

BISP 182/199 Cooperative Education and Analysis

Spring 2024 Syllabus

Instructor: Dr. Joe Pogliano (he/him/his)

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Grading system: Letter grade

Course units: 2, 4 or 6 units

Office hours: By appointment (see below)

Modality: In person; attendance required

Class will meet:

- **Week 3, Monday, April 15** at 5:30-7:00 p.m. in NSB 4211
- **Week 5, Monday, April 29** at 5:30-7:00 p.m. in NSB 4211
- **Week 7, Monday, May 13** at 5:30-7:00 p.m. in 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.

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 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.

Late Assignment Policy

20% will be deducted for each day that an assignment is late. If a circumstance such as illness arises that prevents you from submitting an assignment on time, please send us a message on Canvas with an explanation and documentation of your circumstance and we will determine if you are eligible to submit the assignment late for up to full credit. We encourage you to communicate with us about your circumstance, as we understand that life happens and we are here to support your success in this class.

Assignment	Weight	Points
Participation and attendance (100 points each class)	30%	300
Weekly reflections and assignments (20 points each)	20%	200
In-class poster presentation	20%	200
Poster presentation at 2024 Annual Student Research Showcase and reflection	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 No class	N/A	Weekly reflection	20	4/7/24
Week 2 No class	N/A	Submit Research Showcase interest form, sign up for in-class rough draft poster presentation, Research Showcase review, poster reimbursement	20	4/14/24

		information, weekly Co-Op reflection		
Week 3 Monday 4/15 NSB 4211 5:30-7:00 p.m.	Do's and don'ts for poster presentations by PhD candidates Chase Morgan and Emily Armbruster	Weekly reflection	20	4/21/24
Week 4 No class	N/A	Poster Rough Draft (Group 1) and Reflection	20	4/28/24
Week 5 Monday 4/29 NSB 4211 5:30-7:00 p.m.	Group 1 presents posters, Group 2 gives feedback	Weekly reflection	20	5/5/24
Week 6 No class	N/A	Poster Rough Draft (Group 2) and Reflection	20	5/12/24
Week 7 Monday 5/13 NSB 4211 5:30-7:00 p.m.	Group 2 presents posters, Group 1 gives feedback	Weekly reflection	20	5/19/24
Week 8 No class	N/A	Weekly reflection	20 100	5/26/24
Week 9 No class	N/A	Poster presentation at 2024 Annual Student Research Showcase and reflection (Showcase is Tuesday, May 28 at 2:00-6:15 p.m.)	300	6/2/24

		Weekly reflection	20	
Week 10 No class	N/A	Weekly reflection	20	6/9/24
FINALS WEEK	No class / No assignment			
ATTENDANCE & PARTICIPATION	Attend each class and engage in class discussions (100 points each)		300	

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%