

Graduate Student Internships for Career Exploration

2020 Program Syllabus

- ★ The goal of the GSICE program is to prepare PhD graduate students for successful experiential opportunities in their career(s) of interest.
- ★ The GSICE Program occurs during the Spring 2020 term.



The GSICE Program

The Graduate Student Internships for Career Exploration Program (GSICE) Program, offered to UCSF PhD students, is designed to equip participants with the tools, skills, and knowledge they will need to identify, secure, and succeed in an experiential opportunity outside of academic research. The GSICE Program consists of two main components: a one-credit course, and support for finding and succeeding in an experiential opportunity.

Who This Course Is For

This GSICE course is designed for UCSF PhD students who have identified *at least one career option that they would like to pursue upon graduation. If you have decided what kind of career to pursue after your training at UCSF, then this course is for you.* If you do not know what career you will pursue, or are still considering multiple options, then 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 GSICE 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 eight course meetings and complete all the homework, then by the end of the GSICE Course you will be able to:

1. Determine what type of experiential opportunity would support your stated professional goals;
2. Describe strategies to find/create experiential opportunities, including creating a list of networking contacts;
3. Refine the strategy you will use to apply to an experiential opportunity of interest to you;
4. Create specific, measurable, action-oriented, realistic, time-bound (SMART) goals to measure and evaluate the success of an experiential opportunity;
5. Identify mentors, advocates or sponsors in your working environment;
6. Improve and complement your training experience UCSF.

Course Grading

GSICE is a 1-credit, P/NP (Pass/No Pass) or S/U (Satisfactory/Unsatisfactory) course held during the 2020 Spring Quarter. To receive a “Pass” or “Satisfactory” grade in this class, you must:

1. Attend all eight class sessions (*unless you have made prior arrangements with the instructors*).
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 professional 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 GSICE Course takes place Thursdays from 2-4 p.m. during the 2020 Spring Quarter.
- Course website: [Courses.ucsf.edu](https://courses.ucsf.edu)
- All logistical questions should be directed to linda.louie@ucsf.edu

Course Dates and Location

- Class #1: Thursday, April 2, 2-4 p.m., 215 Byers Hall
- Class #2: Thursday, April 16, 2-4 p.m., 215 Byers Hall
- Class #3: Thursday, April 30, 2-4 p.m., 215 Byers Hall
- Class #4: Thursday, May 7, 2-4 p.m., 215 Byers Hall
- Class #5: Thursday, May 14, 2-4 p.m., 215 Byers Hall
- Class #6: Thursday, May 21, 2-4 p.m., 215 Byers Hall
- Class #7: Thursday, May 28, 2-4 p.m., 215 Byers Hall
- Class #8: Thursday, June 4, 2-4 p.m., 215 Byers Hall

The GSICE Program Expectations

Expectations for staff and students

The Graduate Student Internships for Career Exploration Program (GSICE) Program, offered to UCSF PhD students, 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 eight days of coursework: In addition, you must complete all preparatory work and homework assignments. The course is cumulative, with each class building on the prior session, and features interactive workshops and lectures. If you find you must miss one of the sessions, it is critical that you 1) tell us beforehand and 2) make up the material by reading lecture notes, completing assignments, and talking with your classmates.
- Conduct yourself professionally and respectfully throughout your interactions with UCSF staff and other professionals. Behaving professionally and courteously with these individuals is key for two reasons: 1) the success of your internship hinges upon the generosity of these individuals, and 2) through these interactions you directly influence the relationships between the GSICE program and its partners.
- Contribute to a GSICE resume book, which may be sent to potential internship sites. Students may choose to opt-out of this resume book.
- Agree to the UCSF non-disclosure agreement for intellectual property rights.
- For current UCSF students, remain in good standing before going on your internship.
- 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 GSICE program and at UCSF, and will be kept confidential**.

During internship, we expect students to:

- Conscientiously dedicate your time, effort and energy to your internship.
- Perform all required follow-up work after the internship, including all pre- and post- evaluation surveys.

- Maintain health insurance. If the internship is performed during a quarter other than the summer quarter, purchase health insurance for the internship quarter that you are on leave.
- Withhold all necessary funds for future tax payments to the state and federal governments as needed (*The GSICE program is not able to provide any tax advice. All tax questions must be directed to a certified tax preparation professional or the appropriate government agency*). We strongly recommend seeking professional tax advice as going on an internship may incur a different tax burden than what you experienced as a graduate student.
- Participate in all required GSICE activities during your internship (check-in's and group gatherings).
- 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 GSICE program and at UCSF, and will be kept confidential**.

You can expect the GSICE Program to:

- Connect you with at least 1 professional for an potential experiential opportunity, once you have completed the necessary preparation. We encourage you, of course, to conduct as many interviews with professionals in your own network.
- Support you before, during, and after your experiential learning experience.
- Maintain confidentiality**. Any information we share about you will be de-identified and aggregated.
- 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 class as a whole.
- Respond to emails addressed to mind@ucsf.edu within 48 hours during normal business hours.

**GSICE 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 GSICE team will be de-identified and, where appropriate, aggregated. Your individual response will not be shared.



Class #1: Finding an Experiential Opportunity

April 2, 2020, 2-4 p.m., 215 Byers Hall

Course Instruction

- Linda Louie
- Bill Lindstaedt

Learning Objectives for Class #1

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

1. Define what an experiential opportunity/internship is;
2. Articulate your professional goals for participating in the GSICE program;
3. Determine what type of experiential opportunity would support your stated professional goals.
4. Describe the benefits (and potential costs) of an experimental opportunity; and
5. Describe strategies to find/create experiential opportunities, including creating a list of networking contacts.

Agenda for Class #1

Time	Topic
2:00pm	Check-in <i>Moderators: Linda Louie & Bill Lindstaedt</i>
2:10pm	Welcome to the GSICE Program! <i>Presenter: Linda Louie & Bill Lindstaedt</i>
2:40pm	Break
2:55pm	What is an internship, and how do I get one? <i>Presenter: Bill Lindstaedt</i>
3:55pm	Getting Ready for Class #2 <i>Presenter: Linda Louie</i>
4:00pm	Adjourn GSICE Class #1

Homework after Class #1:

1. Create or update your resume, and upload it to the GSICE Course Website

Due Monday 4/13/20, 5:00pm PST (*estimated completion time: 1-2 hrs*)

Using the provided resources on the GSICE CLE, create or update your current resume, and upload it to the GSICE course website. This resume does not need to be tailored to a specific opportunity; we will work on making your resume specific during the subsequent class sessions.

2. Create or update your LinkedIn and UCSF Connect Profiles

Due Wednesday 4/15/20 by 11:59pm PST (*estimated completion time: 30-60 min*)

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 Reference Guide to Building Your Profile](#)" handout for examples of each section. Connect to *at least five* friends/colleagues/family members.

3. (*Optional*) Sign up for FREE headshot during GSICE Class #2

Due Thursday 4/9/20, 5:00pm PST (*estimated completion time: 1 min*)

If you would like a photo for your LinkedIn and/or UCSF Connect profiles, please send an email to Athena.Lin@ucsf.edu. We will schedule you into one photography session during GSICE Class #2. Photos are provided to you at *no cost* thanks to the generosity of Mike Mullen, and will be delivered to you after completion of your homework assignments.

4. (*Optional*) Attend an Every Month event and create a myIDP account

Due Monday 4/13/20 by 1:00pm PST (*estimated completion time: 2 hrs*)

Are you still unsure of what career fields you would like to try out? Attend one of OCPD's Every Month events and workshops. April's events focus on Science Communication. To get the most out of these workshops, fill out or update your skills, interests and values assessments on [myIDP](#). In addition, you may find it useful to review the list of suggested articles and books relating to the most common post-PhD career paths. These are collected for you under the myIDP "Career Exploration" tab, in the "[Read about careers](#)" section.

Class #2: Your Professional Brand

April 16, 2020, 2-4 p.m., 215 Byers Hall

Course Instruction

- Naledi Saul
- Linda Louie

Learning Objectives for Class #2

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

1. Create and describe a professional identity that reflect your career goals;
2. Describe different strategies to establish relationships in your professional communities where you present 'on brand';
3. Align your elevator pitch and your professional brand to your resume and web presence by formatting and tailoring both to your brand; and
4. Describe strategies to find/create experiential opportunities, including creating a list of networking contacts.

Agenda for Class #2

Time	Topic
1:55pm	Check-in
2:00pm	Creating Your Professional Brand <i>Presenter: Naledi Saul</i>
3:00pm	Headshot Photography with Mike and Break
3:15pm	Experiential Opportunities that are Right for YOU, Part 1 <i>Presenter: Gabriela Monsalve</i>
3:55pm	Getting Ready for Class #3 <i>Presenter: Linda Louie</i>
4:00pm	Adjourn GSICE Class #2

Homework after Class #2:

1. Update your LinkedIn and UCSF Connect profiles to reflect your professional brand Due Wednesday 4/29/20, 11:59pm PST (*estimated completion time: 30 min*)

Using the materials discussed in class, update your LinkedIn and UCSF Connect sites to reflect your professional brand. Add/modify your background photo, add/modify your headline and summary, and upload any supporting materials to your profiles. Tailor your relevant employment history. Connect to *an additional five* colleagues, and *at least one 2nd or 3rd order connection*.

2. Update your resume to reflect your professional brand Due Monday 4/27/20, 5:00pm PST (*estimated completion time: 60 min*)

Using the materials discussed in class, update your resume to reflect your professional brand, and upload it to the GSICE course website. Add/modify your summary statement, tailor your relevant employment history to your professional brand, and review your resume for visual appeal and easy-reading. Aim to keep your resume within 2 printed pages.

3. Refine your “quick pitch” to reflect your professional brand Due Monday 4/27/20, 5:00pm PST (*estimated completion time: 30 min*)

Using the materials discussed in class (“tell me about yourself”), draft a 3-4 sentence pitch that reflects your professional brand, and upload it to the GSICE CLE. We will work on refining your draft in subsequent class sessions, so you only need to create a first draft (i.e., it does not need to be perfect!)

4. (*Ongoing*) Organize and participate in coffee talks Due Friday 6/5/20 by 5:00pm PST (*estimated completion time: 60 min*)

Co-host your coffee talk, and participate in the scheduled coffee talks of your classmates.

5. Schedule 1:1 career counseling session Due Wednesday 4/29/20 by 5:00pm PST (*estimated completion time: 1 min*)

Schedule a 1:1 career counseling session with Linda or Bill. Sessions with Linda and Bill book quickly, so be sure to schedule this as soon as you can! (It is ideal, *but not required*, that your career counseling session occur during the Spring 2020 term).

Class #3: Applying for Experiential Opportunities - Materials that Highlight Your Best Assets

April 30, 2020, 2-4 p.m., 215 Byers Hall

Course Instruction

- Bill Lindstaedt
- Linda Louie

Learning Objectives for Class #3

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

1. Propose one strategy you will use to apply to an experiential opportunity of interest to you;
2. Tailor and format your resume to an opportunity of interest;
3. Identify at least 2 contacts who can help you pursue your opportunity of interest;
4. Prepare a draft invitation to connect with at least one professional who is linked to an experiential opportunity of interest;

Agenda for Class #3

Time	Topic
1:55pm	Check-in
2:00pm	Experiential Opportunities that are Right for YOU, Part 2 <i>Presenter: Linda Louie</i>
3:00pm	Break
3:15pm	Resume Skills for Scientists <i>Presenter: Bill Lindstaedt</i>
3:55pm	Getting Ready for Class #4 <i>Presenter: Linda Louie</i>
4:00pm	Adjourn GSICE Class #3

Homework after Class #3:

1. Format and tailor your resume to an experiential opportunity of interest to you

Due Monday 5/4/20, 5:00pm PST (*estimated completion time: 45-60 min*)

Using the provided resources on the GSICE CLE, tailor your resume for one specific experiential opportunity that you seek, and upload this modified resume to the GSICE course website.

2. Send at least one invitation to connect with professional(s) linked to an experiential opportunity of interest to you

Due Monday 5/4/20, 5:00pm PST (*estimated completion time: 5-30 min*)

Identify at least one professional of interest who is connected to an experiential opportunity that interests you. Request to connect with this person (*via LinkedIn/UCSF Connect/email, etc.*). For the purposes of this assignment, do not worry if you cannot identify the perfect person; you can still practice the skill of leveraging and expanding your professional network with this assignment. Just pick someone it might be interesting for you to speak with.

3. (*Ongoing*) Organize and participate in coffee talks

Due Friday 6/5/20 by 5:00pm PST (*estimated completion time: 60 min*)

Co-host your coffee talk, and participate in the scheduled coffee talks of your classmates.

4. (*Ongoing*) Attend your scheduled 1:1 career counseling session

Attend your 1:1 career counseling session with either Bill or Linda. (It is ideal, *but not required*, that your career counseling session occur during the Spring 2020 term).

Class #4: Interviewing for Experiential Opportunities

May 7, 2020, 2-4 p.m., 215 Byers Hall

Course Instruction

- Bill Lindstaedt
- Naledi Saul
- Linda Louie

Learning Objectives for Class #4

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

1. Summarize the interview process from the interviewer's perspective and goals;
2. Develop a game plan to help you prepare for any interview;
3. Practice responses to commonly asked interview questions;
4. Role-play the STAR method for answering behavioral questions;
5. Refine the strategy you will use to apply to an experiential opportunity of interest to you; and
6. Describe how you can use the interview to identify if a workplace is a 'bad fit' or 'toxic'.

Agenda for Class #4

Time	Topic
1:55pm	Check-in
2:00pm	Interviewing Skills for Scientists <i>Presenter: Bill Lindstaedt</i>
3:00pm	Using the interview to tell if a workplace is a bad fit or toxic <i>Presenter: Naledi Saul</i>
3:55pm	Getting Ready for Class #4 <i>Presenter: Linda Louie</i>
4:00pm	Adjourn GSICE Class #3

Homework after Class #4:

1. (Choose either A or B)

- A. Apply the strategy you developed in class to apply to *at least one* experiential opportunity of interest to you

Due Wednesday 5/13/20, 5:00pm PST (*estimated completion time: 1-2 hrs*)

Using the strategies that we discussed during class, apply to *at least one (more is better!)* opportunity of interest, and upload a copy of the application materials you submitted to the GSICE CLE. Send your updated email/cover letter, along with your resume to an internal contact within the company/institution/agency, and similarly, apply to the opportunity using the company/institution/agency's standard application process.

- B. Prepare and conduct at least one informational interview

Due Wednesday 5/13/20, 5:00pm PST (*estimated completion time: 1-2 hrs*)

If you have not yet decided on one career path, then craft and send informational interview requests to *at least two professionals* related to one career you are pursuing, and upload a copy of the emails you submitted to the GSICE CLE. Create a list of questions that you could ask this person at the informational interview. Then, review your list and prioritize the 4-5 most pressing questions you have. *Note: You will be asked to apply for at least one experiential opportunity for the next assignment, so be strategic about your informational interview, by selecting a person who connected to an opportunity of interest!*

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) Organize and participate in coffee talks

Due Friday 6/5/20 by 5:00pm PST (*estimated completion time: 60 min*)

Co-host your coffee talk, and participate in the scheduled coffee talks of your classmates.

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

Attend your 1:1 career counseling session with either Bill or Linda. (It is ideal, *but not required*, that your career counseling session occur during the Spring 2020 term).

Class #5: Hit the Ground Running in the First 90 Days: Establishing Yourself as a Professional in a New Work Environment

May 14, 2020, 2-4 p.m., 215 Byers Hall

Course Instruction

- Naledi Saul
- Bill Lindstaedt
- Linda Louie

Learning Objectives for Class #5

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

1. Describe your preferred work style, and assess the preferred workstyles of your colleagues;
2. Brainstorm proactive strategies to manage differences in workstyles;
3. Analyze an organization's work culture and metrics of success;
4. Identify the red-flags to productivity and your well-being in a new environment;
5. Determine achievable professional goals based on your working situation; and
6. Practice negotiation tactics to increase your compensation.

Agenda for Class #5

Time	Topic
1:55pm	Check-in
2:00pm	The First 90 Days: How to Establish Yourself in a New Workplace <i>Presenter: Naledi Saul</i>
3:00pm	Compensation Negotiation - How to Ask for More <i>Presenter: Bill Lindstaedt</i>
3:55pm	Getting Ready for Class #6 <i>Presenter: Linda Louie</i>
4:00pm	Adjourn GSICE Class #5

Homework after Class #5:

1. (Choose either A, B, or C)

A. Respond to applications and prepare for interviews

Due Wednesday 5/20/20, 5:00pm PST (*estimated completion time: 1-2 hrs*)

Using the strategies that we discussed during class, prepare for any interview opportunities of interest. Prepare a list of 5 questions that you intend to ask during the interview, upload a copy to the GSICE CLE. We recommend formulating at least one of the questions based off of the strategies you learned during Class #4 "Using the interview to tell if a workplace is a bad fit or toxic".

B. Apply the strategy you developed in class to apply to *at least one* experiential opportunity of interest to you

Due Wednesday 5/20/20, 5:00pm PST (*estimated completion time: 1-2 hrs*)

Using the strategies that we discussed during class, apply to *at least one (more is better!)* opportunity of interest, and upload a copy of the application materials you submitted to the GSICE CLE. Send your updated email/cover letter, along with your resume to an internal contact within the company/institution/agency, and similarly, apply to the opportunity using the company/institution/agency's standard application process.

C. Prepare and conduct at least one informational interview

Due Wednesday 5/20/20, 5:00pm PST (*estimated completion time: 1-2 hrs*)

If you have not yet decided on one career path, then craft and send informational interview requests to *at least two professionals* related to one career you are pursuing, and upload a copy of the emails you submitted to the GSICE CLE. Create a list of questions that you could ask this person at the informational interview. Then, review your list and prioritize the 4-5 most pressing questions you have. *Note: You will be asked to apply for at least one experiential opportunity for the next assignment, so be strategic about your informational interview, by selecting a person who connected to an opportunity of interest!*

2. (Ongoing) Organize and participate in coffee talks

Due Friday 6/5/20 by 5:00pm PST (*estimated completion time: 60 min*)

Co-host your coffee talk, and participate in the scheduled coffee talks of your classmates.

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

Attend your 1:1 career counseling session with either Bill or Linda. (It is ideal, *but not required*, that your career counseling session occur during the Spring 2020 term).

Class #6: Setting Your Goals and Creating Your Success

May 21, 2020, 2-4 p.m., 215 Byers Hall

Course Instruction

- Gabriela Monsalve
- Linda Louie

Learning Objectives for Class #6

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

1. Describe specific, measurable, action-oriented, realistic, time-bound (SMART) goals;
2. Create SMART goals in measuring the success of an experiential opportunity; and
3. Identify mentors in a new work environment.

Agenda for Class #6

Time	Topic
1:55pm	Check-in
2:00pm	Framing SMART Goals for your Internship or Job <i>Presenter: Linda Louie</i>
3:00pm	Break
3:10pm	Your Mentors in a New Work Environment <i>Presenter: Gabriela Monsalve</i>
3:55pm	Getting Ready for Class #7 <i>Presenter: Linda Louie</i>
4:00pm	Adjourn GSICE Class #6

Homework after Class #6:

1. (Choose either A and/or B)

A. Respond to applications and prepare for interviews

Due Wednesday 6/3/20, 5:00pm PST (*estimated completion time: 1-2 hrs*)

Using the strategies that we discussed during class, prepare for any interview opportunities of interest. Prepare a list of 5 questions that you intend to ask during the interview, upload a copy to the GSICE CLE. We recommend formulating at least one of the questions based off of the strategies you learned during Class #4 "Using the interview to tell if a workplace is a bad fit or toxic".

B. Apply the strategy you developed in class to apply to *at least one* experiential opportunity of interest to you

Due Wednesday 6/3/20, 5:00pm PST (*estimated completion time: 1-2 hrs*)

Using the strategies that we discussed during class, apply to *at least one (more is better!)* opportunity of interest, and upload a copy of the application materials you submitted to the GSICE CLE. Send your updated email/cover letter, along with your resume to an internal contact within the company/institution/agency, and similarly, apply to the opportunity using the company/institution/agency's standard application process.

4. (Ongoing) Organize and participate in coffee talks

Due Friday 6/5/20 by 5:00pm PST (*estimated completion time: 60 min*)

Co-host your coffee talk, and participate in the scheduled coffee talks of your classmates.

5. (Ongoing) Attend your scheduled 1:1 career counseling session

Attend your 1:1 career counseling session with either Bill or Linda. (It is ideal, *but not required*, that your career counseling session occur during the Spring 2020 term).

Class #7: Navigating Challenging Situations

May 28, 2020, 2-4 p.m., 215 Byers Hall

Course Instruction

- Naledi Saul
- Linda Louie

Learning Objectives for Class #7

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

1. Summarize power differentials and discuss how they can impact your professional success;
2. Define the criteria for difficult work-setting situations;
3. Practice how to communicate and interact effectively in challenging situations;
4. Apply the "Power Rainbow" to a potential difficult situation.

Agenda for Class #7

Time	Topic
1:55pm	Check-in
2:00pm	How Not to Get Crushed by Politics in a New Work Environment <i>Presenter: Naledi Saul</i>
3:65pm	Getting Ready for Class #8 <i>Presenter: Linda Louie</i>
4:00pm	Adjourn GSICE Class #7

Homework after Class #7:

1. *(Choose either A and/or B)*

A. *(Ongoing)* Respond to applications and prepare for interviews

Due Wednesday 6/3/20, 5:00pm PST *(estimated completion time: 1-2 hrs)*

Using the strategies that we discussed during class, prepare for any interview opportunities of interest. Prepare a list of 5 questions that you intend to ask during the interview, upload a copy to the GSICE CLE. We recommend formulating at least one of the questions based off of the strategies you learned during Class #4 “Using the interview to tell if a workplace is a bad fit or toxic”.

B. *(Ongoing)* Apply the strategy you developed in class to apply to *at least one* experiential opportunity of interest to you

Due Wednesday 6/3/20, 5:00pm PST *(estimated completion time: 1-2 hrs)*

Using the strategies that we discussed during class, apply to *at least one (more is better!)* opportunity of interest, and upload a copy of the application materials you submitted to the GSICE CLE. Send your updated email/cover letter, along with your resume to an internal contact within the company/institution/agency, and similarly, apply to the opportunity using the company/institution/agency’s standard application process.

6. *(Ongoing)* Organize and participate in coffee talks

Due Friday 6/5/20 by 5:00pm PST *(estimated completion time: 60 min)*

Co-host your coffee talk, and participate in the scheduled coffee talks of your classmates.

7. *(Ongoing)* Attend your scheduled 1:1 career counseling session

Attend your 1:1 career counseling session with either Bill or Linda. (It is ideal, *but not required*, that your career counseling session occur during the Spring 2020 term).

Class #8: Evaluate Your Success

June 4, 2020, 2-4 p.m., 215 Byers Hall

Course Instruction

- Linda Louie

Learning Objectives for Class #8

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

1. Identify and plan for a succession strategy for after you leave;
2. Define the SMART goals you created to measure the success of an experiential opportunity;
3. Evaluate your experience using SMART goals you previously defined.

Agenda for Class #8

Time	Topic
1:55pm	Check-in
2:00pm	Revisiting SMART Goals for your Internship <i>Presenter: Linda Louie</i>
3:45pm	Evaluating the GSICE Program <i>Presenter: Linda Louie</i>
4:00pm	Adjourn GSICE Class #8

Homework after Class #8:

1. Complete the GSICE Course Survey

Due Monday 6/8/20, 5:00pm PST (*estimated completion time: 5-10 min*)

We want to know what you did and did not learn from the 2020 GSICE course, so that we can continually improve this experience for future GSICE participants!

Questions? Ideas? Contact us!

Career.ucsf.edu

ocpd@ucsf.edu



UCSF Office of Career and
Professional Development
Student Academic Affairs