BISP 182/BISP 199 Cooperative Education and Analysis Syllabus
Fall 2023 Syllabus

Instructor: Joe Pogliano (he/him), jpogliano@ucsd.edu
Staff: Melissa Hoon (she/her), mhoon@ucsd.edu
Communication: Please contact instructor and staff via Canvas, not email

Modality: In person, attendance required
Grade: Letter grade
Units: Variable for 2, 4 or 6 units
Office hours: By appointment

Class dates, times, locations:
- **Week 1** - Monday, Oct. 2 at 5:30-7:00 p.m. in Natural Sciences Building (NSB) 4211
- **Week 5** - Monday, Oct. 30 at 5:30-7:30 p.m. in Horizon Room (CSC 103), Career Center
- **Week 10** - Monday, Dec. 4 at 5:30-7:00 p.m. in Natural Sciences Building (NSB) 4211

Course Description

This course is designed specifically for students enrolled in the School of Biological Sciences Co-Op Program. The goals of this seminar course are to provide an in-depth, hands-on overview of career development skills, soft skills and leadership development skills, including resume and cover letter development, networking, informational interviewing, mock interviewing, behavioral interview skills, and science and research communication skills. Other discussion topics will include diversity and inclusion in the life sciences industry and mentorship. Students will apply the skills learned in this class in their paid positions at their respective Co-Op companies. Students will have the opportunity to build community with life sciences industry professionals, UC San Diego faculty and staff, and with Co-Op cohort peers.

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 us know.

Student Conduct Policy

Co-Op students must abide by employment and conduct policies set by their respective employers, which include social media policies. While employed by their respective companies, Co-Op students must also abide by Office of Student Conduct, as these policies apply to "off-campus conduct that occurs in the context of an education program or activity," including the Co-Op Program.

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 us in the first week of 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

Students are required to be enrolled in the School of Biological Sciences Co-Op Program and to be working at a Co-Op company while enrolled in 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.

Course Learning Outcomes

On completion of this course, students should be able to:

1. Apply their coursework to solve real-world problems
2. Identify their areas of strength and growth opportunities in an industrial setting
3. Work effectively as a member of a team in an industrial setting
4. Track their professional growth
5. Identify solutions to problems that arise in their work experience and demonstrate the capacity to solve these problems both independently and collaboratively
6. Demonstrate effective written and verbal communication when discussing scientific problems and solutions at work
7. Exhibit professional and ethical behavior at all times while working
8. Reflect on their commitment to a career in life sciences through networking, mentorship and self-evaluation
9. Demonstrate how they plan to continue their professional development for career success
10. Understand what it takes to be a competitive candidate in their field of interest
11. Demonstrate strong soft skills, including leadership, collaboration, communication, self-awareness, and giving and receiving feedback
12. Develop and maintain professional relationships, including with a mentor, for support and guidance with their professional endeavors, and for potential professional references on job and internship applications

Letter of Recommendation Policy

We are open to writing letters of recommendation. Please 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 job description. In order for either of us to write a letter of recommendation, we'll need to be able to write in-depth about your academic, personal and professional qualities that we've observed. This means you must consistently demonstrate these qualities in class and at work.

Technology Policy

Students are not permitted to use mobile phones in class, except for in the case of an emergency. Students may use laptops during class only to take notes, follow along during PowerPoint presentations, or other reasons related specifically to this class.

Campus Policies

- UC San Diego Principles of Community
- UC San Diego Policy on Integrity of Scholarship
- Religious Accommodation
- Nondiscrimination and Harassment

Career Development Resources

1. UC San Diego Career Center for professional development events and programs, and career coaching (schedule an appointment through Handshake).
2. Research labs at UC San Diego School of Medicine and research labs at UC San Diego School of Biological Sciences
3. 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).
4. Handshake for job and internship postings, and professional development events and programs.
5. LinkedIn for job and internship postings, networking, and professional development events.
6. 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.

What a typical week looks like in this course:
- **A weekly self-reflection:** Take notes during your week at work and use them to write your weekly self-reflection that is due every Sunday at 11:59 p.m., unless otherwise noted.
- **Assignments related to topics discussed in Weeks 1, 5 and 10** usually due at 11:59 p.m. the first Sunday after they are assigned
- **Class discussion, presentations, or guest speaker during Weeks 1, 5 and 10:** Come to class prepared to engage in class discussion, or to give a compelling and engaging presentation and to ask others questions following their presentations, or to listen to our guest speaker's presentation and research them ahead of class and come prepared with questions about their career trajectory and the subject they are to present on. Look ahead to know what's coming when we meet as a class during Weeks 1, 5 and 10.

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 Melissa a message on Canvas with an explanation and documentation of your circumstance and she and Joe will determine if you are eligible for an excused absence, which would allow you to submit the assignment late for full credit. If you miss your midterm presentation, it is your responsibility to find an event or class on campus with an audience of at least 25 people and schedule it and coordinate with Joe and Melissa to make sure at least one of them can attend to grade you.

Assignment	Weight	Points
Participation and attendance (100 points each class)	30%	300
Weekly reflections (20 points each)	20%	200
Assignments related to discussion topics (20-40 points each)	20%	200
Midterm presentation	30%	300

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

Class	Discussion Topic	Assignment	Points	Due
Week 1 10/2/23 5:30-7:00 p.m. NSB 4211	How to deliver a compelling and engaging presentation on science-related work or research with guest speaker Dr. Uri Manor	Weekly self-reflection Select partner for practice presentation	20	10/8/23
Week 2	No class.	Weekly self-reflection Submit resume Review presentation examples	20 40	10/15/23
Week 3	No class.	Weekly self-reflection Submit rough draft of midterm presentation Review best practices for communication during a presentation	20 20	10/22/23
Week 4	No class.	Weekly self-reflection Meet with classmate to present your midterm and give and receive feedback and submit reflection Review tips for giving and receiving feedback	20 20	10/29/23

Week 5 10/30/23 5:30-7:30 p.m. Horizon Room, Career Center	Midterm presentation in class to industry professionals	Weekly self-reflection	20	11/5/23
		Midterm presentation in class	300	10/30/23
Week 6	No class.	Weekly self-reflection	20	11/12/23
		Watch cover letter video		
		Review cover letter examples		
Week 7	No class.	Weekly self-reflection	20	11/19/23
		Submit cover letter	40	
Week 8	No class.	Weekly self-reflection	20	11/26/23
		Watch video on how to create a LinkedIn account		
		Review LinkedIn accounts		
Week 9	No class.	Weekly self-reflection	20	12/3/23
		Submit link to LinkedIn account	40	
		Review informational interview video		
Week 10 12/4/23 5:30-7:00 p.m. NSB 4211	Mentorship discussion How to use LinkedIn to build community and workshop students' LinkedIn accounts with guest speakers	Weekly self-reflection	20	12/10/23
		Informational interview and reflection	40	
FINALS WEEK	No class.			
ATTENDANCE & PARTICIPATION	Attendance is required. Participation is based on student engagement in and contribution to class discussions. 100 points per class.		300	10/2/23 10/30/23 12/4/23
TOTAL			**1,000 points**	

Formatting Assignments

Submit Weekly Self-Reflections and other written assignments as a PDF typed in Microsoft Word or Google Docs, double-spaced in Times New Roman 12 point font. Include in the top left corner your name, course title (BISP 182), course instructor's and staff's names (J. Pogliano and M. Hoon), and the submission date (example: October 8, 2023). Below your name, course number, instructor/staff names and date, center-align the name of the assignment. Below the name of the assignment, begin the text for your assignment, left-aligned an indentation at the beginning of each paragraph.

Jane Doe

BISP 182

J. Pogliano and M. Hoon

October 8, 2023

Grading

Final grades will be determined using the scale below.

A = 93-100%	C = 73-76.99%
A- = 90-92.99%	C- = 70-72.99%
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%