informed consent.
Dates/Times: TBA
Location: 4.302/4.304 Rebecca Sealy East

Title: Animal Biosafety Level 2 (ABSL2 Certificate)
Course No.: CTPS 6114
MyStar Course No.: 1188
Course Director: Brocard
Credit Hours: 1
Description:
CLASSROOM ATTENDANCE REQUIRED: This course provides an in-depth understanding of biosafety principles, practices and techniques necessary to successfully conduct research in an ABSL2 laboratory. Topics include Animal Biosafety Levels, Personal Protective Equipment (PPE), Proper Use and selection of Biological Safety Cabinets (BSCs), Aerosol Producing Procedures, Biological Exposures, Transport of Animals and Biological Materials, Disinfection, Waste handling, and Emergency laboratory procedures. Emphasis is on development of competencies in fundamental laboratory techniques and using risk assessment to work safely and aseptically in the laboratory.
Dates/Times: Choose ONE classroom session: Jan 12, Feb 9, Mar 9 or April 6, 2015, 1-5 pm; hands on training will be scheduled separately.
Location: EHS, Material Management Building 2.104

Title: Translational Research Management 3: Conflict Resolution and Negotiations
Course No.: CTPS 6117
MyStar Course No.: 1388
Course Director: Wooten
Credit Hours: 1
Description:
WEB-BASED PARTICIPATION REQUIRED: This course is designed to prepare postdocs and advanced graduate students with the basic tools to develop their management skills for leading translational research projects. With completion of this course the participant will be able to: diagnose personal conflict management skills and negotiations strengths and weaknesses; understand the needed behavioral skills associated with resolving conflict, building trust, and negotiating successfully; understand and apply various types of individual, dyadic, and multiple party forms of negotiation,
Dates/Times: Jan 7 – April 24, 2014 - weekly, using Blackboard. Training link will be supplied at the start of the term.
Location: Online

Title: Animal Biosafety Level 3 (ABSL3 Certificate)
Course No.: CTPS 6118
Title: Teaching Practicum – Laboratory  (Lab Teaching Practicum)
Course No.: CTPS 6119
MyStar Course No.: 1190
Course Director: Aronson
Credit Hours: 1
Description:
CLASSROOM ATTENDANCE REQUIRED: This course is designed to prepare postdoctoral scholars to help teach basic pathology and laboratory medicine to medical students and to help them learn to identify what the results are showing them, as part of the problem based learning (PBL) courses within the UTMB School of Medicine, and under the guidance of a faculty co-facilitator. The postdoctoral co-facilitator will spend two hours per day for two days each week in the lab, plus faculty planning sessions, for 10 consecutive weeks. As a result, permission of the postdoctoral scholar’s mentor is required. Contact Dr. Judith Aronson, jaronson@utmb.edu, for scheduling as soon as you register.

After completing the course, participants should be prepared to develop a laboratory demonstration style that encourages the medical students to assimilate knowledge using real and virtual medical materials; answer medical students' questions appropriate to what they are supposed to learn and will use as physicians; and develop a method for evaluating students' knowledge and preparation. Postdoctoral scholars also must attend faculty facilitating meetings to learn the focus of the material to be covered in the laboratory sessions.

Before co-facilitating a laboratory session, each postdoctoral scholar must attend facilitating workshops provided by the Department of Pathology at a time and place to be determined. This instruction will take place before the laboratory sessions begin. Please contact Dr. Judith Aronson, jaronson@utmb.edu, to reserve your place in the workshops.

Dates/Times: Facilitation workshop – TBD – see info above. Co-facilitating Dermatology/Hematology/ Musculoskeletal (DHM) lab sessions, 2 hours Tuesday and Thursday afternoons, Feb 24 - Apr 7, 2015.
Location: As assigned

Title: Teaching Practicum – GSBS Small Group Facilitation  (GS Facilitation Practicum)
Course No.: CTPS 6120
MyStar Course No.: 1191
Course Director: Barral
Credit Hours: 1
Description:
CLASSROOM ATTENDANCE REQUIRED: This course is designed to prepare postdoctoral scholars to facilitate discussions in the small group sessions of courses within the UTMB Graduate School. Facilitation topics may include problem sets, paper discussions, and review of course topics. The postdoctoral facilitator will spend two hours per day for 1-2 days per week in the classroom, plus faculty planning sessions, for 15 class meetings. As a result, permission of the postdoctoral scholar’s mentor is required. Contact Dr. Jose Barral jimbarral@utmb.edu, for permission to register.
After completing the course, participants should be prepared to develop a facilitating style that encourages discussion among the graduate students that will help them achieve the desired result; develop a method for evaluating the students' knowledge and preparation; and demonstrate the ability to encourage participation by everyone in the group.

Dates/Times: Jan. 7 - April 24, 2015, 2 hours 1-2 days per week, as assigned.
Location: As assigned

Title: Presentation Practicum
Course No.: CTPS 6122
MyStar Course No.: 1192
Course Director: Barral
Credit Hours: 1
Description:
ONE CLASSROOM PRESENTATION REQUIRED: Effective presentation of one's research is critical to advancement in the scientific community. This course is designed to provide postdoctoral scientists and senior graduate students with experience in presenting a seminar and learning to perform critical reflection as a routine part of the evaluation process, in order to instill a more scholarly approach to this most important part of the scientific process. Participants will spend time with their mentors preparing their presentations (selecting salient research findings, appropriate figures, etc.); set dates with appropriate programs; give the presentations; review audience evaluations, and prepare their own reflective materials, mostly in the form of “minute-paper” self-evaluations. All these materials will be utilized for grading purposes.

Dates/Times: As determined by the scholar and available seminar schedule.
Location: As determined by department/program seminar schedule

Title: Interpersonal Communications and Leadership
Course No.: CTPS 6123
MyStar Course No.: 1193
Course Director: Reistetter; Instructor: Tammie Taylor
Credit Hours: 1
Description:
CLASSROOM ATTENDANCE REQUIRED: This course is designed to enhance postdocs' interpersonal communications skills, using the Myers-Briggs Type Indicator® (MBTI) to ascertain personality type expression preferences. After an initial introductory session, participants will complete the online MBTI Assessment. The instructor will receive the results and schedule one-on-one meetings to review with each participant. Returning to the classroom setting, participants will learn more about their preferred type expression and type dynamics, including ways to improve interpersonal communications, manage change, manage conflict and network more effectively. Class size limited to 10.

Dates/Times: Thursdays, Feb 5, Feb 26, Mar 5, Mar 12, Mar 19 – 3:30 – 5 pm
Location: GSBS Conference Room, Levin Hall 4th floor
Title: Translational Research Management 4: Personal Influence and Communications  
Course No.: CTPS 6124  
MyStar Course No.: 1389  
Course Director: Wooten  
Credit Hours: 1  
Description:  
WEB-BASED PARTICIPATION REQUIRED: This course is designed to be a 100% virtual post-doctoral class. Through use of directed readings, diagnostic instruments, case studies, and personal application exercises and plans, the overall purpose is to provide students with the behavioral skills and the understanding of how to more effectively relate to their peers, managers, employees, and research-related constituents. A particular focus for this course will involve how to influence without formal authority and how to reduce resistance to change.  
Dates/Times: Jan 7 – Apr 24, 2015 - weekly, using Blackboard. Training link will be supplied at the start of the term.  
Location: Online

Title: Undergraduate Teaching – Observation (Teaching Observation)  
Course No.: CTPS 6125  
MyStar Course No.: 1194  
Course Director: Barral; at Galveston College, Salazar  
Credit Hours: 1  
Description:  
This is the first of two courses in a module designed to prepare postdoctoral scholars to teach science subjects in the undergraduate college setting, under the guidance of a faculty mentor at a local undergraduate college or school, observe and discern different teaching methodologies and develop a teaching philosophy. In this phase (teaching observation) CTPS 6125, the postdoc instructor completes 12 hours of classroom observation and at least an equal amount of time discussing the experience with the on-site course director and faculty members observed, and then writing a critique of each observation experience. This course is required before the second phase (teaching experience), CTPS6126, in which the postdoc instructor completes 24 hours of training, which includes meeting with the on-site course director and the faculty for the course in which the teaching will take place, classroom preparation, teaching a segment of a scientific course, providing a laboratory teaching activity, possibly in the postdoc’s own lab, and writing a critical self-evaluation.  
Dates/Times: Jan 7-April 24 (Galveston College semester is Jan. 20 - May 13)  
Location: Galveston Community College

Title: Undergraduate Teaching – Experience (Teaching Experience)  
Course No.: CTPS 6126  
MyStar Course No.: 1195  
Course Director: Barral; at Galveston College, Salazar  
Credit Hours: 1  
Description:  
This is the second of two courses in a module designed to prepare postdoctoral scholars to teach science subjects in the undergraduate college setting, under the guidance of a faculty mentor at a local undergraduate college or school, observe and discern different teaching methodologies and develop a teaching philosophy. Undergraduate Teaching – Observation, CTPS 6125, is required before this course, Undergraduate Teaching – Experience, CTPS6126. In this phase, the postdoc instructor completes 24 hours of training, which includes meeting with the on-site course director and the faculty for the course in which the teaching will take place, classroom preparation, teaching a segment of a scientific course, providing a laboratory teaching activity, possibly in the postdoc’s own lab, and writing a critical self-evaluation.
Dates/Times:  Jan. 7 – April 24, 2015 (Galveston College semester is Jan. 20 - May 13)
Location:   Galveston Community College

Title:  Improving Research with Core Support (Core Facilities)
Course No.:  CTPS 6127
MyStar Course No.:  1196
Course Director:  Finnerty
Credit Hours:  1
Description:
In this course, students will be introduced to the Core Facilities at UTMB in order to expand their research projects. They will attend an introductory session in which the course instructor will describe the Core Facilities available at UTMB. Over the following several weeks, students will meet with the directors of at least six separate facilities. During these meetings, students are expected to determine the breadth of services offered and associated costs. Students will then prepare a presentation on the core facilities that they explored. The presentation will include a brief proposal incorporating the services of two cores into their research.

Dates/Times:  To be determined
Location:   To be determined

Title:  Comprehensive Grant Writing
Course No.:  CTPS 6130
MyStar Course No.:  1207
Course Director:  Green, Reistetter
Credit Hours:  1
CLASSROOM ATTENDANCE REQUIRED. Description:  This course is designed to advance the knowledge that graduate students receive in basic grant-writing courses their programs may offer. At the same time, it will teach postdocs and graduate students who have not learned the basic skills, what they need to know in order to write a viable research fellowship or grant award application. The course will include topics on finding funding, grantsmanship, working with sponsored programs, writing specific aims and research strategy sections, and addressing abstract, subjects protection, etc. A session on NRSA and other types of fellowships also will be provided. At the end of the course, participants should have completed key sections of their applications, ready for submission.

Dates/Times:  Tuesdays, Feb 11 – Apr 8, 2015, 3 – 4:30 pm
Location:   Levin Hall 3.320

Title:  Teaching Practicum - Small Group Facilitation  (Facilitation Practicum)
Course No.:  CTPS 6201
MyStar Course No.:  1197
Course Director:  Asimakis, Barral
Credit Hours:  2
Description:
CLASSROOM ATTENDANCE REQUIRED: This course is designed to prepare postdoctoral scholars to co-facilitate discussions in the small group problem based learning (PBL) courses within the UTMB School of Medicine, under the guidance of a faculty facilitator. The postdoctoral co-facilitator will spend two hours per day for three days each week in the classroom, plus faculty planning sessions, for 10 consecutive weeks. As a result, permission of the postdoctoral scholar’s mentor is required. Contact Dr. Greg Asimakis, gasimaki@utmb.edu, for scheduling as soon as you register.
After completing the course, participants should be prepared to develop a facilitating style that encourages discussion among the medical students that will help them achieve the desired result; develop a method for evaluating the students' knowledge and preparation; and demonstrate the ability to encourage participation by everyone in the group.

Before co-facilitating a small group session, each postdoctoral scholar must attend two facilitating workshops provided by the Office of Educational Development: Introduction to Problem Based Learning (PBL) (Feb 12, 1:00–5:00pm) and Small Group Facilitation Skills (Feb 19, 1:00–5:00pm). This instruction will take place before the PBL classes begin. Please contact Dr. Oma Morey (ommorey@utmb.edu) to reserve your place in the workshops. Postdoc co-facilitators in this course also must attend faculty facilitating meetings to learn the focus of the material to be covered in the small group sessions. They will prepare to facilitate the discussion as necessary.

**Dates/Times:** Facilitation workshops, Feb 12 and Feb 19, 1:00-5:00pm;
Co-facilitating Dermatology/Hematology/Musculoskeletal laboratory sessions, 2 hours three days per week, as assigned. (Co-facilitators need not be content experts.)

**Location:** As assigned

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**Title: Biosafety Level 3 (BSL3 Certificate)**

**Course No.:** CTPS 6203  
**MyStar Course No.:** 1198  
**Course Director:** Brocard  
**Credit Hours:** 2  
**Description:**  
**PREREQUISITE:** Must be preparing to conduct BSL3 research.  
**CLASSROOM ATTENDANCE REQUIRED:** This course will offer students an in-depth understanding of biosafety principles, practices and techniques necessary to successfully conduct research in a BSL3 laboratory. Topics will include risk assessment, personal protective equipment (PPE), proper use and selection of biological safety cabinets (BSCs) & chemical fume hoods, aerosol producing procedures, biological and chemical exposures, transport of biological materials, disinfection, waste handling, and emergency laboratory procedures. Emphasis will be on development of competencies in fundamental laboratory techniques and using risk assessment to work safely and aseptically in the laboratory. The principle objective of this course is to perfect participants’ practices and techniques for BSL3 laboratory work. At the completion of this course, students will be able to evaluate laboratory standard operating procedures by risk assessment, demonstrate mastery of appropriate associated safety techniques, and employ, with proficiency, aseptic techniques and safe use of PPE and BSCs.

**Dates/Times:** The BSL3 classes are given in two half-day sessions; first day is 1:30 – 5:00pm and the second day is 8:30am – 12:30pm. Any of the following pairs of dates:  
**DATES.** Jan 20-21, Feb 17-18, Mar 16-17, Apr 13-14  
Hands on training will be scheduled separately.

**Location:** Materials Management Warehouse (Building 28)

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**Title: Advanced Business Management**

**Course No.:** CTPS 6302  
**MyStar Course No.:** 1390  
**Course Director:** Wooten, Niesel  
**Credit Hours:** 3  
**Description:**  
This course is designed to prepare postdocs and advanced graduate students for leadership positions in science and business. Students will be introduced to managerial economics, marketing management, leadership, conflict resolution, organizational behavior, HR management, business statistics, financial and managerial
accounting, financial management, grant management and strategic management. These skills are needed in managing a laboratory, in administrative duties, and provide entry level skills for a career in the private sector.

Dates/Times: Thursday evenings, 5:15 – 8:15 pm -- STARTING DATE TBD

Location: Levin Hall 3.324
Additional Courses offered within other Programs – these courses carry credit within the Postdoctoral Certificate Program.

**BMB 6206** MyStar #1117 – Bioinformatics on the World Wide Web

**BMB 6216** MyStar #1109 – Practical Algorithms for Bioinformatics and Systems

**PHS 6251** MyStar #1153 – Burn Nutrition and Metabolism

**PHS 6135** MyStar #1149 – Translational Research: Tools & Techniques