

**SUZANNE HICKS**  
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## EDUCATION

<b>Master of Science in Professional Science-Biotechnology</b>	May 2014
<b>Bachelor of Science in Biology</b>	December 2009
<b>Bachelor of Science in Psychology</b>	December 2009

Middle Tennessee State University, Murfreesboro, Tennessee

## EXPERIENCE

**Graduate Coordinator, Master of Science in Professional Science** June 2019-Present  
**Middle Tennessee State University, Murfreesboro, Tennessee**

- Organizes and facilitates available MSPS internships which includes responding to questions regarding internship from MSPS students
- Communicates with internship professor regarding registration; and collecting, interpreting, and presenting assessment data regarding interns
- Coordinate with current industry partners to ensure that current internships are successful
- Maintaining industry partner relationships as well as securing new relationships to grow the number of available internships
- Participates in the recruitment of new students into the MSPS program that includes: attending recruitment fairs at universities, community colleges, and other related venues to increase awareness of the MSPS program to prospective students
- Responsible for creating and maintaining files related to the MSPS program. These include: internship application documents, intern portfolios, IE assessment data, Advisory Board partners information, and related database information.

**Adjunct Instructor** August 2015-Present  
Middle Tennessee State University, Murfreesboro, Tennessee

- Instructs biology laboratory classes
- Designs lab presentations for each lab
- Responsible for student grade reporting using Desire 2 Learn

**Academic Advisor**

September 2014-June 2019

Middle Tennessee State University, Murfreesboro, Tennessee

- Serves as advisor for first-time freshman and transfer students.
- Provides educational guidance and assistance for students by helping in planning schedules, recommending courses and determining appropriate education solutions for different types of students
- Using DegreeWorks, helps student develop an academic plan to reach their educational goals.
- Using Navigate (formerly Student Success Collaborative software), utilizes predictive data to form advising campaigns to help at-risk students either be more successful in their current major or guide them to a major that may be more appropriate.
- Responsible for the retention of the students assigned and has regular contact with the students to ensure they are aware of available interventions that can help them succeed
- Responsible for meeting with and guiding students who are on academic probation to ensure their academic success
- Using a holistic approach, coaches pre-professional students wanting to go to medical, dental, pharmacy, physician assistant, physical therapy, occupational therapy, and optometry schools.
- Helps students determine if their goals are truly realistic and attainable.
- Using Course Program of Study, verifies that classes are needed for degree requirements and will be counted as cost of attendance for their federal financial aid.
- Designed and taught academic workshops to help students who are pursuing a science major
  - Finishing the Semester Strong
  - How to Study Science
  - Study Skills and Time Management

**Internship**

January 2014-May 2014

GenHunter, Nashville, Tennessee

- General lab work
- DNA sequencing and analysis
- Cloned various sized fragments into positive-selection vector
- Vector product development
- Marketing

**Graduate Teaching Assistant (GTA)**

August 2011-May 2014

Middle Tennessee State University, Murfreesboro, Tennessee

- Lead GTA Fall 2013
- Instructed biology laboratory classes
- Designed lab presentations for each lab
- Responsible for student grade reporting
- Integrated the use of novel teaching technology to assess student learning

## HONORS AND AWARDS

Advisor mastery Program, 2017-2018 and 2018-2019

S-STEM Scholarship, Spring 2010, Fall 2010, and Spring 2011

Academic Service Scholarship, Fall 2008, Spring 2009, and Fall 2009

Undergraduate Research, Scholarship and Creative Activity (URSCA), Summer 2008 and 2009

10<sup>th</sup> Annual Middle Tennessee State University McNair Symposium, Third place in Competitive Poster Presentation, Middle Tennessee State University, July 2009.

Tennessee Academy of Science Annual Meeting, Third Place in Competitive Poster Presentation, November 2008.

## RESEARCH AND PRESENTATIONS

Go to Meeting Presentation, Suzanne Hicks, College of Basic and Applied Sciences, Middle Tennessee State University. Murky Middle; Downward Trending GPA. Education Advisory Board/Student Success Collaborative Specialist Group, April 2015

Poster Presentation, J. Brian Robertson, Kim Cleary Sadler, Suzanne Hicks, Biology Department, Middle Tennessee State University. Learning to click: Student opinions of learning with response device technology in college biology courses. Scholars Week, Middle Tennessee State University, April 2013

Oral Presentation, Suzanne S. Hicks and Rebecca L. Seipelt, Biology Department, Middle Tennessee State University. Characterization of brain specific isoforms of bi-polar genes and proteins

- Beijing Normal University, Beijing, China August 2009
- Northwest Normal University, Lanzhou, China, August 2009

Oral and Poster Presentation, Suzanne S. Hicks and Rebecca L. Seipelt, Biology Department, Middle Tennessee State University, Characterization of brain specific isoforms of bi-polar genes and proteins. 10<sup>th</sup> Annual Middle Tennessee State University McNair Symposium, Middle Tennessee State University, July 2009

Poster Presentation, Suzanne S. Hicks and Rebecca L. Seipelt, Biology Department, Middle Tennessee State University. Characterization of brain specific Isoforms of bi-polar genes and proteins

- Scholar's Week, Middle Tennessee State University. March 2009.
- 15<sup>th</sup> Annual SAEOPP McNair Scholars Research Conference, Atlanta, Georgia, June 2009

Oral Presentation and Poster Presentation, Suzanne S. Hicks and Rebecca L. Seipelt, Biology and Psychology Departments, Middle Tennessee State University. mRNA alternative splicing is prevalent in genes and regions of the brain implicated in bipolar disorder. 9th Annual McNair Research Symposium, Middle Tennessee State University, July 2008.

Poster Presentation, Suzanne S. Hicks and Rebecca L. Seipelt, Biology and Psychology Departments, Middle Tennessee State University. mRNA alternative splicing is prevalent in genes and regions of the brain implicated in bipolar disorder.

- Annual Tennessee Academy of Science Meeting, Nashville, Tennessee. November 2008.
- The Molecular Basis of Schizophrenia and Bipolar Disorder symposium, Keystone, Colorado, March 2009.

Compilation of Resource Book with Dr. Gloria Hamilton, Psychology Department, Middle Tennessee State University, for reference section of Walker Library, Middle Tennessee State University. Introduction to Genetic Counseling. December 2007.

## **PUBLICATIONS**

Hicks SS, Seipelt RL. 2010. Characterization of brain specific isoforms of bi-polar genes and proteins. McNair Research Review. 8 (Summer): 75-92.

Hicks SS, Seipelt RL, Hamilton GL. 2009. Alternative mRNA splicing is prevalent in genes and regions of the brain implicated in bipolar disorder. McNair Research Review. 8 (Summer): 117-126.