



MASTER OF BIOTECHNOLOGY PROGRAM

Compulsory Course Component

BTC 1900Y/1910Y/1920Y

WORK TERMS I, II & III

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Nazeem Shamsuddin

Winter/Spring, Summer & Fall Terms, 2022

MASTER OF BIOTECHNOLOGY

UNIVERSITY OF TORONTO MISSISSAUGA

BTC1900Y/10Y/20Y – Work Terms I, II & III

Course Outline (Winter/Spring, Summer & Fall 2022)

Class Location:	Co-op placement with an MBiotech industry partner from the pharmaceutical and biotechnology sector. Companies range from multinational, down to mid-size and small companies. Also includes businesses in the medical devices sector, contract research organizations, scientific institutions and other service providers.
Class Times:	Each work term must be full-time for a minimum of four months (greater than 35 hours per week).
Instructor:	Leigh Revers
Facilitator:	Nazeem Shamsuddin
Facilitator Office:	Innovation Complex, Room KN-2258
Office Hours:	By appointment
Contact:	905 569 4736

Course Description

BTC1900Y/10Y/20Y – Work Terms I, II & III (1·0 Credit each) are compulsory and elective courses that provide students with an approved and monitored work term with a biotechnology or pharmaceutical organization. Students obtain these positions through a competitive job search process. Each work term consists of a four-month placement. Job duties tend to vary by employer and students' qualifications. Students must submit a report in the form of an oral presentation and complete a standardized evaluation form assessing their placement. The work performance is evaluated by the students' direct supervisors and monitored by the course facilitator. Students receive a credit/no credit grade for their work terms.

Course Objectives

The course is designed to enable the students to gain a more in-depth appreciation and understanding of the biotechnology and biopharmaceutical industry in a corporate and/or industrial setting and to apply their knowledge and skills in an industry setting. Students are expected to be complete a 4-month full-time work term that has been coordinated by the course facilitator to ensure that the role, responsibilities and activities are at a graduate level. Credit-granting responsibilities reside with the course instructor, who seeks input from the course facilitator. This course will enable students to:

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Experience personal and professional growth (e.g., business activities, time management, organizational skills, dependability, adaptability, initiative, problem solving, productivity, etc.) and team working ability, including interpersonal skills, written and verbal communications;

2 Enhance employability skills. Provide students with the opportunity to enhance their business and professional skills in workplace environment and to practice decision-making with imperfect or incomplete information, and under time constraints;

3 Confirm concentration and/or career path. Examine how specific roles and jobs interact within industry. Gain a better understanding of organizational structures of businesses and the how factors in the external environment impact business decision-making;

4 Develop a network of business contacts. Gain a more in-depth understanding of the types of challenges businesses face;

5 Further enhance students' oral and written communication skills and ability to convey ideas in a persuasive and compelling manner.

Required Preparation

All students must complete pre-employment workshops, orientation and activities that are conducted before Work Term I begins:

1. Meet with the course facilitator in their group, or individually to discuss goals and expectations;
2. Participate in **Job Readiness Workshops**: Résumé, Cover Letter, LinkedIn, Interview and Networking Skills;
3. Prepare individual profile for the **MBiOTECH Class Directory** and website;
4. One-on-one résumé and cover letter critique;
5. Attend mock interview with Job Coach and/or Employment Advisor;
6. Active participation in **MBiOTECH Career Day** to meet prospective employers;
7. Prepare effective applications for job postings made available through the Program;
8. Attend mandatory **Work Term Orientation** (see below);
9. Social Media overview and best practices review.

Work Term Orientation

All students must attend a work term orientation session scheduled before the start of Work Term I. At the orientation, students will receive an information package that includes **three** elements: a letter to the employer, an orientation notice regarding the Sexual Violence Prevention & Support Centre, and an internship orientation guide outlining expectations of the student, employer and program during the internship placement. Students are expected to take the package with them on their first day of employment and to provide the information to the employer.

Course Materials & Resources

Students are provided with resources and services to assist them in preparing for the internship selection process. Students are encouraged and recommended to use the **University of Mississauga Career Centre** for a wide range of assistance and

resources covering successful job search strategies. The work term selection process is competitive, and therefore students are advised to make use of all available resources to maximize their chances of a successful placement. Students are also encouraged to read the *Globe & Mail* newspaper daily, as well as other periodicals such as *The Economist*, and a range of other publications that focus on business issues (some available through IMI).

Determination of Grades

Students will receive a **CREDIT/NO CREDIT** grade for each of their work terms.

A critical part of the work term is the employer's evaluation of the student's performance. The employer's written evaluation is used as a basis for recommendation of the final grade for internship.

In order to receive a credit for BTC1900Y the **MBiOTECH** Program requires each student to provide a report for each different work term in the form of a written evaluation and an oral presentation and/or networking participation. Since the majority of students remain with the same employer for more than one work term, only one such presentation is required. The presentation will occur in the Summer work term of the students' second year in the Program and is coordinated by the course facilitator. The presentations are to focus on a variety of topics relating to the students' placements, and may take the form of an interactive session where students share their experiences with incoming first year students, as well as with their class-mates. Such presentations provide an overview of the employer, general job description, and specifics of roles and responsibilities of position. There is also a **mandatory** Networking Night towards the end of Work Term III.

The format and structuring of presentations may vary but in all cases strict confidentiality must be respected.

Eligibility Requirements

To begin the work term application process, the student must have completed, or registered in all mandatory courses, and maintained a passing grade in all mandatory courses. A student not meeting the above criteria will become ineligible to participate in the work terms. The course facilitator will no longer forward résumés to employers for that student and will remove the student from the **IMIconnect** system. A student who has received a job offer and subsequently fails one or more mandatory courses within the **MBiOTECH** Program will not be eligible to start their internship. In such circumstances, the course facilitator will notify the student of their status and the planned discussion with the employer.

A student who becomes ineligible to participate in the job posting and application process is entitled to work towards regaining eligibility within the University of Toronto Academic Regulations and Program policies.

International Students

This refers to students attending the University of Toronto on a student visa, who are enrolled in the **MBiOTECH** Program. International students are eligible for the work term process, provided they meet all program criteria as outlined in this document and have a valid student permit.

<p>Students are eligible to a MAXIMUM of 12 months of work term experience as part of the Master of Biotechnology Program.</p>

For positions in Canada, **MBiotech** Program staff will provide a letter for the student to apply for, and obtain, a temporary work permit. Staff from the **University of Toronto International Student Office** can assist the student in completing the necessary paperwork for obtaining a temporary work permit. This process must be completed prior to commencing employment, and should be completed as soon as you have confirmed your acceptance into the Program.

Criteria for Work Term Placements

EACH work term placement **MUST**:

- Be full-time for a minimum of four months (greater than 35 hours per week);
- Have a designated, qualified person responsible for evaluating the student's progress off-campus;
- Provide the student with an exposure to the employer's organization;
- Be developed and/or approved as a suitable setting for higher learning;
- Be monitored by the course facilitator via site visits, on-campus meetings and e-mail and telephone communications;
- Complete employer and student evaluations to be submitted to the course facilitator.

Procedures & Rules: Confidentiality

Students are expected to comply with an employer's policies and practices regarding confidentiality. After accepting an internship position, the student agrees that the information, data and research materials collected and prepared while an employee are the property of the employer. Authorization by the employer is required for the release of any information. This also applies for materials discussed at Seminars or Work Term Presentations.

E-mail Communication with the Course Facilitator & Course Instructor

At times, the course facilitator and/or course instructor will send out important course information via Quercus. To that end, all UofT students are required to have a valid UofT e-mail address. You are responsible for ensuring that your UofT e-mail address is set up **AND** properly entered in the ROSI system. You can do that by using the following instructions:

- Visit <https://www.utorid.utoronto.ca/cgi-bin/utorid/activate.pl> and submit the information requested. To activate your UTORid and password, you will need to click the "Validate" button.
- Follow the instructions on the subsequent screens to receive your <yourname@utoronto.ca> e-mail address.
- Once you have your UofT e-mail address, go to the ROSI system at www.rosi.utoronto.ca, log in and update the system with your new UofT e-mail address.

You can **check your UofT e-mail** account from:

- The UofT home page <http://www.utoronto.ca> and clicking 'Webmail' and following the onscreen instructions. You will be asked for your UTORid and password.
- E-mail software installed on your computer, for example Microsoft Outlook or Apple Mail. Visit the Help Desk at the Information Commons or call 416-978-HELP for help with the set up.

Forwarding your utoronto.ca e-mail to a Hotmail, Gmail, Yahoo or other type of e-mail account is not advisable. In some cases, messages from utoronto.ca addresses sent to Hotmail, Gmail or Yahoo accounts are filtered as junk mail, which means that e-mails from your course instructor may end up in your spam or junk mail folder.

As a student, you are responsible for:

1. Ensuring that you have a valid UofT e-mail address that is properly entered in the ACORN/ROSI system.
2. Checking your UofT e-mail account on a regular basis.

Course Timetable

The following list outlines the typical steps involved in the placement process, in the order they usually occur:

Year One	
Summer	<ul style="list-style-type: none"> ○ MBIOTECH Program markets opportunity to sponsor organizations in early May; ○ MBIOTECH Program makes direct contact with sponsors' representatives to secure positions throughout the year.
Fall*	<ul style="list-style-type: none"> ○ Sponsors provide job descriptions and application details;* ○ Job descriptions are distributed to eligible students via IMIconnect; or in later terms by e-mail;* ○ Sponsors participate in Career Day; ○ Students submit résumés and covering letters via IMIconnect prior to the posting deadline; ○ Sponsors set interview schedules;* ○ Interview schedule is communicated to selected candidates;* ○ Sponsors conduct interviews;* ○ Sponsor selects candidates;* ○ Work Term Orientation session at the end of the Fall.
Winter/Spring	<p>* Fall activities continue into the Winter/Spring as required.</p> <ul style="list-style-type: none"> ○ Student begins Work Term I in January; ○ Students submit Internship Confirmation to the course facilitator; ○ Site visits are scheduled 8-10 weeks after work terms begin.
Year Two	
Summer	<ul style="list-style-type: none"> ○ Employer and student evaluations for Winter/Spring (Jan-Apr) are due in May (for Work Term I). ○ Work Term Presentation Session.
Fall	<ul style="list-style-type: none"> ○ Employer and student evaluations for Summer (May-Aug) are due in September (for Work Term II).
Winter/Spring	<ul style="list-style-type: none"> ○ Employer and student evaluations for Fall (Sep-Dec) are due in January (Work Term III). ○ Students must attend the Work Term Networking Night in November.