

BILD 92 Professional Development Topics in the Biological Sciences Winter 2022 Syllabus

Course facilitator: Melissa Hoon, mhoon@ucsd.edu; message on Canvas instead of email
Instructor of record: Dr. Steven Briggs
Class time: Tuesdays 11-11:50 a.m.

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

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 or healthcare, and seeking to build their professional development skills. Topics that will be covered include Career Center resources, how to write a resume and cover letter, how to create a LinkedIn page, informational interviews, and soft skills. Students will develop key skills to apply to jobs and internships, develop competitive application materials, expand their professional network, and demonstrate leadership qualities in the workplace. This course also focuses on exploring careers in the life sciences and healthcare industries through guest speakers who work in these fields and provide overviews of these professional areas and what to do to build a career in these industries.

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 informational 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 instructor. 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	20	1/9/22
		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		
		Extra credit: Thank you email to Mike Zucker	+5	1/9/22
Week 2 1/11/22 (synchronous)	How to write a resume and syllabus overview	Submit resume	15	1/23/22
		Questions for Week 3 guest speakers	5	1/14/22
		Week 2 Quiz	10	1/17/22
Week 3 1/18/22 (synchronous)	How to create and use a LinkedIn account effectively with guest speakers Miyu Nakajima and Lawrence Biagtan from Triton LinkedIn Group , and informational interview outreach	Submit URL to LinkedIn account and screenshot of informational interview outreach	20	1/23/22
		Extra credit: Email guest speakers Miyu Nakajima and Lawrence Biagtan from Triton LinkedIn Group a thank you note	+5	1/23/22

		Attend at least one career fair and submit a write-up on your experience	+20	2/6/22
Week 4 1/25/22 (synchronous)	How to write a cover letter	Submit cover letter	20	2/13/22
Week 5 2/1/22 (synchronous)	Informational interview with guest speaker Wendy Kwok , Sunstate Development, LLC	Confirm your informational interview time and submit informational interview questions	10	2/20/22
		Midterm: Written reflection on LinkedIn and informational interviews	20	2/13/22
		Extra credit: Thank you email to Wendy Kwok	+5	2/22/22
Week 6 2/8/22 (pre-recorded asynchronous)	Overview of product management and research and development (R&D): Basic research, applied research and development research with guest speaker Dr. Sabrina Maisel , Pfizer	Week 6 Reflection	20	2/27/22
		Extra credit: Thank you note to Dr. Sabrina Maisel	+5	2/22/22
Week 7 2/15/22 (synchronous)	Overview of sales, marketing, account management and project management	Week 7 Research Write-Up	20	2/21/22
Week 8 2/22/22 (synchronous)	Reasons to get a PhD in the life sciences or healthcare industries with guest speaker Dr. Elaine Lea-Chou	Week 8 Reflection	10	2/27/22
		Questions for Week 9 guest speaker	10	2/23/22
		Extra credit: Thank you note to Dr. Elaine Lea-Chou	+5	2/27/22
Week 9 3/1/22 (synchronous)	Overview of job opportunities in healthcare and medicine, and what is involved in pursuing these career paths with guest speaker Tim Scott , TEGA Therapeutics	Week 9 Reflection	20	3/7/22
		Extra credit: Thank you email to Tim Scott	+5	3/7/22

Week 10 3/8/22	In-class presentations on your final informational interview	Conduct your informational interview by 3/7/22 and submit your informational interview reflection by 3/7/22; present to class what you learned from your informational interview on 3/8/22	100	3/7/22
		Extra credit: 10 extra credit points for each additional informational interview you conduct outside of your final, and submit a write-up for each one	+10	3/13/22
FINALS WEEK	No class.			
ATTENDANCE & PARTICIPATION	Attend each 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

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

Course grades will be determined using the following scale:

>210 points = Passing (P) Grade

<210 points = No Pass (NP) Grade

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 instructor prior to the deadline stating your reason for a late submission and the instructor 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](#).