



QUARTER COURSE 1: Professional Development
Fall 2019 Course Syllabus
30 hours in classes and preparation

COURSE DIRECTORS:

Zafira Castano, Ph.D.
President/Co-Founder, IMFAHE Foundation
Email: president@imfahe.org

Maria Soriano, Ph.D.
Vice President/Co-founder, IMFAHE Foundation
Email: mariasorianocarot@imfahe.org

Jessalyn Ubellacker, Ph.D.
Email: jubellacker@imfahe.org

This quarter course series one is part of a three-part global series provided by **IMFAHE: International Mentoring Foundation for the Advancement of Higher Education** (www.imfahe.org), and its [European Innovation Network](#). They are devoted to improving the educational development of students and young professionals through international mentorship and collaborations. Students may choose to enroll in only one of the three courses and will receive credit for the quarter course in which they have enrolled. Students enrolling in all three quarter courses will receive credit for all three courses.

Course Description. The format of this course is an online lecture series consisting of a presentation led by an international expert that allow students to actively participate and discuss the topic in detail as it applies to their career development. Young professionals and students today face a rapidly developing, global job market. To become a future strong job applicant, there are many skills in professional development which an applicant must master. This course uses an online masterclass format to present key skills in professional development for participating students. In this quarter course, we will explore the steps of how to successfully get a job, how to build an effective CV and resume, how to write a strong cover letter, how to prepare for an interview, and how appropriately market your ability using networking tools such as LinkedIn. In each session, we will examine different aspects of professional development in preparing students and young professionals for the job market, specifically a job in the scientific field.

Learning Objectives. At the end of this course, participants will be able to

- Write a successful cover letter and CV/resume
- Effectively market themselves for a job (strong job pitch, building a strong 'brand', using LinkedIn)
- Have a good understanding of the interview process
- Develop skills required to successfully compete for a job

Masterclass Online Classroom. These online masterclasses will take place at the indicated times at the following link: <http://zoom.us/j/538787747>

Attendance. As this is a participation based course, your attendance at all seven of the the masterclass online sessions is vital. Each student will be responsible is expected to attend the online masterclass at the designated meeting time ready to discuss each topic. If you are unable to make it to a class, you must watch the recorded masterclass and complete a corresponding questionnaire.

Grading Policies. This course is graded on a pass/fail basis. Your grade for the course will be based on attendance, informed participation, and completion of the practical exercise. In order to receive a grade of "pass", students must: **1.)** attend all of the online masterclasses (or watch the recorded sessions and complete the questionnaire if masterclass session was not attended) **2.)** Watch the four recorded masterclasses and complete the questionnaire for these masterclasses and **3.)** complete the practical exercises. Students who do not fulfill these requirements will receive a grade of "fail".

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the course directors.

Quarter Course 1: Professional Development— Academic Calendar

| Date & Central European Time | Agenda | Lecturer |
|---------------------------------------|---|--|
| Sept 26 th (2.30pm CET) | CV/Transferable skills. Learn tips and tricks for preparing the best CV and what are the most important transferable skills if you want to consider to change your path. | Dr. Lauren Celano , CEO Propel Careers |
| Oct 5 th (4.00pm CET) | Cover Letter. How to write an effective cover letter and put your skills into practice by writing one | Dr. Jessalyn Ubellacker , Postdoctoral Researcher UT Southwestern Medical Center |
| Oct 10 th (2.30pm CET) | The Elevator Pitch. Master the ability to explain your work to someone in just a few minutes. | Anna Kaufman , Chief Badass |
| Oct 19 th (4.00pm CET) | Communication skills. Learn the best tricks to communicate efficiently to your audience. | Dr. Jesús Páez , Senior Scientist Abbvie |
| Oct 24 th (2.30pm CET) | Create a Successful LinkedIn Profile. Master the skills needed to effectively market yourself using the online LinkedIn platform and make a LinkedIn profile. | Dr. María Soriano , Vice President, IMFAHE Foundation (Boston) |
| Oct 31 st (2.30pm CET) | The Day of the Interview. How to master a phone and an onsite interview | Dr. María Soriano , Vice President, IMFAHE Foundation (Boston) |
| Nov 2 nd (2.30pm CET) | Working in outstanding institutions. Steps to apply to a job at the European Commission, United Nations or the World Bank Group | Marta Truco , Team Leader, Strategy DG Research & Innovation (European Commission), Fernando Puerto , Programme Management Officer (United Nations) & Marcela Gutierrez , Research Analyst (World Bank Group) |

Watch the following recorded sessions prior to the last live masterclass session (October 31st) and complete the online questionnaire for credit for watching the session. **Send all PRACTICAL EXERCISES together in ONLY 1 EMAIL to QC@imfahe.org by NOVEMBER 25TH 2019. EXPECT TO RECEIVE YOUR DIPLOMA BY JANUARY 27TH 2020.**

- *Only students or professors affiliated to the European Innovation Network 2019-20 can apply to diplomas.*

| Recorded videos | Lecturer |
|--|---|
| <p>Steps to take in consideration to get a job. Think ahead to the steps you will need to prepare for to land that dream job. <i>Video Link:</i> https://youtu.be/yvr0-TYdZnE</p> | <p>Dr. Zafira Castaño, President/Co-Founder at IMFAHE Foundation (Boston). Senior Scientist Rubius Therapeutics.</p> |
| <p>Prepare your own brand. Learn how to market yourself for your dream job. <i>Video Link:</i> https://youtu.be/GuEmLnVgAx0</p> | <p>Marta Travieso, Global Digital Manager Healthcare, Medela (Switzerland)</p> |
| <p>Personal Statement. Learn how to prepare an engaging personal statement for your fellowship or academic applications <i>Video Link:</i> https://youtu.be/zlNZJtMAX_Y</p> | <p>Ayana Henderson, Ph.D. Candidate at Harvard University (Boston)</p> |
| <p>Resume. Learn tips and tricks for preparing the best resume that will help you land an interview <i>Video Link:</i> https://youtu.be/Y4EMksGuk8</p> | <p>Dr. Jesús Páez, Senior Scientist Abbvie</p> |

Practical exercises

- 1. CV/resume and Cover letter.** Based on the guidelines in this course, create your own CV or resume and write a cover letter for a potential job, you would be interested in applying for. Participants who are not currently looking for jobs should still chose a potential future job as practice for which to write a cover letter for. Share the cover letter and CV/resume with the course directors and then finalize your work by asking for feedback from your international mentor or a peer. *You should email to IMFAHE your CV or resume as part of this course, in order to get the Quarter course diploma.*
- 2. Practice a mock interview.** Find a mock interview session, or practice the interview process with your peers, and international mentor (if you are part of IMP at IMFAHE). *In order to get the Quarter course diploma you will need to email to IMFAHE a document listing 5 potential companies or hosting labs where you would like to work next, including the next information: Who are they? What do they do? What is the value that you will bring to the center?*
- 3. Write and practice your elevator pitch.** Write out what your elevator pitch would be and practice giving it to peers. *After finalizing it, you will need to email to IMFAHE your written elevator pitch in order to get the diploma.*
- 4. Make an effective LinkedIn Profile.** Register for LinkedIn and use the tips offered to create a successful LinkedIn Profile. *After finalizing it, you will need to share with IMFAHE your LinkedIn profile link, in order to get your diploma.*