

## Professional Development

5506 Seema Freer

This summer course runs from Summer I to the end of Summer II.

### Acknowledgement:

**This class was passed on to me, - like all other classes I have recently taught, by Jackie Tanaka. Some receive their 'Professional Development' through frequently boring, training workshops, but some like me accelerate their skills through the 'JACKIE TANAKA School of Learning', "Seema, *you* will be teaching this class next semester!"**

I have kept the goals of this class similar to the ones first outlined by Jackie: to accelerate professional development through *intentional action*. The progress of one's career path is determined by the choice of the professional 'profile' one maintains at the workplace and online. To that end, this one credit class requires that students:

- 1) Develop a Professional Profile and attend the Professional Development Workshop
- 2) Write a White paper which demonstrates analytical and technical writing skills on any topic. The White Paper should be proposing a change in an area of biotechnology or in the workplace where a lack of efficiency (in a process) or gap in knowledge (in research) exists;
- 3) Organize and host a seminar in the Department of Biology, by inviting established leaders in the field.

This class is a Hybrid class. Most of the classwork and learning are done through online assignments, with the group actually meeting only once in the summer for the workshop. The rest of the work is completed individually or in teams as instructed in syllabus below and by adhering strictly to timely online submissions as outlined below.

# Syllabus

## 1) Create a Professional Profile

- ❖ ATTEND Mandatory workshop on Creating a Professional Profile: Date TBA. Workshop will be led by Andrew Wheeler from Diversified Search where he is Practice Leader, Education and Not-for-Profit Practice and Managing Director. Complete the exercise that is available on Blackboard before the workshop.
- ❖ Create LinkedIn profile -Add classmates and reach out to external advisors found on LinkedIn and introduce yourself and add them as connections. Add me to as connection to your LinkedIn account. **If we are already connection send me an email to say that we are connected.**
- ❖ Work on a professional resume - Send to Seema by June 1st
- ❖ Sign up for BioSmartbrief and any second [Smartbrief](#) of your choice (education, business etc.). Forward ONE email from each, from the daily emails that you will receive, as evidence that you are receiving **these very essential emails which inform us about our industry**, also by June 1st.
- ❖ Identify your mentor at work / at Temple / among your professional network. Ask this prospective mentor for a "coffee chat" to get to know them and if it turns out well (they may be a terrible fit for you or vice-versa, so this may be something you do several times before you find a keeper). Once you identify a mentor ask if they would be willing to meet with you a couple times a year so you can pick their brains, seek career advice etc. Don't do this in a work setting where such a conversation distracts from work.
- ❖ Do a SWOT analysis on yourself, ~~and then at least one other for someone in your group. Ideally each of you should pick someone unique so that everyone gets feedback from another.~~ (SWOT analysis stands for Strength, Weaknesses, Opportunities and Threats.) Send a completed SWOT report to me ~~which should have your individual SWOT analysis and the person that you also analyzed. This should also be shared (copied in email) with the person whom you analyzed so that it is not perceived as an attack. This task should be completed in the next week and sent to me by May 22nd.~~

## 2) Write a White Paper on a gap in knowledge or on an issue that could be addressed at your workplace that would improve overall efficiency.

A White Paper is many things to many trades, but for your purpose, it is a narrative or proposal to **alter / modify / remedy** an accepted industry standard which is subpar / suboptimal and needs modifications or an alternative. So your proposal will be filled with **facts, not opinions**, on the current standard in the specific field and also will propose an alternative to create a better, more efficient, transparent or innovative change.

This link has some FAQs and guidelines. [http://www.thatwhitepaperguy.com/white-paper-faq-frequently-asked-questions/#what\\_is](http://www.thatwhitepaperguy.com/white-paper-faq-frequently-asked-questions/#what_is) There are many other great resources and actual white papers available online.

*Examples of white paper topics: There is very little that I will object to by way of a topic for your white paper as long as you can refute that the paper will enhance your current portfolio / resume or that it pertains to your current job. Here are three examples of white paper topics:*

- ❖ **Shirley Shpungin** (PSM Biotech 2014) wrote a white paper on sustainability practices at GSK and proposed changes that landed her a position on the team at work that oversaw sustainable practices in biohazard and chemical waste disposal.
- ❖ **Max Zorich** (PSM Biotech 2015) wrote a white paper on ergonomic design of a workplace desk to replace the current 'standard issue' desk which encourages bad posture and sedentary lifestyle.
- ❖ **To start this PSM program we had to write a White Paper** which was reviewed by multiple committees who read our justification about building a program which would create a student body that was workforce ready, in the second fastest growth region in the Biotech sector, emphasizing real-world jobs and opportunities to meet at least two times a year with C-level leaders in the field.
- ❖ So, as you as you can see, the White Paper is a technical document that is suggesting something novel after having examined what the present state of a situation.

I need your White paper idea no later than June 1st and your first draft by June 15th. The **completed paper with suggested corrections should be sent no later than midnight July 15th**. The grade will be given by end of July.

Format:

<http://www.nature.com/nature/authors/gta>

<http://www.sciencemag.org/site/feature/contribinfo/index.xhtml>

<http://www.pnas.org/site/authors/preparation.xhtml>

Please use any one of the three formatting guideline provided. The level of detail is overwhelming in each link but in general, adhere to the "formatting" and use of "references" of *any one* of the three journals.

### 3) Organize a Seminar

#### **Professional Development SEMINAR**

In summary:

- ❖ Pick a specific topic for the seminar
- ❖ Invite three speakers
- ❖ Pick a date in the Fall based on recommendations above
- ❖ Create a flyer with title/topic, date time, location and brief summary of speakers' resumes
- ❖ Advertise the event

Tasks 1-4 above should be completed by July 1<sup>st</sup>. You will be responsible for the follow-up in the Fall, including providing parking passes and map / directions to speakers and checking with me to make sure the room and food are booked for the event.

#### **Some important guidelines:**

**As a group** you will narrow down your list of speakers to three and they can be picked from people in the Biotech field in any capacity (Educators, Recruiters, C-level executives) whom you have met professionally. You will designate various folks in your cohort to reach out to your speaker who will

ask them to give short talks each (so about 10 - 20 min each) on the topic you have chosen. They will have to be familiar with the PSM degree (so they don't just extol the virtues of a Ph.D. / MD /JD in their talk). If they are unfamiliar with PSM programs, then create a "buy in" to bring them on campus. If you would like to invite any of our external advisors or contacts I may have introduced you to, please ask me for their email address or if you have it already let me know that you are reaching out to them -as a professional courtesy, and also so I can encourage them to respond to your email / phone call.

If you would like to "cold call" Bill Gates or Warren Buffet or the President, go for it, but please represent Temple and PSM programs well. I have no intention of failing anyone in this Pass / Fail course, but if you cause an epic fail of your own (which results in bad outcomes for Temple) you will have earned the 'Fail'.

This seminar will be hosted in the Fall semester, but not at the time of Department's regularly scheduled Monday seminar. Please pick days other than a Monday or Friday (no one likes a late afternoon seminar on Friday). The time for seminar will be 4 pm and it should last one hour followed by a student hosted reception. You will be responsible for advertising this event, creating your flyers for the event and reaching out to the CST Departmental Administrative assistants, asking them to post it through their listserves.

I will assist with booking a room and getting food for reception, only because the departmental staff are required to initiate this for events.

Disability Disclosure statement: Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 protect students with a disability from discrimination. Students have the right to expect that disability-related information will be treated confidentially, and shared only on a need-to-know basis with Temple faculty or administrators. They should expect to be treated in a respectful and fair manner in interactions with other members of the university community. Students should expect appropriate accommodations in a timely manner, if requests are made in advance. Students have the right to appeal decisions regarding accommodations and auxiliary aids, if they believe the services are not appropriate. Prospective students are encouraged to meet with a DRS coordinator to learn more about resources and services available at Temple University. Please call 215-204-1280 or [email DRS drs@temple.edu](mailto:drs@temple.edu) to schedule an information session.

Student and Faculty Academic Rights and Responsibilities: The University and the faculty have a responsibility to provide students with opportunities and protections that promote the learning process in all its aspects and the policy can be accessed at this links <http://policies.temple.edu/PDF/313.pdf>