BILD 80 Applying to Jobs and Internships
Fall 2023 Syllabus

Staff: Melissa Hoon (she/her), mhoon@ucsd.edu
Instructor of record: Dr. Joe Pogliano (he/him)
Communication: Please contact course staff by Canvas, not email
Class time: Tuesdays 9:00-9:50 a.m.

Location: Horizon Room, Career Center
Grading system: P/NP or letter grade
Course units: 1.0 unit
Office hours: By appointment
Modality: In person; attendance required

Course Description

This course is designed for undergraduate students who are pursuing a career in the life sciences or healthcare industries, and are seeking immediate or summer jobs or internships. Topics that will be covered are listed below. Please note that this course is one of several career development courses offered by School of Biological Sciences and the topics in this course are related only to applying to jobs and internships. Other career development topics are covered in BILD 84R Exploring Careers (offered in fall), BILD 81 Interview Skills (offered in winter), and BILD 83 Business Communications/Soft Skills (offered in spring).

Course Topics

- Behavioral interviewing
- Career plan and reflection
- Cold email
- Communicating with recruiters
- Cover letter
- Elevator pitch
- Hiring process
- How to follow up
- How to prepare for an interview
- How to prepare for career fairs
- Informational interview
- LinkedIn
- Mock interviewing
- Professional networking
- Resume/CV
- Salary negotiation
- STAR format
- Verbal and nonverbal communication in the workplace

Course Philosophy and Environment

We'll work together to create an equitable and inclusive environment of mutual respect where we all feel comfortable to ask questions, challenge our understanding, and share moments of confusion, reflection, and growth. All students should be able to succeed in this course. If you feel that this is not the case for you, please let me know.

Accommodations

If you need accommodations for this course due to a disability, please contact the Office for Students with Disabilities at osd@ucsd.edu for an Authorization for Accommodation letter. Please speak with me in the first week of class (or as soon as you join class) if you intend to apply for accommodations or have existing accommodations. For more information, visit disabilities.ucsd.edu.

Subject to Change Policy

Changes to this syllabus might be made during the quarter to enhance student learning. If changes are made, they will be reflected on the syllabus and Canvas.

Course Prerequisites

There are no prerequisites for this course.

Academic Integrity

This course is designed for your personal and professional growth. You won't benefit if others do your work in any way. 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. Please review UC San Diego's definition of academic misconduct and policy on the Integrity of Scholarship: academicintegrity.ucsd.edu. Use this link to report cheating if you become aware of it.

Letter of Recommendation Policy

I am open to writing letters of recommendation. Please email me at mhoon@ucsd.edu to make your request at least two weeks in advance and provide your resume, your qualities you'd like to be reflected in the letter, and a link to the program you're applying to or the job description. In order for me to write a letter of recommendation, I'll need to be able to write in depth about your academic, personal and professional qualities that I've observed. This means you must consistently demonstrate these qualities in class and outside of class.

Technology Policy

Students are not permitted to use websites other than Canvas, unless instructed otherwise, during class or use mobile phones in class, except for in the case of an emergency.

Campus Policies

- UC San Diego Principles of Community
- UC San Diego Policy on Integrity of Scholarship
- Religious Accommodation
- Nondiscrimination and Harassment
- Student Accountability, Growth and Education (SAGE) / Student conduct policies

Career Development Resources

1. UC San Diego 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. Research labs at UC San Diego School of Medicine and research labs at UC San Diego School of Biological Sciences
3. UC San Diego Career Center for professional development events and programs, and career coaching (schedule an appointment through Handshake).
4. Students can take a CliftonStrengths Assessment and use their UC San Diego email address for a discount (total cost is approximately $11; $20 or $60 without discount).
5. Handshake for job and internship postings, and professional development events and programs.
6. LinkedIn for job and internship postings, networking, and professional development events.

7. [UC San Diego School of Biological Sciences virtual background](#) to use for remote classes, academic and professional Zoom meetings, and general remote professional occasions.

Course Assessment

Your active participation, attendance and punctuality is crucial for your success in this course because it is designed to facilitate your personal growth and professional development, which cannot be achieved without you sharing your thoughts and asking questions in class. Your grade consists of your attendance, participation, weekly assignments and final mock interview with an industry professional.

A Typical Week In this Course

- Prior to attending class each week, review the guest speaker/s on LinkedIn and the topic and come prepared to class with questions to ask guest speakers. Please come up with new questions each week that are unique to the guest speaker and topic.
- You'll complete one assignment each week, which is typically an opportunity for you to apply what you learned in class that week, due Sunday by 11:59 p.m.
- This is the structure for classes:
    - **Roll call/attendance check.** Arrive to class on time. Depending on class size, the first five minutes of class might include a roll call. If you arrive to class after roll call, check in with me after class so you can get half credit for attendance that day.
    - **PowerPoint presentation** on weekly career development topic
    - **Q&A with guest speakers.** Please come to class prepared with questions for guest speakers.
    - **In-class activity** (occasional) to give you the chance to practice what you're learning in class, sometimes with feedback from guest speakers and classmates.

Late Assignment Policy

Late assignments, no matter how late, are eligible for no more than half credit. If a circumstance such as illness arises that prevents you from submitting an assignment on time, send me a message on Canvas with an explanation and documentation of your circumstance and I will determine if you are eligible to submit the assignment late for up to full credit.

Course Prerequisites

There are no prerequisites.

Required Textbooks and Purchases

No textbooks or other purchases are required for this course.

Course Requirements

1. **Cameras are required to be on** for your final mock interview that will be conducted via Zoom.
2. **Attendance is required.** If you are late to class (after I close the door) you will receive half credit for attendance. If a circumstance such as illness arises that prevents you from attending class, send me a message on Canvas with an explanation and documentation of your circumstance and I will determine if you are eligible for an excused absence.
3. **Participate in class discussions.** Attendance and participation is one quarter of your grade in this class.

4. **Come to class with questions to ask guest speakers.** Prior to each class, look up the class topic and guest speaker/s on LinkedIn to come up with your questions. Please come up with new questions each week that are unique to the guest speaker and topic.

Recommendations

1. Write each guest speaker a thank you note via LinkedIn or via email if you have their email address. You'll receive extra credit for this.
2. Wear business casual or business professional attire to class to "dress for success" to make a strong and positive first impression with guest speakers.
3. Use a UC San Diego virtual background for your final mock interview and for your informational interview if you conduct it remotely.

Course Outline and Assignments

Assignment	Weight	Points
Participation and attendance (20 points each class)	40%	200
Weekly assignments (20 points each)	40%	200
Final: Mock interview with industry professional	20%	100

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

Class	Discussion Topic	Assignment	Points	Due
Week 1 10/3/23	Brief syllabus review and how to prepare for career fairs Guest speaker Mike Zucker from UC San Diego Career Center	Career reflection and survey Register for one or more career fairs	20	10/8/23
Week 2 10/10/23	How to give an elevator pitch and network Guest speakers Saleema Hassanali, Keith Stanford, Natalie Hart and Fonz Duarte from Eli Lilly	Written elevator pitch and deliver the elevator pitch to a class partner Extra credit: Attend one or more career fairs and submit written reflection Extra credit: Send thank you notes to guest speakers (send to all three to get points)	20 +10 +10	10/15/23
Week 3	How to write a resume	Resume (first draft)	20	10/22/23

10/17/23				
Week 4 10/24/23	How to write a cover letter	Cover letter (first draft), sign up for final mock interview and select classmate partner for practice mock interview	20	10/29/23
Week 5 10/31/23	How to create and use a LinkedIn account	Create LinkedIn account, and resume and cover letter (second drafts)	20	11/5/23
Week 6 11/7/23	How to build your network and conduct an informational interview	Informational interview outreach (conduct your informational interview by Dec. 8; reflection due Dec. 10, see below)	20	11/12/23
Week 7 11/14/23	How to write a cold email with Silvia Vicenzi, postdoctoral researcher with UC San Diego School of Medicine	Cold email draft (send if you'd like) Resources: Research labs at UC San Diego School of Medicine and research labs at UC San Diego School of Biological Sciences	20	11/19/23
Week 8 11/21/23	Behavioral Interviewing, Part 1: STAR format (Situation, Task, Action, Result) and how to prepare the content of your answers	Written answers in STAR format to behavioral interview questions	20	11/26/23
Week 9 11/28/23	Behavioral Interviewing, Part 2: Best communications practices, including verbal and nonverbal, for an internship or job interview and in the workplace	Practice mock interview and written reflection	20	12/3/23
Week 10 12/5/23	Hiring process, salary negotiation and the importance of following up	Informational interview reflection, and career plan including top 10 places you want to work and why	20	12/10/23
FINAL MOCK	Final mock interview via Zoom with an industry		100	12/8/22

INTERVIEWS Dec. 6-12, 2023	professional		
ATTENDANCE AND PARTICIPATION	Review "Course Requirements" for Attendance and Participation requirements. If you meet these requirements, you'll receive up to 20 points per class.	200	
EXTRA CREDIT	Write thank you messages via LinkedIn or email to guest speakers (5 points per message/guest speaker unless noted otherwise)	Due the first Sunday after the guest speaker/s joins class	
TOTAL		**500**	

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 = 73-76.99%	≥350 points = Passing (P) Grade
A- = 90-92.99%	C- = 70-72.99%	<350 points = No Pass (NP) Grade
B+ = 87-89.99%	D+ = 67-69.99%	
B = 83-86.99%	D = 63-66.99%	
B- = 80-82.99%	D- = 60-62.99%	
C+ = 77-79.99%	F = <60%	