

Making INformed Decisions

Fall 2020 Syllabus: Catalytic Course

- ★ The goal of the MIND program is to teach PhD-trained researchers how to explore careers effectively.
- ★ The MIND Catalytic Course occurs during the Fall 2020 term.



Office of Career and
Professional Development
Student Academic Affairs

Fall 2020 Syllabus At-A-Glance

Date	Class Topics	Homework
Pre-Work	Please complete these assignments before the first day of class.	<ul style="list-style-type: none"> • Read the course syllabus • Install and test Zoom • Fill out the “meet and greet” • Watch “The Fantasy, The Ideal, and The Reality of Career Exploration” • Watch job market video
Catalytic Course #1 (Required): Friday, September 18, 1-3 p.m.	Introduction to Career Exploration <ul style="list-style-type: none"> • Welcome from Dean Watkins • Ground Rules • Myths and realities of the job market 	<ul style="list-style-type: none"> • Start thinking about your capstone project • Watch “Working Identity” video • Skills, interests, and values assessments (and reflection) • Sign up for a career counseling session (optional)
Orientation to Self-Directed Job Sims (Optional): Friday, September 25, 1-2 p.m.	<ul style="list-style-type: none"> • This session will help you prepare to complete a self-guided job sim as a capstone activity. 	<ul style="list-style-type: none"> • Select and complete a job sim on your own, and upload your reflection to the Box homework folder.
Catalytic Course #2 (Required): Friday, October 2, 1-3 p.m.	Understanding Yourself <ul style="list-style-type: none"> • “Working identity” discussion • Using self-assessment to identify possible career paths 	<ul style="list-style-type: none"> • Decide what you will do for capstone project • Read about possible career paths • Write the first part of your career story
Visa Considerations for Employment in the U.S. (Optional): Friday, October 9, 1-3 p.m.	<ul style="list-style-type: none"> • This session does <u>not</u> count as a capstone activity. 	<ul style="list-style-type: none"> • No assignments for this session.
Catalytic Course #3 (Required): Friday, October 16, 1-3 p.m.	Researching Career Paths <ul style="list-style-type: none"> • Use the career exploration road map • Informational interviews (part I): making the “ask” 	<ul style="list-style-type: none"> • Start work on your capstone activity • Draw the next chapter of your career story • Draft an informational interview request

		<ul style="list-style-type: none"> Update your LinkedIn and UCSF Connect profiles
Guided Job Sim (Optional): Friday, October 23, 1-3 p.m.	<ul style="list-style-type: none"> This counts for your capstone project. 	<ul style="list-style-type: none"> If attending as a capstone activity, upload your reflection to the homework Box folder
Catalytic Course #4 (Required): Friday, October 30, 1-3 p.m.	Envisioning Possible Futures <ul style="list-style-type: none"> Informational interviews, part II: what to say Discussion of your continued career story 	<ul style="list-style-type: none"> Create a list of questions for an informational interview Work on your capstone activity
Catalytic Course #5 (Required): Friday, November 13, 1-3 p.m.	Demystifying Networking <ul style="list-style-type: none"> Networking for career exploration “Speed networking” with MIND alums 	<ul style="list-style-type: none"> Create a list of questions for an informational interview Work on your capstone activity
Guided Job Sim (Optional): Friday, November 20, 1-3 p.m.	<ul style="list-style-type: none"> This counts for your capstone project. 	<ul style="list-style-type: none"> If attending as a capstone activity, upload your reflection to the homework Box folder
Catalytic Course #6 (Required): Friday, December 4, 1-3 p.m.	Next Steps and Peer Teams <ul style="list-style-type: none"> Preparation for peer teams Resources for continuing career exploration Setting goals for your next steps 	<ul style="list-style-type: none"> Read peer team details and sign up (optional) Complete your capstone activity Fill out course evaluation

The MIND Program

The Catalytic Course is a brief, targeted course designed to teach career exploration skills, informed by career development literature. It is career-neutral, encouraging you to explore and aggressively pursue whatever careers are of greatest interest, including both careers inside and outside academia. It is designed to serve as a springboard that primes you to fully exploit the second part of the MIND program, in which you will direct your own career exploration activities with the help of a team of peer coaches.

This course is designed to be catalytic, in the sense that it activates your career exploration journey by providing you the substrates (the tools and conceptual frameworks needed for career exploration), and catalyzes a career planning reaction that takes place during the course of the MIND program.

Who This Course Is For

This MIND course is designed for UCSF postdocs and PhD students who are starting or still exploring their career options. If you have not decided what kind of career to pursue after your training at UCSF, then this course is for you. If you already know what career you will pursue, or if you are searching for a job, your goals will be much better served by the other excellent services provided by the UCSF Office of Career and Professional Development. Please note that the MIND course was originally designed for biomedical PhDs, so the course content draws heavily from the perspectives of researchers in the basic life sciences.

Major Learning Objectives

If you attend all six course meetings and complete all the homework, then by the end of the MIND Course you will be able to:

1. List the activities leading to successful career transition and reinvention.
2. Identify 2-3 careers that best fit your unique skills, interests, and values (S,I,V) using the myIDP or ImaginePhD tools.
3. Identify professionals in your careers of interest who you would like to add to your network.
4. Define your goals for an informational interview, and prepare the materials needed to initiate and conduct one.
5. Synthesize and reflect on the information you collect about careers of interest to assess alignment with your S,I,V.
6. Improve and complement your training experience at UCSF.

Course Grading

For graduate students only: MIND is a 2-credit, P/NP (Pass/No Pass) or S/U (Satisfactory/Unsatisfactory) course held during the 2020 Fall Quarter. To receive a “Pass” or “Satisfactory” grade in this class, you must:

1. Attend or make up all six class sessions;
2. Complete all homework assignments.

Course Instructors

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Course Format

The course features occasional lectures and panels, but — because it aims to teach you career exploration skills — the course makes extensive use of interactive workshops in which you begin to apply these tools to your own situation, and practice with your peers.

Course Logistics

- The MIND Catalytic Course takes place Fridays from 1-3 p.m. during the 2020 Fall Quarter.
- Course website: career.ucsf.edu/mind
- All logistical questions should be directed to mind@ucsf.edu

Course Dates and Location

- Class #1: Friday, September 18, 1-3 p.m., Zoom
- Class #2: Friday, October 2, 1-3 p.m., Zoom
- Class #3: Friday, October 16, 1-3 p.m., Zoom
- Class #4: Friday, October 30, 1-3 p.m., Zoom
- Class #5: Friday, November 13, 1-3 p.m., Zoom
- Class #6: Friday, December 4, 1-3 p.m., Zoom

The MIND Program Expectations

Expectations for staff and students

The Making Informed Decisions (MIND) Program, offered to UCSF PhD students and postdocs, comes with specific expectations for both students and staff, which must be met for the program to be effective and valuable. Therefore, your full and active participation is essential to your success in this program.

During the course, we expect students to:

- Attend all six days of coursework*: **September 18, October 2, October 16, October 30, November 13, and December 4, 2020** (see below for more detail). In addition, you must complete all homework assignments. The course is cumulative, with each week building on the prior sessions, and features interactive workshops as well as lectures. We recognize that you may be unable to attend one of the sessions. If so, we ask that you 1) tell us beforehand and 2) make up the material by watching a recording of the class, reading notes, completing assignments, and talking with your peers.
- Strongly consider participating in peer team meetings*: **January 8, January 22, February 5, February 19, March 5, and March 19, 2021**. At the end of the catalytic course, you will have the opportunity to join in the peer team phase from January - March 2021. If you choose to participate in this part of the program, you are expected to contribute to your peer team's online discussion, and to give your peers supportive, respectful feedback.

**Note: We plan to conduct both the Fall 2020 Catalytic Course and the Winter 2020 Peer Teams virtually, in accordance with COVID-19 policies and guidance. Class sessions will take place via Zoom, and will be supplemented with other materials available through Box. Please let us know at mind@ucsf.edu if you anticipate any problems participating virtually.*

- Complete an experiential learning project by the end of the Catalytic Course in December. Options for this projects will include: completing an informational interview with a UCSF alum; completing a job simulation for a career of interest; and more. You will receive full information about these options at the beginning of class, and support for your work on these projects throughout the class.
 - Conduct yourself professionally and respectfully throughout your interactions with UCSF alumni, guest lecturers, employers, and other professionals who volunteer their time to help MIND participants (we call these "MIND partners"). Behaving professionally and courteously with these individuals is key for two reasons: 1) the success of your career exploration hinges upon the generosity of these individuals, and 2) through these interactions, you directly influence the relationships between the MIND program and its
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partners (and their willingness to give more of their time in the future!).

- Help us evaluate the utility and efficacy of the program by completing the surveys and evaluations that we send to you. These surveys will ask about your experiences in the MIND program, and at UCSF, and will be kept confidential**. While this is our sixth year offering MIND, we are always incorporating new elements based on past participants' feedback, and the latest evidence-based career development practices, because we are committed to continuously improving the program. We look forward to your feedback as we work to make the program as engaging and useful as possible!
- Stay in touch after leaving the MIND program, and after leaving UCSF. We want to know what career decisions you ultimately make, how you make them, and how we can better serve trainees like you in the future!

You can expect the MIND Program to:

- Provide you with the resources and support to complete an experiential project during the catalytic course, such as a job simulation and/or an informational interview.
- Connect you with at least 1 professional (via UCSF Connect) for an informational interview, once you have completed the necessary preparation. We encourage you, of course, to conduct additional informational interviews with professionals in your own network.
- Maintain confidentiality (explained more fully below). We will not disclose your participation to your PI, your program, or your colleagues; nor will we share any information we collect from you without de-identification and aggregation.
- Listen carefully to you. We will read your assignments, evaluations, and discussion contributions, and consider your input seriously. We welcome your ideas and will listen carefully for ways that we can improve the program, now and in future years.
- Implement changes to the program in accordance with your input where we feel it is appropriate. We will do everything we can to make your personal experience as rewarding and valuable as possible.
- Provide feedback. Sometimes you will receive individual feedback on your assignments, and other times we will respond collectively by highlighting important themes for the cohort as a whole.
- Respond to emails addressed to mind@ucsf.edu within 48 hours during normal business hours.

**MIND Confidentiality Policy

There are many possible interpretations of confidentiality. Here is what we mean. You will notice that we ask for your name/email in the evaluations. We need this information so we can follow you over time, both during the program and afterward, so we can learn from your experience. This information is for our program staff. Any data that we share outside the MIND team will be de-identified and, where appropriate, aggregated. Your individual response will not be shared.

Class #1: Introduction to Career Exploration

September 18, 2020, 1-3 p.m., Zoom

Course Instruction

- Dean Elizabeth Watkins
- Associate Dean Liz Silva
- Bill Lindstaedt
- Linda Louie
- Elissa Hamlat

Learning Objectives for Class #1

If you attend this class meeting and complete all the homework, then you will be able to:

1. Understand the structure of the MIND program, and what you can hope to gain from it.
2. Learn about and practice using the interactive tools for our virtual class.
3. Get to know the MIND program staff and each other.
4. Learn about why career exploration is important and recognize the iterative nature of the career exploration process.

Agenda for Class #1

Time	Topic
1:00pm	Check-in <i>Moderators: Linda Louie & Elissa Hamlat</i>
1:10pm	Welcome to the MIND Program! <i>Presenter: Dean Elizabeth Watkins</i>
1:40pm	Overview of MIND and Class Logistics <i>Presenter: Linda Louie</i>
1:55pm	Break
2:00pm	Introduction to the Career Exploration Process: The Fantasy, The Ideal, The Reality <i>Presenter: Bill Lindstaedt</i>

2:30pm	Job Market Discussion <i>Presenter: Associate Dean Liz Silva</i>
2:55pm	Getting Ready for Class #2 <i>Presenter: Elissa Hamlat</i>
3:00pm	Adjourn MIND Class #1

Homework after Class #1:

Please title homework files with your last name (e.g. “Lastname Career Story”, “Lastname MyIDP”).

1. Watch “Working Identity” video

Due Thursday, October 1, 2020. No upload required. Estimated completion time: 23 minutes.

Watch Bill’s [video explaining the concept of working identity](#). Consider what actions you have taken during grad school and/or as a postdoc that have helped you develop a career identity such as “scientist,” “researcher,” “academic,” “humanist,” etc., and be prepared to discuss this in class. Bring any questions you have!

2. Take Skills, Values, and Interests assessments at “MyIDP” or “ImaginePhD”

Due Tuesday, September 29, 2020. No upload required.

You should have created an account at “MyIDP” (if you are a STEM student or postdoc) or ImaginePhD (if you are a Humanities, Social, or Population Sciences student or postdoc). Sign into your account, go to the “Assessments” tab, and take the Skills, Values, and Interests assessments.

3. Write a reflective paragraph about your assessment results.

Due Tuesday, September 29, 2020. Upload Word or PDF document to “Homework Uploads” Box site.

Take a look at your top five, and bottom five, results for each assessment (top five values; top five skills, etc.). Write a brief reflective paragraph (no more than 1 page) in response to the following prompts (you need not answer all of them):

- What surprised you (or didn’t surprise you) about your values?
- Do you see any disconnects between your interests and your skills?
- What sorts of tasks do you currently do, that require skills you love to use?
- What sorts of tasks do you currently do, that require skills you *don’t enjoy* using?

4. (Optional) Schedule a 1:1 career counseling session

Estimated completion time: 10 minutes. No upload required.

Throughout the MIND course, you are welcome (but not required) to schedule a 1:1 career counseling session with one of your course instructors. Please note that our appointment slots fill up fast, so book early for the best availability!

- Schedule with Linda (Monday-Friday afternoons): <https://OCPD.as.me/career-exploration-experiential-learning>

- Schedule with Bill (Tuesday and Friday afternoons):
<https://OCPD.as.me/?calendarID=2565713>
- Schedule with Mike (Weds/Thurs, mornings and afternoons):
<https://ocpd.as.me/schedule.php?calendarID=2621866>

Class #2: Understanding Yourself

October 2, 2020, 1-3 p.m., Zoom

Course Instruction

- Linda Louie
- Bill Lindstaedt
- Elissa Hamlat

Learning Objectives for Class #2

If you attend this class meeting and complete all the homework, then you will be able to:

1. Define your skills, interests, and values using the myIDP or ImaginePhD tools.
2. Identify potential careers of interest using the myIDP or ImaginePhD tools.
3. Recognize the theoretical concept of career reinvention.
4. Practice crafting your working identity.

Agenda for Class #2

Time	Topic
1:00pm	Check-in <i>Moderators: Linda Louie & Elissa Hamlat</i>
1:10pm	Using Self-Assessment to Evaluate Career Options <i>Presenter: Bill Lindstaedt</i>
1:55pm	Break
2:00pm	“Working Identity” and your Career Story <i>Presenter: Bill Lindstaedt, Guests TBD</i>
2:55pm	Getting Ready for Class #3 <i>Presenter: Elissa Hamlat</i>
3:00pm	Adjourn MIND Class #2

Homework after Class #2:

Please title homework files with your last name (e.g. “Lastname Resume”, “Lastname Pitch”).

1. Read about at least two career paths using MyIDP or ImaginePhD.

Due Thursday, October 15, 2020. No upload required.

In the [myIDP](#) tool, you will find suggestions of articles and books relating to the most common post-PhD career paths. These are collected for you under the "Career Exploration" tab, in the ["Read about careers"](#) section.

In the [ImaginePhD](#) tool, you can find information about specific career paths under the "Resources" tab ("Resources" > ["Job Family Resources"](#)).

Explore the listed resources for *at least two* career paths that are suggested by myIDP or ImaginePhD as potentially good fits for you, based on your Skills and Interests assessments. During our next class, you will be asked to **share your impressions about the two career paths you choose to read about.**

2. Watch “Informational Interviews” video

Due Thursday, October 15, 2020. No upload required.

Watch the video and make note of any questions. We recommend doing this before assignment #3.

3. Write out the first part of your “career story”: how you got to where you are now.

Due Tuesday, October 13, 2020. Upload Word or PDF document to “Homework Uploads” Box site.

In 2-3 paragraphs (about one page – but if you feel compelled to write more, that’s fine!), write your “career story” up to this point. You can formulate your story as a response to one or more of the below prompts, or simply write it out as a narrative. This story is yours, so write it in whatever way makes the most sense to you.

- When, how, and why did you first become interested in your current field?
- Why did you decide to pursue grad school and/or your postdoc?
- What moments have been important milestones, unexpected twists, or turning points in your career so far?
- What goals or values have driven you, in your pursuit of your PhD and/or postdoc?
- What attributes do you possess, that have been important in your career so far?
- Has your career so far been an action movie, a comedy, a thriller, a romance? Why?

4. (Optional) Schedule a 1:1 career counseling session

Estimated completion time: 10 minutes. No upload required.

Throughout the MIND course, you are welcome (but not required) to schedule a 1:1 career counseling session with one of your course instructors. Please note that our appointment slots fill up fast, so book early for the best availability!

- Schedule with Linda (Monday-Friday afternoons): <https://OCPD.as.me/career-exploration-experiential-learning>
- Schedule with Bill (Tuesday and Friday afternoons): <https://OCPD.as.me/?calendarID=2565713>
- Schedule with Mike (Weds/Thurs, mornings and afternoons): <https://ocpd.as.me/schedule.php?calendarID=2621866>

Class #3: Researching Career Paths

October 16, 2020, 1-3 p.m., Zoom

Course Instruction

- Linda Louie
- Elissa Hamlat
- Guest TBD

Learning Objectives for Class #3

If you attend this class meeting and complete all the homework, then you will be able to:

1. Reflect on the process of crafting your working identity, and learn from others.
2. Discover how informational interviews accelerate the career exploration process.
3. Plan how you will evaluate and synthesize the information you collect during your career exploration.

Agenda for Class #3

Time	Topic
1:00pm	Check-in <i>Moderators: Linda Louie & Elissa Hamlat</i>
1:10pm	Your Career Stories <i>Presenter: Linda Louie</i>
1:45 pm	The Career Exploration Road Map <i>Presenter: Elissa Hamlat</i>
1:55pm	Break
2:00pm	Informational Interviews, Part I: Making the Ask <i>Presenter: Linda Louie, Guest TBD</i>
2:55pm	Getting Ready for Class #4 <i>Presenter: Elissa Hamlat</i>
3:00pm	Adjourn MIND Class #3

Homework after Class #3:

Please title homework files with your last name (e.g. “Lastname Resume”, “Lastname Pitch”).

1. Draft a request for an informational interview.

Due Tuesday, 10/27/20. Estimated completion time: 30-45 minutes. Upload to “Homework Uploads” Box folder.

Identify a professional of interest from amongst your contacts whom you would like to ask for an informational interview. For the purposes of this assignment, do not worry if you cannot identify the perfect person; you can still practice the skill of drafting an invitation email. Just pick someone it might be interesting for you to speak with.

Use the invitation formula we discussed during class to draft an email requesting an informational interview with this person. You do NOT need to send the email request yet. Instead, upload your draft invitation to the homework folder (as a Word or PDF file). During our next class, you will receive feedback to ensure your invitation is as effective as possible.

For more background and advice on informational interviews, consult the following brief articles:

- ★ ["Getting the Inside Scoop"](#) on Science Careers.
- ★ ["How I overcame my fear of informational interviewing"](#) - this short piece describes how one shy scientist applied her experimental design skills quite effectively to the new terrain of informational interviews.
- ★ The Office of Career and Professional Development hosts a number of [excellent resources](#) to help you get the most out of an informational interview.

2. Draw the next chapter of your career story.

*Due Tuesday, 10/27/20. Estimated completion time: 1 hour. Upload to “**In-Class Activities**” Box folder.*

You’ve reflected on your career story up to the present. Now it’s time to imagine the future! **Imagine how your career story could develop in the future and draw it, using as many pictures and as few words as possible.** You don’t need any artistic abilities whatsoever – very rudimentary drawings, using just a pen and a piece of printer paper, are just fine! We encourage you to imagine multiple possible paths your story could take – you don’t have to choose just one. Here are some prompts to get you started:

- Big picture: what do I care about? What do I want to make happen in my life?
- Zoom in: what specific goals do I have, personal or professional?

- Clear vs. fuzzy: What parts of my trajectory are clear to me right now, and what parts are fuzzy?
- Near future: What's next for me? What possibilities are emerging for me?
- What kinds of experiences, professional and/or personal, do I want to have in the next 5-10 years?

At the bottom of your drawing, write 2-3 questions that you have about your story, as you've drawn it. What are you uncertain about, what concerns you, what do you feel you need to learn or understand more about?

Finally, **take a picture of your drawing (or scan it) and upload it to the in-class activities folder**. You'll be showing your drawing to a couple of other people during our next class.

3. Create or update your LinkedIn and UCSF Connect profiles

Due Thursday, 10/29/20. Estimated completion time: 45 minutes. No upload required.

Check your privacy settings! Be sure they're set the way you want them. Add a photo, your education, and your relevant employment history. You may also wish to refer to the "[LinkedIn Profile Checklist](#)" handout for examples of each section. Connect to at least five friends/colleagues/family members.

4. (Optional) Schedule a 1:1 career counseling session

Estimated completion time: 10 minutes. No upload required.

Throughout the MIND course, you are welcome (but not required) to schedule a 1:1 career counseling session with one of your course instructors. Please note that our appointment slots fill up fast, so book early for the best availability!

- Schedule with Linda (Monday-Friday afternoons): <https://OCPD.as.me/career-exploration-experiential-learning>
- Schedule with Bill (Tuesday and Friday afternoons): <https://OCPD.as.me/?calendarID=2565713>
- Schedule with Mike (Weds/Thurs, mornings and afternoons): <https://ocpd.as.me/schedule.php?calendarID=2621866>

Class #4: Envisioning Possible Futures

October 30, 2020, 1-3 p.m., Zoom

Course Instruction

- Bill Lindstaedt
- Linda Louie
- Elissa Hamlat

Learning Objectives for Class #4

If you attend this class meeting and complete all the homework, then you will be able to:

1. Learn the “dos” and “don’ts” of a successful informational interview.
2. Practice the opening statement for your informational interview.
3. Reflect upon multiple possible ways that your career story could continue.
4. Share your story and hear your classmates’ stories!

Agenda for Class #4

Time	Topic
1:00pm	Check-in <i>Moderators: Linda Louie & Elissa Hamlat</i>
1:10pm	Informational Interviews, Part II: What Do I Say? <i>Presenter: Linda Louie, Guest TBD</i>
1:55pm	Break
2:00pm	“Possible Futures” Roundtable <i>Presenter: Bill Lindstaedt, Guest TBD</i>
2:55pm	Getting Ready for Class #5 <i>Presenter: Elissa Hamlat</i>
3:00pm	Adjourn MIND Class #4

Homework after Class #4:

Please title homework files with your last name (e.g. “Lastname Resume”, “Lastname Pitch”).

1. Create a list of questions you could ask at your informational interview

Due Thursday, 11/12/20. Estimated completion time: 30 minutes. Upload to “Homework Uploads” Box folder.

Create a list of questions that you could ask at the informational interview with the person you chose last week. Then, review your list of questions and prioritize the 4-5 most pressing questions you have.

2. CHOOSE one OF THE BELOW:

Due Friday, December 4. Estimated completion time: 3-4 hours. Upload to “Homework Uploads” Box folder.

a. Complete a facilitated job simulation with Mike and Linda at Every Month.

Upload your completed reflection sheet (provided at the event) to the “Homework Uploads” Box folder.

Job simulations are a great way to “try out” a career path to see if it is right for you. Want us to walk you through the process? Join Mike and Linda to complete a job sim via OCPD’s [Every Month program](#).

Job sims will be offered on September 25 (nonprofits), October 23 (science policy and advocacy), and November 20 (business of science). These job sims take place at the same time as our class (Fridays, 1-3 pm) on “off weeks” when we don’t have class.

At the event, you will be instructed to complete a reflection sheet. Upload a copy of your reflection to the Homework Uploads box site.

b. Complete a self-guided job simulation on your own.

Upload a completed [reflection sheet](#) to the “Homework Uploads” Box folder.

Want to try a job sim, but can’t make it at any of the times above? You can complete a self-guided simulation from the [Intersect Job Sims Library](#) (options include Entrepreneurship, Data Analytics, Medical Writing, Teaching Faculty, and more).

Follow the instructions provided on the website for the sim of your choice, and then complete a reflection sheet after you’re done. Upload the reflection sheet to the Homework Uploads box folder.

- c. **Send two requests for an informational interview (and conduct at least one informational interview if possible!).**

Upload a copy of your sent messages to the "Homework Uploads" Box folder.

Craft and send informational interview requests to a professional related to one career you are curious about, and upload a copy of the emails you submitted to the "Homework Uploads" Box folder, along with a list of questions that you could ask this person at the informational interview.

(Stuck or not sure how to find someone? Make a career counseling appointment!)

For more background and advice on informational interviews, consult the following brief articles:

- ★ ["Getting the Inside Scoop" on Science Careers.](#)
- ★ ["How I overcame my fear of informational interviewing"](#) - this short piece describes how one shy scientist applied her experimental design skills quite effectively to the new terrain of informational interviews.
- ★ UCSF's Office of Career and Professional Development hosts a number of excellent [resources to help you get the most out of an informational interview.](#)

3. (Ongoing) Attend your 1:1 career counseling session

Attend your 1:1 session with Bill/Linda/Mike.

Class #5: Networking

November 13, 2020, 1-3 p.m., Zoom

Course Instruction

- Naledi Saul
- Linda Louie
- Elissa Hamlat

Learning Objectives for Class #5

If you attend this class meeting and complete all the homework, then you will be able to:

1. Articulate what networking is, and the role it plays in exploring careers.
2. Evaluate and practice cultivating your professional network.
3. Meet and hear the stories of MIND alumni from a variety of different career paths.
4. Practice networking skills in a low-risk environment.

Agenda for Class #5

Time	Topic
1:00pm	Check-in <i>Moderators: Linda Louie & Elissa Hamlat</i>
1:10pm	Networking for Career Exploration <i>Presenter: Naledi Saul</i>
1:55pm	Break
2:00pm	Networking with MIND Alumni <i>Presenter: Linda Louie, Guests TBD</i>
2:55pm	Getting Ready for Class #6 <i>Presenter: Elissa Hamlat</i>
3:00pm	Adjourn MIND Class #5

Homework after Class #5:

Please title homework files with your last name (e.g. “Lastname Resume”, “Lastname Pitch”).

1. **CHOOSE ONE OF THE BELOW:**

Due Friday, December 4. Estimated completion time: 3-4 hours. Upload to “Homework Uploads” Box folder.

a. **Complete a facilitated job simulation with Mike and Linda at Every Month.**

Upload your completed reflection sheet (provided at the event) to the “Homework Uploads” Box folder.

Job simulations are a great way to “try out” a career path to see if it is right for you. Want us to walk you through the process? Join Mike and Linda to complete a job sim via OCPD’s [Every Month program](#).

Job sims will be offered on September 25 (nonprofits), October 23 (science policy and advocacy), or November 20 (business of science). These job sims take place at the same time as our class (Fridays, 1-3 pm) on “off weeks” when we don’t have class.

At the event, you will be instructed to complete a reflection sheet. Upload a copy of your reflection to the Homework Uploads box site.

b. **Complete a self-guided job simulation on your own.**

Upload a completed [reflection sheet](#) to the “Homework Uploads” Box folder.

Want to try a job sim, but can’t make it at any of the times above? You can complete a self-guided simulation from the [Intersect Job Sims Library](#) (options include Entrepreneurship, Data Analytics, Medical Writing, Teaching Faculty, and more).

Follow the instructions provided on the website for the sim of your choice, and then complete a reflection sheet after you’re done. Upload the reflection sheet to the Homework Uploads box folder.

c. **Send two requests for an informational interview (and conduct at least one informational interview if possible!).**

Upload a copy of your sent messages to the “Homework Uploads” Box folder.

Craft and send informational interview requests to a professional related to one career you are curious about, and upload a copy of the emails you submitted to the “Homework Uploads” Box folder, along with a list of questions that you could ask this person at the informational interview.

(Stuck or not sure how to find someone? Make a career counseling appointment!)

For more background and advice on informational interviews, consult the following brief articles:

- ★ ["Getting the Inside Scoop" on Science Careers.](#)
- ★ ["How I overcame my fear of informational interviewing"](#) - this short piece describes how one shy scientist applied her experimental design skills quite effectively to the new terrain of informational interviews.
- ★ UCSF's Office of Career and Professional Development hosts a number of excellent [resources to help you get the most out of an informational interview.](#)

2. (Ongoing) Attend your 1:1 career counseling session

Attend your 1:1 session with Bill/Linda/Mike.

Class #6: Next Steps and Peer Teams

December 4, 2020, 1-3 p.m., Zoom

Course Instruction

- Linda Louie
- Elissa Hamlat
- Mike Matrone

Learning Objectives for Class #6

If you attend this class meeting and complete all the homework, then you will be able to:

1. Describe how peer teams will structure and catalyze your career exploration.
2. Describe programming, resources, and opportunities to continue your career and professional development.
3. Reflect on your career exploration goals.
4. Craft an action plan to ensure the success of your goals.

Agenda for Class #6

Time	Topic
1:00pm	Check-in <i>Moderators: Linda Louie & Elissa Hamlat</i>
1:10pm	Where Do I Go From Here?: Resources and Peer Teams <i>Presenter: Linda Louie, Mike Matrone</i>
1:55pm	Break
2:00pm	Where Do I Go From Here?: Setting Goals for your Career Exploration <i>Presenter: Linda Louie</i>
2:55pm	Conclusion <i>Presenter: Elissa Hamlat</i>
3:00pm	Adjourn MIND Class #6

Homework after Class #6:

1. CHOOSE ONE OF THE BELOW:

Due Friday, December 4. Estimated completion time: 3-4 hours. Upload to “Homework Uploads” Box folder.

a. Complete a facilitated job simulation with Mike and Linda at Every Month.

Upload your completed reflection sheet (provided at the event) to the “Homework Uploads” Box folder.

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2. Read the "Information About Peer Teams" handout.

Due Monday, 12/7/2020. Estimated completion time: 1-2 hours. No upload required.

Read through the handout and email us if you have any questions! Decide whether you want to participate in Peer Teams.

3. Complete course survey (required) and sign up for peer teams (optional)

Due Monday, 12/7/2020. Estimated completion time: 1-2 hours. Upload to "Homework Uploads" Box folder.

We want to know what you learned from the MIND Catalytic Course, and what we can improve. At the end of the survey, you will have the opportunity to register for Peer Teams in Winter 2021.

Questions? Ideas? Contact us!

career.ucsf.edu/mind

mind@ucsf.edu



UCSF Office of Career and
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