

02-602 Professional Issues in Computational Biology
Fall 2017

Required Foundation Course for First Year MSCB students

Instructors: Phillip Compeau, Ph.D. and Stephanie Wong-Noonan, Ph.D.

Location: Thursdays, 4.30-5.20pm, GHC 4301

Description: This course gives Master's in Computational Biology students an opportunity to develop the professional skills necessary for a successful career in computational biology. This two-semester required course will include assistance with elevator pitches, interview preparation, resume and cover letter writing, networking, and presentation skills. This course will also include opportunities to connect with computational biology professionals and academic researchers. This course will meet once a week and is pass/fail only. The grading scheme will be discussed on the first day of class.

Course expectations: To receive a passing grade, you must fulfill the following requirements:

1. You can miss or be tardy to no more than two classes total per semester (attendance will be taken at the beginning of class). If you will be missing class, you must email the instructors before class explaining your reason for not being able to attend.
2. You must complete the assignments in the course, which include but are not limited to giving an elevator pitch, writing a resume, crafting cover letters, completing mock interviews, and delivering a short presentation on a technical topic.
3. You must submit a 1-page "Reflection Statement" before the final day of class.

Course Schedule

Date	Class Subject	Deadlines/Notices
8/31	Picture Day! <i>Dress professionally.</i>	Paraphrasing pre-exercise posted with paraphrasing and elevator pitch videos
9/7	Academic integrity at CMU and how to avoid plagiarism (Aaron George)	Paraphrasing pre-exercise, handbook receipt due 9/6
9/14	Virtual Job Fair with Real Employers	
9/21	Elevator Pitch Practice (Peer Groups)	
9/28	Resume Writing Tips	Resume Submission Posted
10/5	Elevator Pitch Practice with Helomics	
10/12	Resume Review 1 (Peer Groups)	Submit resume by 10/11
10/19	Writing Skills with the GCC (Nisha Shanmugaraj)	
10/26	Internship panel with MSCB Second-Year Students	
11/2	Resume Review 2	Re-submit resume by 11/1
11/9	Networking and Professional Communication (Dr. Wong-Noonan) Employer speaker: PPD	
11/16	Check in with the CPDC (make appointment for resume review)	
11/20 (Monday)	MSCB Thanksgiving Celebration!	
11/23	No class – Thanksgiving break	
11/30	Field trip! To Helomics	Final resume due (optional)
12/7	Rest and study (no class)	Final reflection due

Career fairs/events to be aware of for Fall 2017

Within CMU

Fall Calendar of Events: <https://www.cmu.edu/career/calendar-public.html>

Sept 11-13: Technical Opportunities Conference (TOC)

Sept 19: Encompass CMU fair

Oct 12: Spark

Outside CMU

Oct 11: Western PA Collegiate Job and Internship Fair (in Monroeville)

Classroom Policies

Laptops, handheld and mobile devices may **not** be used during class unless specified.

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>

Accommodations for Students with Disabilities

If you have a disability and an accommodations letter from the Disability Resources office, I encourage you to discuss your accommodations and needs with us as early in the semester as possible. We will work with you to ensure that accommodations are provided as appropriate. If you suspect that you may have a disability and would benefit from accommodations but are not yet registered with the Office of Disability Resources, we encourage you to contact them at access@andrew.cmu.edu.

Statement on Well-Being

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***