BILD 81 Job and Internship Preparation: Interview Skills
Winter 2022 Syllabus

Course facilitator: Melissa Hoon, mhoon@ucsd.edu; message on Canvas instead of email
Instructor of record: Dr. Joe Pogliano
Class time: Tuesdays 9-9:50 a.m.

Grading system: P/NP or letter grade
Course units: 1 unit
Office hours: By appointment
Modality: Synchronous/remote

Course Description

This course is designed for students who are pursuing a career in the life sciences, medicine, or healthcare industries and are interested in strengthening their internship or job interview skills. Topics in this course cover how to prepare answers for behavioral interview questions by applying STAR method; how to communicate with a recruiter and hiring manager before and after an interview; how to develop confidence for an interview; and how to leverage your a resume, cover letter, LinkedIn account and interview answers to tell your compelling story as the interviewee. Assignments include weekly reflections, a practice mock interview with a classmate, and a final mock interview with a hiring manager from the life sciences industry.

Key Resources

1. UC San Diego Career Center for professional development events and programs, and career coaching (schedule an appointment through Handshake).
2. You can choose to take the StrengthsFinder assessment at Gallup.com (optional). Use your ucsd.edu 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, academic and professional Zoom meetings, and general remote professional occasions.

Requirements

1. Speak at least once in each class, as participation is a major part of your grade.
2. Look up guest speakers on LinkedIn and do an online search of their companies prior to the class they are speaking in. Ask each guest speaker at least one question out loud, not via chat.
3. Wear business professional attire for your mock interview.
4. Use a UC San Diego virtual background (download one here) or have a clean, organized, non-distracting real background during your informational interview and mock interview (it is recommended you do this in each class as well, since there will be many industry guest speakers throughout the quarter and this is a way you can make a great first impression).

Recommendations

1. Have your camera on during class to engage with students, guest speakers and the course facilitator. This is another way to make a strong first impression with industry guest speakers.
2. Wear business professional attire during class to "dress for success" to make a strong and positive first impression with guest speakers.
3. Write each guest speaker a thank you note via LinkedIn or email (you'll receive extra credit).

Course Outline and Assignments

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

All classes are synchronous with **required attendance**, with the exception of pre-recorded asynchronous classes on 1/4/22 and 2/8/22.

Class	Discussion Topic	Assignment	Points	Due
Week 1 1/4/22 (pre-recorded asynchronous)	Career Center resources	Schedule a resume review with a career coach at the Career Center and submit a screenshot that confirms your appointment; you must complete your appointment by 2/11/22 Watch Zoom recording of Career Center resources (with guest speaker Mike Zucker, a career coach at the Career Center) and submit a reflection about what you learned about the Career Center and how you plan to utilize its resources (video will be posted to Canvas on 1/7/22), and write about what you would like to gain from this course	20	1/9/22
		Extra credit: Thank you email to Mike Zucker	+5	1/9/22
Week 2 1/11/22 (synchronous)	How to answer "Tell me about yourself" with guest speaker Dr. Nisha Cavanaugh, and syllabus review	Answer "Tell me about yourself"	10	1/17/22
		Week 2 Quiz	5	1/17/22
		Questions to ask next week's guest speaker, Meg Komati, Bristol Myers Squibb (BMS)	5	1/14/22
		Extra credit: Thank you message to Dr. Nisha Cavanaugh	+5	1/17/22
		Attend at least one career fair and submit a write-up on your experience	+20	2/6/22

Week	Topic	Assignment	Points	Due
Week 3 1/18/22 (synchronous)	What behavioral interview questions are and how to answer them, and what the STAR method is and how to apply it to interview answers, with guest speaker [Meg Komati, Bristol Myers Squibb (BMS)](#)	Answer behavioral interview questions using STAR method Week 3 quiz Extra credit: Thank you message to guest speaker [Meg Komati](#)	10 10 +5	1/23/22 1/23/22 1/23/22
Week 4 1/25/22 (synchronous)	How to communicate effectively during an interview by applying verbal and nonverbal (body language) public speaking techniques with guest speaker [Hallie Nicholson, UC San Diego](#)	Select partner for practice mock interview; sign up for final mock interview time Extra credit: Thank you message to guest speaker [Hallie Nicholson](#)	10 +5	1/30/22 1/30/22
Week 5 2/1/22 (synchronous)	Active listening and connecting with your interviewer, with guest speaker Coach Campbell	Midterm: Written reflection on talks by Meg Komati, Hallie Nicholson and Coach Campell Extra credit: Thank you message to guest speaker Coach Campbell	40 +5	2/13/22 2/20/22
Week 6 2/8/22 (pre-recorded asynchronous)	How to tell your story and present yourself as a professional by tying your resume, cover letter, LinkedIn and interview together with guest speaker [Dr. Sabrina Maisel](#), Pfizer	First drafts of resume, cover letter and LinkedIn, and pdf of job description Week 6 Reflection Extra credit: Thank you message to guest speaker [Dr. Sabrina Maisel](#)	10 10 +5	2/20/22 2/27/22 2/27/22
Week 7 2/15/22 (synchronous)	How to prepare for an in-person or remote interview (what to bring, what to wear, how to practice, questions to ask the interviewer)	Practice mock interview, questions to ask the interviewer, and Week 7 Reflection Submit question to ask Week 8 guest speaker	30 5	2/27/22 2/18/22
Week 8 2/22/22 (synchronous)	What to research and how to leverage LinkedIn to prepare for your interview with guest speaker [Lalitta Ghandikota, Element Biosciences](#)	Final drafts of resume, cover letter and LinkedIn, and Week 8 Reflection Submit question to ask Week 8 guest speaker	15 5	2/27/22 2/24/22

		Extra credit: Thank you message to guest speaker Lalitta Ghandikota	+5	2/27/22
Week 9 3/1/22 (synchronous)	How to communicate with a recruiter and hiring manager before and after your interview with guest speaker Jayce Rhodes, Bristol Myers Squibb	Screenshot of your email communication with your final mock interviewer confirming your interview time; one interesting fact you learned about your mock interviewer (if they have a LinkedIn) and something that interests you about Thermo Fisher (if applicable); Week 9 Reflection	15	3/6/22
		Extra credit: Thank you message to guest speaker Jayce Rhodes	+5	3/6/22
Week 10 3/8/22	No class in place of your final mock interview.	Final mock interview, written mock interview reflection, thank you email to mock interviewer, and course survey	100	3/13/22
FINALS WEEK	No class.			
ATTENDANCE & PARTICIPATION	Attend each in-person and remote/synchronous class, engage in class discussions, and ask guest speakers thoughtful questions.		100	N/A
EXTRA CREDIT	Write thank you messages via LinkedIn or email to guest speakers (5 points per message/guest speaker). Attend at least one Winter 2022 career fair and submit a write-up on your experience (20 points; due 2/6/22).			
TOTAL			**400**	

Grading

Item	Total Points	Percentage of Course Grade
Assignments and quizzes	200	50%
Participation and attendance	100	25%
Final	100	25%

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

A = 93-100%	C = 73-77%	>210 points = Passing (P) Grade
A- = 90-93%	C- = 70-73%	<210 points = No Pass (NP) Grade
B+ = 87-90%	D+ = 67-70%	

B = 83-87%   D = 63-67%
B- = 80-83%   D- = 60-63%
C+ = 77-80%   F = <60%

Attendance

Class is synchronous and attendance is mandatory and is 25% of your grade. If you miss class without an approved reason by the course facilitator, you will lose attendance and participation points for that class. If you know you will miss class, contact the course facilitator prior to class with your reason for missing class. If your reason is approved, you will not lose attendance or participation points, and will likely be given an assignment to make up for attendance and participation points for the class you missed.

Late Assignments

If you know you must submit an assignment late, contact the course facilitator prior to the deadline stating your reason for a late submission and the course facilitator will determine if you are eligible to 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, 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.