

Learning Objectives for 02602 -

At the end of this two-semester course, students should be able to –

1. Communicate their work (written and verbal) in a professional manner so as to be successful at CMU and at future workplace(s)
2. Create and customize professional resumes for full time job or internship applications in the area of Computational Biology
3. Craft effective cover letters for full time job or internship applications in the area of Computational Biology
4. Maintain a professional LinkedIn profile and update it periodically
5. Integrate tips and lessons learned by actively connecting with upper-class students and alumni toward their own research explorations, and in obtaining internships/jobs, or toward further education
6. Seek support when needed from campus support groups including CPDC, ICC, GCC as an extension of initial connections made during this class
7. Integrate interpersonal communication skills to successfully navigate job fairs and interviews.

Fall 2016 Professional Issues in Computational Biology

Syllabus and Schedule

02-602 Professional Issues in Computational Biology
Required Foundation Course for First Year MSCB students

Instructors: Phillip Compeau, Ph.D.
Shoba Subramanian, Ph.D.

Fall 2016: Mondays, 4.30-5.20pm, WEH 4709

This course gives masters students an opportunity to develop professional skills necessary for a successful career in computational biology. Across both semesters, this course will include assistance with resume writing, interview preparation, presentation skills, and job search techniques. This course will also include opportunities to network with computational biology professionals and academic researchers. This course will meet once a week. This is pass/fail only course. Grading scheme will be discussed on first day of class.

The primary goal of this course in the fall term is to build an attractive, targeted resume that sets you apart from others, as well as publishing resume content to LinkedIn and beginning to network professionally on LinkedIn.

In this class, students will learn how to give and effectively receive this criticism, which is an important part of your professional training. An important mechanism for achieving this learning objective is peer review. We have noticed that our students feel empowered and give each other very fair, constructive criticism of

their professional documents.

To get a PASS grade, you must fulfill the following requirements:

1. You can skip no more than two classes total (sign-in sheet each day of class). If skipping class you need to email the instructors before class explaining your reason for not being able to attend.
2. Academic Integrity (10/3) and What is Plagiarism and How to avoid it? (10/24) requires mandatory attendance by all students.
3. ICC language check ins (10/31) requires mandatory attendance by all international students. Domestic students should not attend this.
4. All students must turn in their assignments in a timely manner.
5. All students must submit a 1-page "Reflection Statement" before the last day of class. (Details to be discussed in class)
6. All students must make an appointment with a career consultant at Career Services and obtain a signed critique of their resume (preferably before the TOC)

Fall 2016 Professional Issues in Computational Biology

Schedule for Fall 2016

Date	Program	Hosting/presenting
8/29	Welcome to Pittsburgh and Photo opportunity!	Instructors
9/5	Labor Day: no class	n/a
9/12	Resume Writing Tips	Instructors
9/19	TOC no class	Students attend TOC
9/26	Introduce yourself to employer -- video online before class; complete 1-minute spiel and present in class	Peer Groups
10/3 (Resume v1 due)	Academic Integrity at CMU	Student Affairs - Lucas Christian
10/10	Resume Review 1	Peer Groups
10/17	GCC and Writing Skills	GCC - Nisha Shanmugaraj
10/24	What is Plagiarism and How to avoid it?	Instructors

10/31 (Resume v2 due)	Resources for Non-Native Speakers	ICC - Elliot Walters
11/7 (Writing Assignment Due)	Resume Review 2	Peer Groups
11/14	Internship Panel: Student Experiences	Student Panelists
11/21 (deadline to submit final resume for google doc resume book)	Social Media for Job Searches, self promotion	CPDC - Kevin Collins and Diane Taylor
11/28 (LinkedIn Profiles due)	LinkedIn Profile Review	Peer Review
12/5	End of Semester Social	Everyone!!!!

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Career Fairs to be aware of in Fall 2016:

9/13/16 Encompass CMU

9/19/16- 9/21/16 TOC

10/13/16 SPARK

Classroom Policies

1. Laptops, handheld and mobile devices may not be used during class.

2. Academic Integrity Policy: All assignments for this course will follow CMU's policies on academic integrity and plagiarism.

Please visit the following sites for more details -

www.cmu.edu/academic-integrity

<http://www.cmu.edu/policies/documents/Cheating.html>

Take care of yourself. Do your best to maintain a healthy lifestyle this semester

by eating well, exercising, avoiding drugs and alcohol, getting enough sleep and taking some time to relax. This will help you achieve your goals and cope with stress.

Please remember that all of us benefit from support during times of struggle. You are not alone. There are many helpful resources available on campus and an important part of the college experience is learning how to ask for help. Asking for support sooner rather than later is often helpful.

If you or anyone you know experiences any academic stress, difficult life events, or feelings like anxiety or depression, we strongly encourage you to seek support. Counseling and Psychological Services (CaPS) is here to help: call 412- 268-2922 and visit their website at <http://www.cmu.edu/counseling/>. Consider reaching out to a friend, faculty or family member you trust for help getting connected to the support that can help.

If you or someone you know is feeling suicidal or in danger of self-harm, call someone immediately, day or night:

CaPS: 412-268-2922

Re:solve Crisis Network: 888-796-8226

If the situation is life threatening, call the police:

On campus: CMU Police: 412-268-2323

Off campus: 911

02602 Professional Issues in Computational Biology Spring 2016 Required

Foundation Course for First Year MSCB students

Instructors: Phillip Compeau, Ph.D. and Shoba Subramanian, Ph.D.

Thursdays, 4.305.20pm, GHC 5222

This course gives Computational Biology masters students an opportunity to develop professional skills necessary for a successful career in computational biology. This course will include assistance with resume writing, interview preparation, presentation skills, and job search techniques. This course will also include opportunities to network with computational biology professionals and academic researchers. This course will meet once a week. This course is pass/fail only. Grading scheme will be discussed on first day of class.

To get a PASS grade, you must fulfill the following requirements:

1. You can skip no more than two classes total (signin sheet each day of class). If

skipping class you need to email the instructors before class explaining your reason for not being able to attend.

2. All students must polish their LinkedIn profiles, submit sample cover letters, give a mock short interview, and deliver a mock short presentation.

3. All students must submit a 1page "Reflection Statement" before the last day of class.

	DATE	IN CLASS	DEADLINES/NOTICES
1	1/14	Welcome back: Course Logistics and Planning	
2	1/21	LinkedIn Profile Feedback (Peer Review)	Cover Letter Assignment posted
3	1/28	Cover Letter Workshop GCC Consultant, Nisha Shanmugaraj	LinkedIn Profile Links Due Jan 31st 11.59pm
4	2/4	Cover Letter (Peer Review)	Cover Letter Assignment Due 9 AM
5	2/11	English Communication Development Opportunities at the ICC and Check Ins ICC Consultant, Elliot Walters <i>International Students Only</i>	
6	2/18	Interviewing Skills CPDC Consultant, Katie Cassarly	Mock Interview assignment posted

7	2/25	Mock Interviews/Elevator Pitches Groups 1 and 2	
8	3/3	Mock Interviews/Elevator Pitches Groups 3 and 4	Presentation Skills Assignment Posted on Blackboard
9	3/10	<i>Spring Break No Class</i>	
10	3/17	Presentation Skills Do's and Don'ts GCC Consultant, Nisha Shanmugaraj	Final Updated Cover letter Due
11	3/24	Short InClass Presentations Groups 3 and 4	Presentation Slides Due 9 AM
12	3/31	Short InClass Presentations Groups 1 and 2	

13	4/7	PhD Research Panel Phil Davidson and	
14	4/14	NO CLASS	
15	4/21	Talks by Uma Chandran, Director of Biomedical Informatics Core Facility at Univ of Pittsburgh and by CMU MSCB alumni Anish Chakka and Soumya Luthra	Final Reflection Survey Posted
16	4/28	Last Day of Class	Final Reflection Survey Due

Career fairs and info:

Within CMU

Jan 21 Silicon Valley Career Fair

Feb 1011 Employment Opportunities Conference

<https://www.cmu.edu/career/careerfairsstudents/index.html>

Outside CMU

Jan 28 Hire UP College

https://members.pghtech.org/ptc/MemberPortal/CoreCopy/Events/Event_Display.aspx?EventKey=FY16HIR_E00&WebsiteKey=8480e7db8b32457bbfaee89410d077b6

March 9 Western PA Career and Internship Fair (in Monroeville)

<http://www.westpacs.org>