BILD 80 Job and Internship Preparation: Applying to Jobs and Internships in Biological Sciences
Fall 2022 Syllabus

Staff facilitator: Melissa Hoon, mhoon@ucsd.edu
Instructor of record: Dr. Joe Pogliano
Class time: Tuesdays 9-9:50 a.m.
Location: Horizon Room, Career Center

Grading system: P/NP or letter grade
Course units: 1 unit
Office hours: By appointment
Modality: In person

Course Description

This course is designed for undergraduate students who are pursuing a career in the life sciences industry or healthcare, and are seeking immediate or summer jobs or internships. Topics that will be covered include the job and internship recruitment cycle, where to find jobs and internships to apply to, how to apply, and how to build a competitive application. Students will develop key skills to create a resume, cover letter and LinkedIn, and to build a professional network.

Key Resources

1. School of Biological Sciences Co-Op Program website where Co-Op positions are posted. The duration of these positions is generally 6-12 months.
2. UC San Diego Career Center for professional development events and programs, and career coaching (schedule an appointment through Handshake).
3. Handshake for job and internship postings, and professional development events and programs.
4. LinkedIn for job and internship postings, networking, and professional development events.
5. UC San Diego virtual background to use for remote class, academic and professional Zoom meetings, and general remote professional occasions.
6. You can take the StrengthsFinder assessment at Gallup.com (optional). Use your ucsd.edu email address for a discount (total cost is approximately $11).

Requirements

1. Speak at least once in each class, as participation is a major part of your grade.
2. Look up guest speakers on LinkedIn and do an online search of their companies prior to the class they are speaking in. Ask each guest speaker at least one question.
3. Wear business professional attire for your informational interview and mock interview.
4. For anything on Zoom in this class, use a virtual background (download one here) or have a clean, organized, non-distracting real background.

Recommendations

1. If class meets remotely, have your camera on during class to engage with students, guest speakers and the instructor. This is a way to make a strong first impression with industry guest speakers.
2. Wear business professional attire during class to "dress for success" to make a strong and positive first impression with guest speakers.
3. Write each guest speaker a thank you note via LinkedIn or email (you'll receive extra credit).

Course Outline and Assignments

__All__ assignments, unless noted otherwise, are **due at 11:59 p.m. the first Sunday** after they are assigned.

All classes are held in the Horizon Room, Career Center except for Week 9, which will be held via Zoom (https://ucsd.zoom.us/j/97486161687) due to the Career Center building being closed.

Class	Discussion Topic	Assignment	Points	Due
Week 1 9/27/22	Syllabus review and group activity (half of class presents)	Career reflection and survey Register for Career Fair to receive extra credit during Week 2	20	10/2/22
Week 2 10/4/22	How to build a resume and group activity (second half of class presents)	Resume (first draft) Extra credit: Attend Career Fair and submit written reflection	20 +10	10/9/22
Week 3 10/11/22	How to write a cover letter	Cover letter (first draft)	20	10/16/22
Week 4 10/18/22	Career Center and Health Beat resources, and how to use Handshake with guest speakers Jade Pearson and Mike Zucker	Extra credit: Thank you notes to guest speakers (5 points each)	+10	11/6/22
Week 5 10/25/22	How to create and use a LinkedIn account	Create LinkedIn account, and resume and cover letter (second drafts)	40	10/30/22
Week 6 11/1/22	How to write a cold email How to build your network and conduct an informational interview	Cold email, informational interview outreach, sign up for mock interview, select partner for practice mock interview	20	11/6/22
Week 7 11/8/22	How to give an elevator pitch, in-class practice elevator pitches, and general interview tips	Written elevator pitch	20	11/13/22
Week 8 11/15/22	Behavioral Interviewing, Part 1: What types of questions and how to answer with examples with	Written answers to behavioral interview questions and questions to ask the interviewer, and	40	11/20/22

	guest speaker [Dr. Sabrina Maisel](#)	informational interview reflection		
		Extra credit: Thank you notes to guest speaker	+5	
Week 9 11/22/22 **Class meets by Zoom** (class will not be in person; do not go to the Career Center): https://ucsd.zoom.us/j/97486161687	Behavioral Interviewing, Part 2: How to prepare and how to connect with your interviewer with guest speaker [Lalitta Ghandikota](#)	Practice mock interview and written reflection Extra credit: Thank you notes to guest speaker	20 +5	11/27/22
Week 10 11/29/22 **NO CLASS**	We will not meet as a class this week. In place of class, final mock interviews will be held throughout the week (Nov. 29-Dec. 2).	Final mock interview and final mock interview reflection. Your mock interview and mock interview reflection are half of your final. Attendance/participation points will be given for attending your final mock interview.	50	12/4/22
FINALS WEEK Thursday, 12/8/22 8:00-11:00 a.m.	In-class elevator pitch with and audience of leaders in the life sciences industry 8:00-9:30: Elevator pitches 9:30-11:00: Open networking with leaders in the life sciences industry	In-class elevator pitch and survey	50	12/8/22
PARTICIPATION	Engage in class discussions, and ask guest speakers thoughtful questions		100	
EXTRA CREDIT	Write thank you messages via LinkedIn or email to guest speakers (5 points per message/guest speaker)		N/A	Due dates above
TOTAL			**400**	

Grading

Final grades will be determined using the scale below. You can select a letter grade or P/NP via Webreg.

A = 93-100%	C = 73-77%	>210 points = Passing (P) Grade
A- = 90-93%	C- = 70-73%	<210 points = No Pass (NP) Grade
B+ = 87-90%	D+ = 67-70%	
B = 83-87%	D = 63-67%	
B- = 80-83%	D- = 60-63%	
C+ = 77-80%	F = <60%	

Late Assignments

If you know you must submit an assignment late, contact the instructor prior to the deadline stating your reason for a late submission and the instructor will determine if you are eligible to receive up to full credit. Otherwise, all late assignments automatically receive a maximum of half credit.

Accommodations for Students with Disabilities

If you have a documented disability and anticipate needing accommodations in this course, make arrangements to meet with the course facilitator as soon as possible. Request that the Office for Students with Disabilities (OSD) send you an Authorization for Accommodation (AFA) letter verifying your disability. You will receive the appropriate accommodations from the day that you provide the course facilitator with the AFA letter. Course accommodations cannot be applied retroactively (e.g., after an examination).

Academic Integrity

All work submitted in this course must be your own and produced exclusively for this course. It is your responsibility to know what constitutes academic misconduct at UC San Diego. UC San Diego's definition of academic misconduct can be found here. The official university policy on the Integrity of Scholarship can be found here.

Assignments

Week 1

Career reflection (10 points): What is your major and why did you choose it? What do you think you top qualities and skills are (personal and/or professional)? What type of job or internship are you interested in getting as your next job or internship? What job would you like to have or field would you like to go into after graduation and why are you interested in this? What are your ultimate, long-term career goals? It's okay if you're not sure yet (if that's the case, I suggest taking BILD 84R Career Exploration. It's a remote class offered every fall quarter).

Survey (5 points): Fill out this survey (https://forms.gle/S6PPXLiCJoTsSKXB6) and submit a screenshot of the confirmation page for the answer to this question once you have submitted the survey.

Career fair Registration (5 points): Register for one or more of the career fairs below and submit a screenshot of your confirmed registration. Registration links for all career fairs listed below can be found here: https://career.ucsd.edu/events/. You do not need to attend the career fair/s for the entire duration. Attending the career fair is optional but strongly recommended. Registering for at least one career fair is required for this class.
1. Science & Technology Virtual Career Fair - Oct. 6 at 10 a.m.-2 p.m.
2. All Majors Virtual Career Fair - Oct. 11 at 10 a.m.-2 p.m.

3. Graduate and Professional Schools Virtual Career Fair - Oct. 13 at 10 a.m.-2 p.m.

Week 2 _____

Resume first draft (20 points): Submit a pdf (one page only) of your resume according to the guidelines presented in class. You will be graded on format, grammar, spelling, punctuation, content including how bullet points are written and what you choose to include on your resume. You must write your resume according to the guidelines in the slides to receive credit for this assignment.

Career fair reflection (10 points extra credit): In order to receive points for this, you must also re-submit the screenshot of your career fair registration in the next question.

Describe your overall career fair experience. What career fair did you attend? What companies did you meet with? What did you learn from these companies? What was it like? Is it what you expected/did it meet your expectations? What jobs or internships do you plan to apply to, if any? Do you feel prepared to apply? If not, what do you need to do to feel prepared?

Week 3 _____

Cover letter first draft (20 points): Submit a pdf of your cover letter according to the guidelines discussed in class. You must look at a real job description in order to write your cover letter.

Week 4 _____

Extra credit: Thank you notes to Mike Zucker and Jade Pearson (5 points per thank you note): Submit a screenshot of a thank you note to the guest speakers. In your thank you note, be sure to cite at least one thing you learned from this person as well as what class they spoke in.

How to send your thank you note via LinkedIn and submit your screen shot for credit:

1. Create a LinkedIn account if you don't have one. It is highly encouraged that you have one, as LinkedIn is a great way to make real, lasting professional connections and learn about jobs and apply.
2. Go to the guest speaker's LinkedIn page:
   Mike Zucker: https://www.linkedin.com/in/mike-zucker-035048223/
   Jade Pearson: https://www.linkedin.com/in/jadelpearson/
3. Click "Connect."
4. Click "Add Note" and include your thank you message in the note.
5. Send the connection request.
6. To receive extra credit, submit a screenshot of your thank you note.
   To do this, go to My Network > Manage (you must approve or ignore pending invitations/connection requests in order to see "Manage") > Sent (in "Sent" you will see the connection requests you've sent along with notes you've sent to your potential connections - this is where you'll find your note to the guest speaker)

Week 5 _____

Second draft of resume and cover letter (20 points): Rewrite your resume and cover letter according to the comments you received on your first drafts.

LinkedIn (20 points): Create a LinkedIn account according to the guidelines we went over in class and that are in the Week 5 module's slides. Your LinkedIn URL must be on your cover letter AND resume in order to receive a grade for your LinkedIn.

Cold email (5 points):

Write a cold email based on the instructions and slides discussed in class. Look up a lab on campus and write the cold email as if you are writing to that PI and lab. You are not required to send the cold email for this assignment, but you are welcome to if you are in fact interested in working in that lab.

Informational interview outreach (5 points):

Send a note along with your connection request to at least 10 people you discover through LinkedIn who you are interested in doing your informational interview with and submit a screenshot of these 10 connection requests. To send this screen shot go to My Network > Manage (you must approve or deny all pending requests in order to see "Manage") > Sent. You need to complete your informational interview and submit the write-up by Nov. 20. You are welcome to interview more than one person and will receive 10 extra credit points for each extra person you interview and submit a write-up for.

PDF of job description (2.5 points):

Find the job description that you used when writing your resume and cover letter (if it is no longer available online, find one that is similar to it). Copy and paste it into a Word document and save that Word doc as a pdf and submit for this assignment. Make sure the name of the company, the job title and the full job description (e.g., skills, requirements, duties) are included in the document. This is what your practice mock interviewer (classmate partner) and final mock interviewer (industry leader) will pretend you are applying for when interviewing you. I will send it to your final mock interviewer on Nov. 7.

Final drafts of resume and cover letter (2.5 points):

These are the drafts I will send to your final mock interviewer. I suggest making edits to your second drafts to incorporate the latest feedback I gave you. It's up to you whether or not you make edits. On Nov. 7 I will make email introductions between you and your mock interviewer and will attach the final drafts of your resume and cover letter that you submit for this assignment.

- Only one interview and written reflection are required for this assignment.
- If more than one industry professional responds to you and confirms an interview with you, I highly encourage you to do these extra interviews. You will receive 10 points extra credit for every extra informational interview and written reflection you do. I will post this as an extra credit assignment.
- If you send a few informational interview outreach notes to people and someone confirms that they will do an interview with you before you send 10 outreach notes, in that case you do not need to reach out to more people and you can submit less than 10 outreach notes for your Week 6 assignment.

Select partner for practice mock interview (2.5 points):

Select your partner and sign up [here]. You must be signed into your UC San Diego email address to access the sign up sheet.

Sign up for mock interview (2.5 points):

Sign up for the time that you will do your mock interview [here]. You must do your mock interview at this time. You must be signed into your UC San Diego email address to access the sign up sheet.

Written elevator pitch (20 points): Write your elevator pitch according to instructions and slides discussed in class.

Questions to ask the interviewer (10 points): List 5 questions you will ask the interviewer based on what we discussed in class.

Written answers to behavioral interview questions (10 points): Answer the behavioral interview questions below in STAR format, according to instructions and slides discussed in class. Each answer needs to be approximately 190 words, as this is the word count for speaking for approximately 1.5 minutes. All your interview answers need to be approximately 1.5 minutes (1-2 minutes of speaking). These are also the questions you'll answer in your practice mock interview. Don't memorize them for your practice mock interview and final mock interview - you want to come off as natural (do not read your answers during your practice mock interview or final mock interview). Instead make bullet point notes of your answers and memorize the bullet points you want to talk about in your interview and speak naturally during the interview. In your final mock interview, your interviewer will ask you two of the questions below. The rest of the questions will be up to them and you will not know them ahead of time, just like a real interview.

Find a job or internship you are interested in applying to and craft your answers below as if you were actually applying to that job. Copy and paste the company, job title and job description into a Word doc and save as a pdf and submit for this assignment. Your practice mock interviewer and your final mock interviewer will interview you as if you are applying to that job.

1. What attracts you to this industry and why do you want this role?
2. Give two examples of how your previous experience has trained you for this role.
3. What are your top two strengths and how would they help the team?
4. What is an area of weakness for you or an area in which you have an opportunity to grow?
5. Tell me about a time when you faced a problem on a project. Who was involved and how did you handle it?
6. Tell me about results you achieved that you were proud of at school or at work. What made you proud and how did you contribute?

Informational interview reflection (20 points):

1. Who did you interview? Name, company, current job title, degree/s, major/s, LinkedIn URL
2. Why did you choose to interview this person?
3. What are three of the most important things you learned from this person?
4. Did this person give any advice? What piece of advice stood out to you the most and how do you plan to put this into action?
5. Did the informational interview impact the way you view your career? How so or why not?
6. Submit a screenshot of your thank you note to this person.

Practice mock interview: Meet up with your practice mock interview partner via Zoom or in person. You must have your camera on if you are meeting by Zoom. Each of you will take a turn being the interviewer and the interviewee. Ask each other 5 of the questions below. Do not tell each other which of the 5 questions you are going to ask each other ahead of time. Before the interview, share the pdf of the job or internship that you submitted for your Week 8 assignment. You will interview each other based on the job

description that your partner submitted during Week 8. Provide your partner with verbal feedback after you interview them, letting them know their strengths and how you think they can improve.

In each of your answers, speaking for about 1-2 minutes is best. Shorter answers don't give the interviewer enough information and longer answers distract the interviewer from what they really want to know.

1. Tell me about yourself.
2. What attracts you to this industry and why do you want this role?
3. Give two examples of how your previous experience has trained you for this role.
4. What are your top two strengths and how would they help the team?
5. What is an area of weakness for you or an area in which you have an opportunity to grow?
6. Tell me about a time when you faced a problem on a project. Who was involved and how did you handle it?
7. Tell me about results you achieved that you were proud of at school or at work. What made you proud and how did you contribute?

Written reflection (20 points):

Submit a write-up answering the questions below.

1. Who was your partner and what job did they pretend to interview for and what company?
2. What do you think they did really well on and what in areas do you think they can grow?
3. What job and what company did you pretend to interview for?
4. How do you think your interview went overall?
5. What do you think you did well on and how do you think you can improve?
6. What feedback did your partner give you when you were the interviewee?
7. Based on how this practice mock interview went, what is your plan to practice for your final mock interview and what will you work on specifically?

Week 10

View rubric on Canvas for breakdown of points.

Final mock interview (25 points): Arrive on time to your Zoom mock interview. Have your camera on and a virtual background or a clean, non-distracting real background. Wear business professional attire. After you complete your interview, your interviewer will provide you with feedback on your interview. Take notes while they are giving you feedback. You will be asked to write about your feedback in the mock interview reflection.

Final mock interview reflection (25 points): Answer the questions below in a write-up.

1. Summarize your mock interview. Overall, how do you think it went?
2. What feedback did your mock interviewer provide you with? What did you do well and how can you improve?
3. What did you do to prepare for your final mock interview? What was preparing like? Did you feel prepared? Did anything come up during the interview that you felt unprepared for?
4. How was this interview helpful and how will what you learned prepare you for a real interview? What feedback from this interview will you incorporate into a real interview?

Finals Week

View rubric on Canvas for breakdown of points. DO NOT READ YOUR ELEVATOR PITCH.

Elevator pitch (50 points): There is nothing to submit for this assignment. Give your elevator pitch in class. You will receive your grade in class. Leaders from the life sciences industry will be present during your interview. You will have the opportunity to meet each life sciences leader on the Career Center back patio for open networking after all students have presented their elevator pitch in the Horizon Room.

You will be graded on:

- Arrive to class on time
- Dress in business professional attire
- Content of your elevator pitch - must follow what you learned in class this quarter
- Verbal communication - speak slowly, clearly and loud enough for everyone to hear you; speak with confidence, energy and passion
- Nonverbal - make eye contact with the audience, smile, stand straight and relaxed, feel free to move and take steps so that you don't seem stiff but don't walk all over the place, use your hands for gestures when you are emphasizing something specific
- Participation/engagement - pay attention to your classmates' presentations; absolutely no screens (laptops, phones, etc.) during classmates' presentations (you will receive a 0 on your final if your phone is out at all during presentations)