**Northwestern University**

Master of Biotechnology

McCormick School of Engineering

**Topics in Professional Development in Biotechnology**

Instructor: Natalie J. Champagne

Natalie J. Champagne

Office: Tech NG19

Phone: 847-491-7402

Email: <http://natalie.champagne@northwestern.edu>

Office hours by appointment

**Course Description**

* The purpose of this course is to provide students with the necessary professional development skills to be successful professionals in the Biotechnology industry. From an applied perspective, this course is designed to assist students in understanding the career development process, in order to make informed and appropriate occupational and educational decisions. Students will learn how to integrate self-knowledge into occupational development.

**Objective**

* The objective of the professional development course is to improve professional development skills and self-marketing tools, such as interviewing, writing resumes, and keeping up-to-date on current business trends.
* Analyze job market trends and future career pathways.
* Learn job search methods and strategies to aid in acquiring future job opportunities.
* Identify resources and information that can be utilized in the career planning process.

**Attendance**

* Students are required to attend 4 workshops/seminars in the fall quarter.
* Students are required to attend 4 workshops/seminars in the winter term.
* Students are required to attend 2 workshops/seminars in the spring term.
* Students are required to complete a total of 10 workshops/seminars in order to pass this course.

**Research Paper**

* Complete comprehensive research paper on the Biotechnology industry. Once you have determined which area within the industry that interest you (i.e. regulatory affairs, patent law, research and development, consulting, and discovery group) explain why you are interested in this area. Students are required to list the companies of their choice and where they are located. Lastly, the paper must include the companies size, what type of therapeutics they produce, company culture and growth potential (the financial stability of the company).
* Assignments are expected to be typed, double spaced, with 1-inch margins. Include a cover sheet with this assignment.

**Course format**

* The course will include a combination of workshops and seminars.
* Individual coaching sessions are included in this course.
* Group meeting at the beginning of each quarter (Fall, Winter, Spring).

**Late assignments**

* Late assignments will not be accepted.

**Coaching sessions**

* Students are required to complete one coaching session each quarter (Fall, Winter, Spring).

**Grading**

* Students will receive a final grade at the conclusion of the Spring quarter.
* This course is a zero credit course.
* Students will receive satisfactory or unsatisfactory as a grade.
* You must pass this course in order to graduate.

**Required Text**

* Rath, Tom. (2007) Strength Finder 2.0. (Publisher: Gallup Press)

**Optional Text**

* Usheroff, Roz. (2013) The Future of You: Creating your Enduring Brand. (Publisher: The Usheroff Institute, Inc.)

**Learning Outcomes**

* Communicate effectively and professionally in business situations through writing, speaking, and listening.
* Develop networking strategies; apply networking strategies to demonstrate effective networking conversations and written communications.
* Demonstrate the skills needed to prepare a professional resume and cover letter.
* Demonstrate understanding of the behavioral interview process by preparing interview questions and participating in practice behavioral interviews.
* Research Biotechnology companies to identify size, products, company culture, and growth potential.
* Understand the importance of etiquette in the work space.

**Coaching Sessions**

* Coaching sessions are mandatory at the beginning of the Fall, Winter, and Spring quarters. The instructor will have a sign-up sheet during the quarterly meet ups. The session in the fall (Introduction Meeting) is an opportunity for us to introduce ourselves to each other.
* Introduction Meeting/Coaching Sessions are 30 minutes long.

**Resources**

* NU’s writing center is available for students that need assistance with writing.

<http://www.writing.northwestern.edu>.

* Vmock allows Northwestern University students to receive customized suggestions for their resume based on criteria gathered from employers and Northwestern resume standards.
* Learn more about Vmock:<http://www.vmock.com/vmock_video/>.

**Optional training**

* If you would like to improve your communication and leadership skills join toastmasters.

Toastmasters International is a world leader in communication and leadership development. By regularly giving speeches, gaining feedback, leading teams and guiding others to achieve their goals in a supportive atmosphere, leaders emerge from the Toastmasters program. Every Toastmasters journey begins with a single speech. During their journey, they learn to tell their stories. They listen and answer. They plan and lead. They give feedback—and accept it. Through our community of learners, they find their path to leadership.

* Learn more about toastmasters: <http://www.toastmasters.org/>.

**Mandatory Events**

* There will be mandatory events that students are required to attend during the fall, winter and spring quarters. Biotechnology Day-November 10, 2016, Internship Panel-February 10, 2017 and June Advisory Meeting-June 7, 2017. Please add these dates to your calendar.

**Canvas**

* Canvas is a cloud-hosted learning management system (LMS), powered by Instructure, that allows Northwestern instructors and students to deliver course materials, submit assignments and tests, view grades, and create learning activities. <http://www.it.northwestern.edu/education/learning-management/>.
* Canvas will be used for discussions, grading, and information sharing. Students will have access to canvas when class starts in the Fall until the Spring term. Second year students do not have access to Canvas.

**Individual Coaching Sessions**

* Each quarter (Fall, Winter, and Spring) students are required to schedule one individual coaching session with the instructor.

**LinkedIn Workshops**

* LinkedIn Workshop I
  + Introduction to LinkedIn
  + Profile Management
  + Professional picture
  + Correct information
    - Professional summary/graduate summary
    - My Story
* **LinkedIn Workshop II**
  + Create a custom URL
  + Review MBP Alumni/Network LinkedIn page (up to 2 LinkedIn accounts)
    - Provide comments about the accounts that you reviewed. What did you learn? What caught your attention?
  + Develop a professional/Graduate student summary. Please submit your summary via canvass on the day that you are presenting. Students will present by designated groups.

**Fall Quarter Schedule**

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| **Friday, September 23rd**  Topic: Syllabus and Class Introduction/Strength Finder Assessment  Assignment: Complete Strength Finder Assessment  Reading: Part I (Strengths Finder)  Location: Civil Engineering Conference Room A230 (TECH)  Time: 12:00pm-1:00 pm |
| **Friday, September 30th**  Topic: Strength Finder Book  Assignment: Write a one-page summary focusing on your themes and how you will use your themes during this program and beyond.  Reading: Part II (Strengths Finder)  Time: 6:00 pm (Summary)  Online Submission via Canvas (Summary)  \*we will not be meeting on this day\*  **Introduction Meeting:**  Winode Handagama  Yiyi Yao  Dongqi Yi  Harshith Subramanian |
| **Tuesday, October 4th**  Topic: LinkedIn Workshop I  Assignment: Create a LinkedIn account  Location: Tech L160  Time: 3:00 pm-4:00 pm |
| **Friday, October 7th**  Individual Coaching Sessions  Location: Tech NG 19  **Introduction Meeting:**  Paul Marks  Yijun Fan  Jessica Yeh  Damien Doser |
| **Tuesday, October 11th**  Topic: LinkedIn Workshop II/Presentations  \*Assignment: Please review syllabus  Location: Tech L160  Time: 3:00 pm-4:00 pm |
| **Thursday, October 13th**  Topic: LinkedIn Workshop II/Presentations  \*Assignment: Please review syllabus  Location: Civil Engineering Tech A23011  Time: 3:00 pm-4:00 pm |
| **Friday, October 14th**  Individual Coaching Sessions  Location: Tech NG 19  **Introduction Meeting:**  Tzu-Hung Chen  Yu Wang  Aaron Einhorn  Megan Halkett  Lan Wang |
| **Tuesday, October 18th**  Topic: Resume/Cover Letter workshop  Guest Presenter: NCA  Location: Tech M128  Time: 3:00 pm-4:00 pm  **Introduction Meeting:**  Asha Varghese  Siddhant Prabhu  Natalie Quan  Micheal Orman |
| **Tuesday, October 25th**  Individual Coaching Sessions  Location: Tech NG 19  **Introduction Meeting:**  Zachary Cowden  Christopher Chen  Jiayue Yang  Lei Zhou |
| **Friday, October 28th**  Individual Coaching Sessions  Location: Tech NG 19  **Introduction Meeting:**  Didi Zha  Shobhit Patoria  Mary Miller  Shi Yuyang  Flora Zi Yang |
| **Friday, November 4th**  Individual Coaching Sessions  Location: Tech NG 19  **Introduction Meeting:**  Ruiying Zhou  Jacob Hoffman  Qi Wang  William Wiseman |
| **Thursday, November 10th**  Biotechnology Day  Mandatory Event |
| **Friday, November 18th**  Topic: Personal Brand 101  Reading: The Future of You: Creating Your Enduring Brand, Roz Usherof  Location: TECH M128  Time: 12:00 pm-1:00 pm  **Introduction Meeting:**  Jonathan Mauro  Perium Tian  Amanda King  Rimgaile Lukosuinate |
| **Friday, December 9th**  Final: Research Paper  Online Submission via Canvas. Due by 6:00 pm |