

BILD 92 Professional Development Topics in the Biological Sciences Spring 2021 Syllabus

Course facilitator: Melissa Hoon, mhoon@ucsd.edu; reach out via Canvas

Instructor of record: Steve Briggs

Class time: Tuesdays 11-11:50 a.m.

Format: 100% remote/asynchronous

Grading system: P/NP

Course units: 1 unit

Office hours: By appointment

Course Description

This course is designed for undergraduate students in the Division of Biological Sciences who are pursuing a career in the life sciences industry. Topics that will be covered include networking basics, building and maintaining a professional network, soft skills, how to succeed in an internship, gaining a competitive edge in life sciences, and exploring life science careers. Students will develop key skills to thrive in and maximize their internship or job experience through learning from guest speakers who are life sciences professionals; simulating workplace scenarios and receiving feedback from life sciences professionals; and participating in soft skills and self-awareness activities.

Optional Key Resources

1. StrengthsFinder assessment at gallup.com: Use your ucsd.edu email address for discount (total cost ~\$11)
2. Handshake (ucsd.joinhandshake.com) for job and internship postings, and professional development events and programs.
3. LinkedIn for job and internship postings, networking, and professional development events.

Requirements

1. Mute yourself when you are not speaking, unless asked to unmute for fluid discussion.
2. When you speak in class, start by introducing yourself: "Hi, my name is Melissa Hoon. I am a first-year biology major."
3. Participation is a major part of your grade. Please speak/contribute at least once each class. Always ask the guest speaker at least one question.

Recommendations

1. Turn camera on during class to engage with the instructor and other students.
2. Wear business professional attire during class.

Student Learning Outcomes

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

1. Reflect on their commitment to a career in life sciences and how they will develop their competitive edge through networking, journaling, and other self-awareness activities.

2. Understand what it takes to be a competitive candidate in their chosen field for an internship or job, including skills in leadership, collaboration, vulnerability, seeking help, self-awareness, written and verbal communication, giving and receiving feedback, and more.
3. Develop and maintain professional relationships and find mentors, including industry professionals and UC San Diego alumni, to provide guidance on their professional endeavors, or serve as references on job applications or as connections to learn about job and internship opportunities.
4. Understand what is needed to develop a competitive resume and cover letter, and consistently add to a resume to evolve their competitiveness as their experience evolves.
5. Develop a career and professional development plan and timeline that includes how and when to apply to internships and jobs, who and when to reach out to for help, and how and when to develop a competitive edge (e.g., UC San Diego Extension certificate).
6. Know their top five soft skills (and StrengthsFinder strengths, if they elect to take the assessment) and how they can best apply them in an internship or job.
7. Understand the difference between life science fields and professional areas, such as biotech (general), pharmaceuticals, R&D and medical devices, and professional areas, including product management, project management, technical/scientific writing, data science, bioinformatics, and regulatory affairs.

Assignments and Grading

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

Assignment	Details	Points	Due
Week 1, 3/30/21: 1. Resume (first draft) 2. Cover letter (first draft) 3. LinkedIn (first draft) 4. LinkedIn photo 5. Schedule 1:1 with instructor	1. Follow guidelines presented in class to draft resume. 2. Follow guidelines presented in class to draft cover letter. 3. Follow guidelines presented in class to set up your LinkedIn account. 4. Follow guidelines presented in class to take and post a photo for your LinkedIn account. 5. Message Melissa on Canvas by 4/2/21 to schedule a 1:1 Zoom. Appointment must take place by 4/9/21.	40	4/18/21
Week 2, 4/6/21: 1. Informational Interview Outreach	1. Send outreach messages to industry professionals on LinkedIn requesting an informational interview. Submit screenshots on Canvas of your messages.	10	4/25/21
Week 3, 4/13/21: 1. Informational Interview Write-Up	1. Conduct your Informational Interview by 4/30/21 and submit the write-up by 5/2/21. Submit write-ups for additional informational interviews for extra credit (10 points each) by 5/30/21.	40	5/2/21
Week 4, 4/20/21: 1. Resume (second draft) 2. Cover letter (second draft) 3. LinkedIn (second draft)	2. Apply instructor's notes from your first draft grade to write your second draft resume. 3. Apply instructor's notes from your first draft grade to write your second draft cover letter. 4. Apply instructor's notes from your first draft grade to edit your second draft LinkedIn account.	40	5/9/21
Week 5, 4/27/21: 1. Soft Skills scenario project with partner 2. Resume for Mock	1. Follow instructions on Canvas to conduct the Soft Skills Scenario project with your partner and submit the write-up 2. Submit your most recent resume	40	5/9/21

Interviewer			
Week 6, 5/4/21: 1. List of questions to ask the interviewer 2. Confirm time with the industry hiring manager to conduct your Final Mock Interview	1. Submit a list of 10 questions you would like to ask a hiring manager at the end of a job or internship interview 2. The course facilitator will send an email introduction between you and the industry hiring manager you'll be matched with to conduct your Final Mock Interview; respond to the hiring manager within 24 hours of the course facilitator's email with five windows of time you're available; confirm the time with the course facilitator and she will send you and the hiring manager a Zoom link	20	5/16/21
Week 7, 5/11/21: 1. Practice Mock Interview with partner 2. Write-Up: How to stand out in an interview and show curiosity, confidence, and enthusiasm	1. Have your Practice Mock Interview with your partner and submit the write-up 2. Submit this write-up	70	5/30/21
Week 8, 5/18/21	No assignment.		
Week 9, 5/25/21	No assignment.		
Week 10, 6/1/21 Mock Interview and course survey	Conduct Final Mock Interview with industry hiring manager and submit Google survey on the course between May 31-June 9.	200	6/9/21
Finals Week: Mock Interview and course survey	If you haven't already, conduct Final Mock Interview with industry hiring manager and submit Google survey	N/A	N/A
Class Participation and Discussion	Participate in Discussions on Canvas (10 points each)	40	
Extra Credit	5 points for each thank you message to guest speakers; 10 points for each additional informational interview	TBD	
TOTAL		500	

Final grades will be determined using the scale below.

>350 points = Passing (P) Grade
 <350 points = No Pass (NP) Grade

Late Assignments

If you know you must submit an assignment late, contact the instructor with your reason and the instructor will determine if you are eligible to submit the assignment late and 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, please make arrangements to meet with the course facilitator as soon as possible. Please 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 at <http://academicintegrity.ucsd.edu/excel-integrity/define-cheating/index.html>. The official university policy on the Integrity of Scholarship can be found at <http://academicintegrity.ucsd.edu/process/policy.html>.

Course Outline Summary

Date	Class Topics	Assignment
Week 1 4/30/21	Syllabus overview, resume, cover letter, LinkedIn.	<ol style="list-style-type: none"> 1. Resume (first draft) 2. Cover letter (first draft) 3. LinkedIn (first draft) 4. LinkedIn photo 5. Schedule 1:1 with with instructor
Week 2 4/6/21	Cold email and email etiquette.	Informational Interview Outreach
Week 3 4/13/21	Informational interview.	<ol style="list-style-type: none"> 1. Resume (second draft) 2. Cover letter (second draft) 3. LinkedIn (second draft)
Week 4 4/20/21	Initiating/maintaining professional relationships.	Informational Interview
Week 5 4/27/21	Soft skills.	<ol style="list-style-type: none"> 1. Soft Skills scenario project with partner 2. Resume for Mock Interviewer
Week 6 5/4/21	General interview tips and techniques.	<ol style="list-style-type: none"> 1. List of questions to ask the interviewer 2. Confirm time with the industry hiring manager to conduct your Final Mock Interview
Week 7	Behavioral questions and STAR method in an interview.	<ol style="list-style-type: none"> 1. Practice Mock Interview with partner

5/11/21		2. Write-Up: How to stand out in an interview and show curiosity, confidence, and enthusiasm
Week 8 5/18/21	Recruitment (guest speaker TBD).	No assignment.
Week 9 5/25/21	Project/product management and sales (guest speaker TBD). R&D and quality control (guest speaker TBD)	No assignment.
Week 10 6/1/21	Pre-med/pre-health (guest speaker TBD). Pursuing a PhD in the life sciences/insights into a career in academia vs. industry (guest speaker TBD).	Conduct Final Mock Interview between May 31-June 9.
FINALS WEEK	No class.	Conduct Final Mock Interview between May 31-June 9.