

# Math 8801- BUR special Topics Syllabus

*Job Search Skills, 1 Credit*

Fall 2026

## Instructor Information

---

**Instructor: Dr. Morag Harrell**

**Email: [burke@math.gatech.edu](mailto:burke@math.gatech.edu)**

## General Course Information

---

### Description

The aim of this course is to provide support to senior graduate students and postdocs throughout their job search process. Students may be targeting jobs in academia, in industry, or both. In this course, students will learn about the basic skills of the job search and the resources that they should leverage throughout their job search. By the end of the course, students will create the documents needed for job applications and will practice interview skills.

This course is run as a seminar course, with some class meetings and some individual meetings. This course is tailored to the needs of the individual students who register for the course.

### Course Learning Outcomes

- Self-Analysis of learning needs
- Goal-setting
- Written documents:
  - CV/Resume
  - Teaching Philosophy
  - Research Statement
  - Cover Letter
  - Diversity Statement (if needed)
- Interview with Advisor
- Interview an Alumnus from the School of Math

## Required Course Materials

There is no textbook for this course. All materials needed for this course will be provided by the instructor.

**Class Materials:** In addition to the materials provided by the instructor, students' own materials will also be used for instruction, for example, student-generated documents such as: CV/Resume, Teaching Statement, Research Statement, Cover Letter, Diversity Statement.

## Grading Policy:

This is a pass/fail course graded on a Satisfactory/Unsatisfactory basis. To pass this course and receive credit, you must attend all the classes and any required individual meetings. If a student has an urgent reason why they cannot attend a class, please contact the instructor by email to discuss how the class content will be made up.

You must complete **ALL** the assignments to an acceptable level in order to receive a passing grade of "Satisfactory".

Each Assignment is worth a total of 2 points:

2 = Assignment is submitted on time and is complete.

1 = Assignment is late and/or incomplete.

0 = Assignment was not submitted.

## Assignments:

The following assignments will be completed during this course:

- Self-Analysis of learning needs
- Goal-setting & establishing timelines
- Written documents:
  - CV/Resume
  - Teaching Philosophy
  - Research Statement
  - Cover Letter
  - Diversity Statement (optional)
- Interview with Advisor
- Interview an Alumnus from the School of Math

## Description of Graded Components

Written Assignments:

- Students will complete 2 drafts of all written assignments
- AI may NOT be used to generate your written documents.

- Draft 1: The initial draft using the guidelines discussed in class, and the assignment guidelines in the Canvas assignment page.
- Draft 2: The second draft will incorporate all of the instructor's feedback on draft 1. If Draft 2 is submitted without these edits, the instructor will return it to the student.
- Interview Assignments: Follow the guidelines discussed in class in class and stipulated in the Canvas assignment page.

Note: Other work products from class may be used for informal assessment.

## Course Policies

---

### Attendance

To pass this course and receive credit, you must attend all the classes and any required individual meetings. You must complete **ALL** the class work to an acceptable level.

### Participation

Class meetings will be very interactive. In order to make the course effective for all students, it is important for everyone to come to class on time, prepared, and willing to fully participate in the class discussions and activities.

### Academic Integrity

Georgia Tech aims to cultivate a community based on trust, academic integrity, and honor. Students are expected to act according to the highest ethical standards. Review [Georgia Tech's Honor Code](#) and the student [Code of Conduct](#).

Any student suspected of cheating or plagiarism on a quiz, exam, or assignment will be reported to the Office of Student Integrity, who will investigate the incident and identify the appropriate penalty for violations.

### Core IMPACTS

Not applicable to this course.

### Accommodations for Students with Disabilities

If you are a student with learning needs that require special accommodation, [contact the Office of Disability Services](#) (404-894-2563) as soon as possible to make an appointment to discuss your special needs and to obtain an accommodations letter. Please also e-mail me as soon as possible in order to set up a time to discuss your learning needs.

## **Student-Faculty Expectations Agreement**

At Georgia Tech, we believe that it is important to strive for an atmosphere of mutual respect, acknowledgement, and responsibility between faculty members and the student body. [The Student-Faculty Expectations](#) articulate some basic expectations that you can have of me and that I have of you. In the end, simple respect for knowledge, hard work, and cordial interactions will help build the environment we seek. Therefore, I encourage you to remain committed to the ideals of Georgia Tech while in this class.