

BISP 182 Cooperative Education and Analysis Syllabus

Spring 2023 Syllabus

Course instructor: Joe Pogliano, jpogliano@ucsd.edu

Staff facilitator: Melissa Hoon, mhoon@ucsd.edu

Preferred contact method: Contact instructor and facilitator via Canvas, not email

Class time: Monday 6:00-7:30 p.m. Weeks 1, 5 and 10

Modality: Hybrid - remote and in person, attendance required (major part of grade)

Grade options: Letter grade, P/NP or S/U

Units: Variable - 2, 4 or 6 units

Office hours: By appointment

Course Description

Students participating in the School of Biological Sciences Co-Op Program will meet with Co-Op faculty and staff directors and fellow students to discuss their learning outcomes and progress regarding their Co-Op work experience. At the end of the course, students will give a formal in person presentation outlining their Co-Op experience and will complete a written assignment (survey) designed for course instructors to evaluate their Co-Op progress. Co-Op students are required to take this course each quarter that they are working at their Co-Op company, except summer. Workload for this course varies per number of units the student elects to take this course for.

Course Prerequisites

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

Course Requirements

1. Attendance is required for all Zoom and in person classes.
2. Students must have their cameras on during class to engage with each other and with course instructors, as participation through interpersonal interaction is a major part of the grade in this course.

Professional Development Resources

1. [UC San Diego Career Center](#) for professional development events and programs, and career coaching (schedule an appointment through Handshake).
2. Students can take the StrengthsFinder assessment at [Gallup.com](https://www.gallup.com) (optional) and use their UC San Diego email address for a discount (total cost is approximately \$11).
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 (optional), academic and professional Zoom meetings, and general remote professional occasions.

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

Course Outline and Assignments

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

Class	Discussion Topic	Assignment	Points	Due
Week 1 4/3/23 6:30-7:30 p.m. Zoom: https://ucsd.zoom.us/j/98378579714	How to write a competitive resume and cover letter	First draft resume and register for BUMMP Student Symposium presentation	20	4/9/23
Week 2 4/14/23	No class. Midterm poster presentation in person at BUMMP Annual Student Symposium.	Midterm poster presentation in person at BUMMP Annual Student Symposium	150	4/16/23
Week 3	No class.	First draft cover letter	20	4/23/23
Week 4	No class.	Written behavioral interview answers	20	4/30/23
Week 5 5/1/23 6:00-7:30 p.m. In person Location TBD	Behavioral interview skills and mini mock interviews; networking skills	Written behavioral interview answers	20	5/7/22
Week 6	No class.	Written mentor reflection	20	5/14/23
Week 7	No class.	Written behavioral interview answers	20	5/21/23

Week 8	No class.	Mock interview with classmate	40	5/28/23
Week 9	No class.	Second drafts resume and cover letter	40	6/4/23
Week 10 6/5/23 6:00-7:30 p.m. In person location TBD	Mock interview with classmate debrief; networking skills and job search skills	Final: Written reflection on Co-Op experience and mentorship; course survey	200	6/11/23
FINALS WEEK	No class.			
ATTENDANCE / PARTICIPATION	Attendance is required for all three classes. Participation is based on students' engagement in and contribution to class discussions. 50 points per class.		150	4/3/23 5/1/23 6/2/23
TOTAL			700	

Participation and Attendance

Attendance is required for every class. Written documentation must be submitted for absences to be excused. Excused absences will be considered by course instructors, but not guaranteed. No alternative assignments will be offered for absences or participation. Participation points are based on students' engagement in and contribution to class discussions.

Grading

Item	Points	Percentage of Grade
Attendance	150	21%
Weekly assignments	200	29%
Midterm	150	21%
Final	200	29%
TOTAL	700	100%

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

A = 93-100%
A- = 90-93%
B+ = 87-90%
B = 83-87%
B- = 80-83%

C = 73-77%
C- = 70-73%
D+ = 67-70%
D = 63-67%
D- = 60-63%

>420 points = Passing (P) Grade
<420 points = No Pass (NP) Grade

C+ = 77-80%

F = <60%

Late Assignments

Late assignments, no matter how late, can receive no more than 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](#).