CUMMING SCHOOL OF MEDICINE
GRADUATE COURSE OUTLINE

COURSE TITLE: Careers in Biotechnology II			
Course	MDSC 664		
Pre/Co-Requisites	MDSC 662.		
Faculty	Cumming School of Medicine, Graduate Science Education		
Instructor Name(s)	Drs. Janice Braun, Zenobia Ali and guest consultants (Course Instructors) Dr. Zenobia Ali (course coordinator)	**Email**	zali@ucalgary.ca
Office Location	HMRB 21B	**Office Hours**	Call Dr. Ali for an appointment
Instructor Email Policy	Please email (zali@ucalgary.ca) Dr. Ali to make an appointment for any issues.		
Telephone No.			
TA Name, if applicable	N/A	**Email**	N/A
Class Term, Days	Winter 2021, January 6-8, 2021.		
Class Times	9:00 AM to 4 PM		
Class Location	This course will take place **online** via Desire to Learn (D2L) and Zoom via synchronous instruction. To best succeed in the course, students are encouraged to participate in the synchronous Zoom sessions. When unable to participate live due to time difference or unforeseen circumstances, please inform instructor in advance so that an alternative may be arranged.		

COURSE INFORMATION/DESCRIPTION OF THE COURSE
A series of workshops building upon skills provided in Medical Science 662 (MDSC 662). Students learn about negotiation, interviewing skills and job search strategies specifically for the biotechnology field.
LEARNING RESOURCES/REQUIRED READING
There are no required resources.

Communication

Brightspace (By D2L) is located on the University of Calgary server and will be used extensively for communication with Students. A link to the zoom class will be provided on D2L. It is the student's responsibility to ensure that they receive all posted communications and documents and that they receive e-mails send by instructors of fellow students through D2L. Only your @ucalgary.ca e-mail address maybe linked to D2L. Please ensure that you are regularly checking your @ucalgary.ca account

Learning Technology Requirements

In order to successfully engage in learning experiences at the University of Calgary, students taking online, remote and blended courses are required to have reliable access to the following technology:

- A computer with a supported operating system, as well as the latest security and malware updates;
- A current and updated web browser;
- Webcam (built-in or external);
- Microphone and speaker (built-in or external), or headset with microphone;
- Current antivirus and/or firewall software enabled;
- Broadband internet connection

Most current laptops will have a built-in webcam, speaker and microphone.

Please see the following for a detailed explanation of the minimal required technology for online learning https://elearn.ucalgary.ca/technology-requirements-for-students/

A laptop, desktop, tablet or mobile device is required for D2L access. If you need help accessing or using D2L, please visit the Desire2Learn resource page for students: http://elearn.ucalgary.ca/d2l-student/

COURSE OBJECTIVES/LEARNING OUTCOMES
Students will learn about various soft skills required to succeed in the workplace after graduation. Students will be able to tailor their cover letters and resumes based on the job they are applying for. They will also become aware of how different generations function within the workplace and how to deal with them professionally, including how to give feedback.

Assessment Components: The University policy on grading related matters is outlined in the 2019-2020 Calendar.

Assessment Methods	Description	Weight %	Due Date and Time
Assignment # 1	Giving feedback Scenario Case	33.3	Jan 7th by 8am MST
Assignment # 2- written	Emotional Intelligence Scenario Case	33.3	Jan 8th by 8am MST
Assignment # 3- written	Update on cold calls made	33.4	March 1st by 4pm MST

ASSESSMENT AND EVALUATION INFORMATION
ATTENDANCE AND PARTICIPATION EXPECTATIONS: Students are expected to attend all sessions and to actively participate in discussions. **GUIDELINES FOR SUBMITTING ASSIGNMENTS:** Please submit assignments via email as per instructions provided in class. **FINAL EXAMINATIONS:** No final exam **EXPECTATIONS FOR WRITING:**   **LATE AND/OR MISSING ASSIGNMENTS:** Late assignments are not accepted in the absence of an urgent medical or family justification provided prior to the assignment due date.

A passing grade on a particular component is not essential for you to pass the course as a whole.

	COURSE TIMETABLE		
Course Schedule Date	**Topic & Reading**	**Instructor**	**Assignments/Due Dates & Times**
Wed Jan 6	Building better relationships	Dr. Dasa Chadwick	
	Generational Differences	Dr. Dasa Chadwick	
	Cross-Cultural Communication	Dr. Zenobia Ali	Giving feedback scenario: Jan 7th by 8am
Thurs Jan 7	Emotional Intelligence	Dr. Dasa Chadwick	Emotional Intelligence scenario: Jan 8th by 8 am MST
	Interviewing Skills	Matthew Geddes	
Fri. Jan 8	Contract and Salary Negotiations	Terry Wasylak	
	Career Panel	MBT alumni	
	INTERNET AND ELECTRONIC COMMUNICATION DEVICE INFORMATION		
	Cell phones must be turned off in class unless otherwise arranged with the instructor.		

	The use of laptop and mobile devices is acceptable when used in a manner appropriate to the course and classroom activities. Students are to refrain from accessing websites that may be distracting for fellow learners (e.g. personal emails, Facebook, YouTube). Students are responsible for being aware of the University's Internet and email use policy, which can be found at https://www.ucalgary.ca/policies/files/policies/electronic-communicationspolicy.pdf.

Guidelines for Zoom Sessions

Zoom is a video conferencing program that will allow us to meet at specific times for a 'live' video conference, so that we can have the opportunity to meet each other virtually and discuss relevant course topics as a learning community.

To help ensure Zoom sessions are private, do not share the Zoom link or password with others, or on any social media platforms. Zoom links and passwords are only intended for students registered in the course. Zoom recordings and materials presented in Zoom, including any teaching materials, must not be shared, distributed or published without the instructor's permission.

The use of video conferencing programs relies on participants to act ethically, honestly and with integrity; and in accordance with the principles of fairness, good faith, and respect (as the Code of Conduct). When entering Zoom or other video conferencing sessions, you play a role in helping create an effective, safe and respectful learning environment. Please be mindful of how your behaviour in these sessions may affect others. Participants are required to use names officially associated with their UCID (legal or preferred names listed in the Student Centre) when engaging in these activities. Instructors/moderators can remove those whose names do not appear on class rosters. Non-compliance may be investigated under relevant University of Calgary conduct

policies. If participants have difficulties complying with this requirement, they should email the instructor of the class explaining why, so the instructor may consider whether to grant an exception, and on what terms. For more information on how to get the most out of your zoom sessions visit: https://elearn.ucalgary.ca/guidelines-for-zoom/.

If you are unable to attend a Zoom session, please contact your instructor to arrange an alternative activity (where available). Please be prepared, as best as you are able, to join class in a quiet space that will allow you to be fully present and engaged in Zoom sessions. Students will be advised by their instructor when they are expected to turn on their webcam (such as for group work, presentations, etc).

The instructor may record online Zoom class sessions for the purposes of supporting student learning in this class – such as making the recording available for review of the session or for students who miss a session.

Students will be advised before the instructor initiates a recording of a Zoom session. These recordings will be used to support student learning only.

MEDIA AND RECORDING IN LEARNING ENVIRONMENTS

Media recording for lesson capture
The instructor may use media recordings to capture the delivery of a lecture. These recordings are intended to be used for lecture capture only and will not be used for any other purpose. Although the recording device will be fixed on the Instructor, in the event that incidental student participation is recorded, the instructor will ensure that any identifiable content (video or audio) is masked, or will seek consent to include the identifiable student content to making the content available on University approved platforms.

Media recording for assessment of student learning
The instructor may use media recordings as part of the assessment of students. This may include but is not limited to classroom discussions, presentations, clinical practice, or skills testing that occur during the course. These recordings will be used for student assessment purposes only and will not be shared or used for any other purpose.

Media recording for self-assessment of teaching practices
The instructor may use media recordings as a tool for self-assessment of their teaching practices. Although the recording device will be fixed on the instructor, it is possible that student participation in the course may be inadvertently captured. These recordings will be used for instructor self-assessment only and will not be used for any other purpose.

Student Recording of Lectures
Audio or video recording of lectures is prohibited except where explicit permission has been received from the instructor.

UNIVERSITY OF CALGARY POLICIES AND SUPPORTS

ACADEMIC ACCOMMODATIONS
Students seeking an accommodation based on disability or medical concerns should

IMPORTANT INFORMATION
Any research in which students are invited to participate will be explained in class and approved by the appropriate University Research Ethics Board

COPYRIGHT
It is the responsibility of students and professors to ensure that materials they post or distribute to others comply with the Copyright Act and the University's Fair Dealing Guidance for Students (library.ucalgary.ca/files/library/guidance_for_students.pdf). Further information for students is available   on the Copyright Office web page (https://library.ucalgary.ca/copyright)

A NOTE REGARDING INSTRUCTOR INTELLECTUAL PROPERTY
Generally speaking, course materials created by professor(s) (including course outlines, presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the professor (s). These materials may NOT be reproduced, redistributed or copied without the explicit consent of the professor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course *at the same time* may be allowed under fair dealing

ACADEMIC INTEGRITY
The Cumming School of Medicine expects intellectual honesty from its students. Course participants should be aware of University policies relating to Principles of Conduct, Plagiarism and Academic Integrity. These are found in the printed Faculty of Graduate Studies Calendar, or online under Academic Regulations in the Faculty of Graduate Studies Calendar, available at **Faculty of Graduate Studies Academic Regulations**

ACADEMIC MISCONDUCT
For information on academic misconduct and its consequences, please see the University of Calgary Calendar at http://www.ucalgary.ca/pubs/calendar/current/k.html

EMERGENCY EVACUATION AND ASSEMBLY POINTS
Assembly points for emergencies have been identified across campus. The primary assembly points for South Campus (Health Science Centre (HSC); Health & Research Innovation Centre (HRIC); Heritage Medical Research Building (HMRB) and Teaching, Research and Wellness (TRW)) are:
- HSC and HMRB: HRIC Atrium (alternate assembly point is Parking Lot 6)
- HRIC: HMRB Atrium (alternate assembly point is Parking Lot 6)
- TRW: McCaig Tower (alternate assembly point is HMRB – Atrium)

APPEALS
If there is a concern with the course, academic matter or a grade, first communicate with the instructor. If these concerns cannot be resolved, students can proceed with an academic appeal, as per Section N of the Faculty of Graduate Studies Calendar. Students must follow the official process and should contact the Student Ombuds Office (http://www.ucalgary.ca/provost/students/ombuds) for assistance with this and with any other academic concerns, including academic and non-academic misconduct

THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) ACT
This course is conducted in accordance with the Freedom of Information and Protection of Privacy Act (FOIP) and students should identify themselves on written assignments (exams and term work.) by their name and ID number on the front page and ID on each subsequent page. Assignments given by you to your course instructor will remain confidential unless otherwise stated before submission. The assignment cannot be returned to anyone else without your expressed permission to the instructor. Grades will be made available on an individual basis and students will not have access to other students' grades without expressed consent. Similarly, any information about yourself that you share with your course instructor will not be given to anyone else without your permission

WELLNESS AND MENTAL HEALTH RESOURCES

The University of Calgary recognizes the pivotal role that student mental health plays in physical health, social connectedness and academic success, and aspires to create a caring and supportive campus community where individuals can freely talk about mental health and receive supports when needed. We encourage you to explore the excellent mental health resources available throughout the university community, such as counselling, self-help resources, peer support or skills-building available through the SU Wellness Centre (Room 370, MacEwan Student Centre), https://www.ucalgary.ca/wellnesscentre/services/mental-health-services and the Campus Mental Health Strategy website https://www.ucalgary.ca/mentalhealth/"

SUPPORTS FOR STUDENT LEARNING, SUCCESS, AND SAFETY

Student Ombudsman: The Student Ombuds' Office supports and provides a safe, neutral space for students. For more information, please visit www.ucalgary.ca/ombuds/ or email ombuds@ucalgary.ca

Student Union: The SU Vice-President Academic can be reached at (403) 220-3911 or suvpaca@ucalgary.ca; Information about the SU, including elected Faculty Representatives can be found here: https://www.su.ucalgary.ca

Graduate Student's Association: The GSA Vice-President Academic can be reached at (403) 220- 5997 or gsa.vpa@ucalgary.ca; Information about the GSA can be found here: https://gsa.ucalgary.ca

SAFEWALK
Campus security will escort individuals, day or night, anywhere on campus (including McMahon Stadium, Health Sciences Centre, Student Family Housing, the Alberta Children's Hospital and the University LRT station). Call 403-220-5333 or visit http://www.ucalgary.ca/security/safewalk. Use any campus phone, emergency phone or the yellow phone located at most parking lot pay booths. Please ensure your personal safety by taking advantage of this service.