

## Career Development and Networking in Biotechnology and Related Fields

<b>Registration code</b>		<b>Credits</b>	1.0								
<b>Course Category</b>	Special courses	<b>Classroom</b>	LR5/Zoom								
<b>Term (Semester) / Day / Period</b>	(Fall Semester) / Wed / 2 (10:30-12:00)										
<b>Instructor</b>	DAMNJANOVIC Jasmina, MATURANA Andres										
<b>Contact</b>	DAMNJANOVIC: Office: A212, 2F of the A bld., School of Agricultural Sciences Phone: 052-789-4168, email: <a href="mailto:jasmina@agr.nagoya-u.ac.jp">jasmina@agr.nagoya-u.ac.jp</a>										
	MATURANA: Office: B424, 4F of the B bld., School of Agricultural Sciences Phone: 052-789-5015, email: <a href="mailto:maturana@agr.nagoya-u.ac.jp">maturana@agr.nagoya-u.ac.jp</a>										
<b>Target Schools (Programs)</b>	AGR, PHARM, SCI, ENG (undergraduate B3/B4, Master and Doctor course students)										
<p><b>●Aim of the Course</b> The aim of this course is to provide students with necessary information and training to support their career development after graduation from the university. The students will have the opportunity to interact with instructors, classmates and invited guests with diverse careers in the field of biotechnology. In addition, this course is run as part of the COIL (Collaborative Online International Learning) program with North Carolina State University (NCSU), with a purpose to provide the students with more opportunities for professional development, interaction and networking.</p> <p><b>●Objectives of the Course</b> After completing this course, the students are expected to have acquired necessary skills in professional communication and preparation of application documents for job search, interview skills and networking. Through 3 panel discussions with biotechnology professionals, the students will also gain insight into different career options in the biotechnology field.</p> <p><b>●Course Prerequisites</b> None</p> <p><b>●Course Contents</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> <li>1. Personality and career tests</li> <li>2. Design thinking, Finding job postings and professional communication</li> <li>3. Resume and cover letter training</li> <li>4. Panel 1&amp;2: Academic and other biotech careers</li> <li>5. Resume and cover letter peer review</li> <li>6. Effective interview strategies</li> <li>7. Panel 3: Clinical careers (COIL with NCSU)</li> </ol> </td> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> <li>8. Networking, LinkedIn profile review</li> <li>9. Peer interviews, Resume review (COIL with NCSU)</li> <li>10. Mock interviews with career professionals (COIL with NCSU)</li> <li>11. Panel 4: Biotech industry careers (COIL with NCSU)</li> <li>12. Biotech industry round-up (COIL with NCSU)</li> </ol> </td> </tr> </table> <p><b>● Course Evaluation Methods</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Attendance</td> <td style="width: 15%;">30%</td> </tr> <tr> <td>In-class activity</td> <td>30%</td> </tr> <tr> <td>Homework</td> <td>40%</td> </tr> </table>				<ol style="list-style-type: none"> <li>1. Personality and career tests</li> <li>2. Design thinking, Finding job postings and professional communication</li> <li>3. Resume and cover letter training</li> <li>4. Panel 1&amp;2: Academic and other biotech careers</li> <li>5. Resume and cover letter peer review</li> <li>6. Effective interview strategies</li> <li>7. Panel 3: Clinical careers (COIL with NCSU)</li> </ol>	<ol style="list-style-type: none"> <li>8. Networking, LinkedIn profile review</li> <li>9. Peer interviews, Resume review (COIL with NCSU)</li> <li>10. Mock interviews with career professionals (COIL with NCSU)</li> <li>11. Panel 4: Biotech industry careers (COIL with NCSU)</li> <li>12. Biotech industry round-up (COIL with NCSU)</li> </ol>	Attendance	30%	In-class activity	30%	Homework	40%
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● **Notice for Students**

1. Teaching materials

We will use TACT (Tokai Academic Combination Tools; <https://tact.ac.thers.ac.jp/portal>) to distribute all course-related materials, including recorded lecture videos and handouts, and for relevant communication. TACT will be also used for uploading and submission of the homework.

2. Course format

- Asynchronous. Recorded lectures will be available via TACT one day before the schedule. On the day of the lecture, you are expected to watch the lecture in the morning and work on your assignments. You are strongly encouraged to communicate with the instructors (by email or scheduled meeting) to clarify the lecture contents and any issues related to your homework, or discuss any related topic.
- Synchronous. The class will be held from 10:30-12:00, unless otherwise specified, on-site or via Zoom, as indicated by the schedule which will be announced later.

3. Attendance

If you cannot attend class or you cannot complete your assignment by the deadline, you should contact the instructors as soon as possible by email.

4. Class schedule

Detailed schedule of the class will be announced separately.

5. Academic honesty

Copying (including plagiarism) will not be tolerated in this class.

6. Course Withdrawal

Students who wish to withdraw from the course will have to contact the instructors by **October 9, 2024**.

<b>Textbook</b>	N/A
<b>Reference Book/s</b>	To be announced.

Date	Topic	Class mode	Homework	Due on this day
<b>October 2</b> (Wed), 09:00-10:00 (1h)	a) <b>Class introduction</b> , b) <b>Lecture 1</b> : Design thinking, personality tests, myIDP	a) Synchronous (LR5) b) Asynchronous (lecture video)	HW1: Do the tests and submit the impressions by <b>October 9</b>	
<b>October 9</b> (Wed)	a) <b>Lecture 2</b> : Finding job postings and professional communication b) <b>Lecture 3</b> : Resume and cover letter training	Asynchronous (lecture video)	HW2: Draft your resume and cover letter (1st draft by <b>October 30</b> )	<i>HW1</i>
<b>October 16</b> (Wed)	a) <b>Lecture 4</b> : Effective interview strategies b) <b>Lecture 5</b> : Networking	Asynchronous (lecture video)	HW3: Prepare questions for Career Panel 1&2 by <b>October 21</b> HW4: Outline response to common interview questions by <b>October 23</b> HW5: Draft your LinkedIn profile by <b>November 27</b>	
<b>October 21</b> (Mon)				<i>HW3</i>
<b>October 23</b> (Wed) a) 09:30-10:30 (1h) b) 16:00-17:00 (1h)	a) <b>Introduction with NCSU</b> class, ice-breaker ( <b>COIL with NCSU</b> ) b) Resume review ( <b>COIL with NCSU</b> ) c) <b>Career Panel 1&amp;2</b> : Academic and other biotech careers	a) Synchronous (via Zoom) b) Asynchronous c) Synchronous (via Zoom) 2 panelists	HW6: Start COIL resume review (due on <b>November 13</b> )	<i>HW4</i>
<b>October 30</b> (Wed) 09:00-10:00 (1h)	Resume and cover letter <b>peer review</b>	Synchronous (LR5)	HW7: Revise resume and cover letter (2 <sup>nd</sup> draft by <b>November 11</b> ) HW8: Prepare questions for Career Panel 3 by <b>November 4</b>	<i>HW2</i>

<b>November 4</b> (Mon)				<i>HW8</i>
<b>November 6</b> (Wed) 10:30-11:30 (1h)	a) <b>Career Panel 3:</b> Clinical careers ( <b>COIL with NCSU</b> )	a) Synchronous (via Zoom) 4 panelists		
<b>November 13</b> (Wed) 10:30-11:30 (1h)	a) <b>Peer interviews,</b> b) <b>Biotech industry round-up</b>  ( <b>COIL with NCSU</b> )	a) Synchronous (via Zoom) b) Asynchronous	HW9: Introduce one biotech company via Padlet by <b>November 27</b>	<i>HW6</i> <i>HW7</i>
<b>November 20</b> (Wed) 10:30-11:30 (1h)	<b>Mock interviews</b> with career professionals ( <b>COIL with NCSU</b> )	Synchronous (via Zoom)	HW10: Prepare questions for Career Panel 4 by <b>December 2</b>	
<b>November 27</b> (Wed)	<b>LinkedIn peer review</b>  ( <b>COIL with NCSU</b> )	Asynchronous	HW11: Start reviewing LinkedIn profiles of your classmates (due on <b>December 4</b> )	<i>HW5</i> <i>HW9</i>
<b>December 2</b> (Mon)				<i>HW10</i>
<b>December 4</b> (Wed) 10:30-11:30 (1h) 11:30-12:00 (30 min)	a) <b>Career Panel 4:</b> Biotech industry careers ( <b>COIL with NCSU</b> ) b) Class wrap-up	a) Synchronous (via Zoom) 4 panelists b) Synchronous (via Zoom)		<i>HW11</i>