

# HMB491: Projects in Biotechnology Industry Course and Application Information

## Accessibility & Accommodations

Students with diverse learning styles and needs are welcomed and encouraged to apply to HMB491: Projects in Biotechnology Industry. If you require any accommodations in completing the course application, or otherwise participating in HMB491, please do not hesitate to contact the HMB491 Course Instructor, Dr. Naomi Levy-Strumpf, at [naomi.levy.strumpf@utoronto.ca](mailto:naomi.levy.strumpf@utoronto.ca).

## Course Overview

HMB491 provides an opportunity for 4th year students to receive academic credit for work in the biotechnology sector. Students undertake an academic internship and engage in mandatory biweekly class meetings to discuss and share their experiences. The course is designed to provide students with an opportunity to apply academic learning in a professional context, build their network, and explore potential career paths. Students will be required to complete 200 hours with a placement partner over the duration of the course (8-10 hours/week over 8 months). Enrollment in this course is subject to a course application process and securing an internship with an approved partner organization. HMB491 is not eligible for the CR/NCR option.

**Exclusion:** JPM300H

**Pre-requisites:** HMB201H1; HMB301H1/HMB360H1

**Co-requisites:** HMB431H1

**Restrictions:** Restricted to 4<sup>th</sup> year students

## Course Expectations

During the course, students will be expected to:

- Complete the minimum 200 internship hours with a partner organization
- Develop individual learning goals and a learning plan for their internship experience
- Check-in periodically with Dr. Naomi Levy-Strumpf about their ongoing internship experience
- Complete critical reflection activities, including a midterm intern summary report
- Conduct in-class presentations on their internship experience and workplace tasks
- Respect partner organization practices and behave in a professional manner (i.e., be prompt, prepared, and perform all tasks as reasonably expected)

Internship supervisors will complete a midterm evaluation of student performance. Students are encouraged actively to seek out professional guidance and feedback from supervisors throughout their internship experience. Students are encouraged to regularly connect with their supervisor throughout the experience to discuss challenges, successes and develop plans of action to achieve learning goals and deliverables.

At the end of the internship, students will also be required to submit:

- Final report
- Final presentation

Internship supervisors will submit a final overall evaluation of student performance at the end of term on behalf of the student.

### **Course Procedures and Timeline**

A step-by-step outline of key course tasks and their associated timelines can be found below. Please note that all times listed are in EST (Eastern Standard Time).

1. Apply to enroll in HMB491. The deadline to apply is April 25, 2022, at 10:00pm.
2. Attend synchronous HMB491 Workshop 1: Course Information Session on April 14, 2022, at 11:00am on Zoom. Please [register](#) in advance for this session. This session is optional and will be recorded for those unable to attend.
3. Interview with the Course Instructor. Successful applicants will be contacted by email for an interview in mid-late May.
4. Receive notification of conditional enrollment into HMB491. Successful interviewees will be notified of their conditional enrollment into the course by June 1, 2022.
5. Gain access to Quercus course site in early June 2022.
6. Attend synchronous HMB491 Workshop 2: Internship Search Strategies on early June 2022. The official date of this workshop will be announced via the Quercus course site.
7. Review internship opportunities and identify top three preferences in early June 2022.
8. Engage in Round 1 of internship opportunity application and interview process with partnering organization between June 2022 and July 2022.
9. If applicable, engage in Round 2 of internship opportunity application and interview process with partnering organization between July 2022 and August 2022. Only those students who did not secure an internship opportunity in Round 1, will be required to participate in Round 2.
10. Confirm internship offer by August 26, 2022.
11. Receive notification of official enrollment into HMB491 by September 1, 2022. Only those students who successfully secure an internship opportunity will be officially enrolled in the course.
12. Begin HMB491 and internship September 6, 2022!
13. Complete internship documentation in early September 2022. Internship documentation will be made available to students on Quercus.
14. Complete required internship hours by April 15, 2022.

## Course Application and Selection Process

### Application Deadline

Applications for HMB491 will be accepted up until April 25, 2022, at 10:00pm EST (Eastern Standard Time).

### Eligibility Criteria

Students must meet the following criteria to be considered eligible for admittance to HMB491.

- Be registered as a degree student at UofT for the duration of the Fall 2022/Winter 2023 academic year
- Have completed 14.0 credits or more by August 31, 2022
- Have completed HMB201H1 and either HMB301H1 or HMB360H1 by August 31, 2022
- Available to commit 8-10 hours of internship work per week for the duration of the internship (approx. September 6, 2022 – April 15, 2022)

### Selection Process

Not all candidates who apply will be accepted into HMB491 due to space limitations. Preliminary acceptance into the course is based on a successful application and an interview with the Course Instructor. The selection process consists of four main stages:

1. **Course Application Form:** All students are required to complete a course application form, which includes Personal/Demographic Information, an Unofficial Transcript, and an Insight Resume. All applications are strictly private and confidential.
2. **Pre-Screening:** All applications will be screened based on the eligibility and selection criteria by the Course Instructor. Suitable candidates will be placed on a shortlist.
3. **Interview:** Shortlisted candidates will be contacted by email to set up an interview with the Course Instructor.
4. **Notification of Conditional Acceptance:** Candidates who are selected following the interview will receive an email notifying them of their conditional acceptance into HMB491 for Fall 2022/Winter 2023.

Students who are conditionally accepted into HMB491 will be asked to attend an interview with internship supervisor/s prior to their official enrollment in the course. Final acceptance into the course is dependent on the official acceptance of a student as an intern with a partner organization.

### Selection Criteria

Applicants who meet the eligibility criteria will have their applications assessed based on their:

- **Unofficial Transcript:** The Unofficial Transcript will be used to validate students' number of credits and your completion & performance in pre-requisite courses.
- **Insight Resume:** The Insight Resume seeks to better understand students' contributions, perspectives, experience, and competencies, as they relate to the following criteria: Motivation, Accountability, Time Management/ Prioritization, Problem Solving/Critical Thinking, Collaboration, Communication, and Interest in Biotechnology.

## Insight Resume

The following seven (7) questions form the basis of the Insight Resume. It is recommended that you prepare your responses in a separate document in advance prior to completing the course application form.

1. **Motivation/Goals:** What academic and/or professional goals do you have and how will participating in this internship help you achieve those goals? Be specific about the type of experience you hope to gain.
2. **Time Management/Prioritization:** Provide an example of a time when you experienced multiple competing deadlines. Identify how you prioritized your tasks and organized your time to ensure that all deadlines were met.
3. **Accountability:** Describe a time where you received tough or critical feedback. How did you respond to and handle the feedback received? Include whether you connected with anyone for support and what role they played, as well as, what you learned about yourself because of this experience.
4. **Problem Solving/ Critical Thinking:** Describe a situation in where you had to solve a problem without all the resources. Outline the problem-solving process you used.
5. **Collaboration:** Share an example of a team project where things did not go as planned or you proactively worked to avoid setbacks. Outline how you handled the situation, what role you played and what you learned as a result.
6. **Communication:** Provide an example of a complex process, procedure, or task you had to explain to another person or group of people. Indicate how you explained the process, procedure, or task clearly and concisely to promote understanding.
7. **Interest in Biotechnology:** Identify your interests in biotechnology and how you have begun to develop knowledge in those areas. If possible, share any publications and/or resources you use to stay up-to-date and current in the field.

## Application Instructions

1. Obtain a copy of your unofficial transcript and prepare responses to the Insight Resume
2. Complete and submit the course application form via MS Forms:  
<https://forms.office.com/r/sfGH6PiEHh>

Your entire application must be submitted by the deadline. Failure to follow application instructions and/or errors in completing the form can affect your application status. Please complete the application with care.

## Have a question?

Questions can be directed to the HMB491 Course Instructor, Dr. Naomi Levy-Strumpf, at [naomi.levy.strumpf@utoronto.ca](mailto:naomi.levy.strumpf@utoronto.ca).

## Course Frequently Asked Questions (FAQ)

### Am I guaranteed enrollment into HMB491?

No. Enrollment in this course is subject to a course application process and securing an internship with an approved partner organization. Not all students who apply will be accepted into HMB491 due to space limitations.

Preliminary acceptance into the course is based on a successful course application and an interview with the Course Instructor. Students who are preliminary accepted into HMB491 will be asked to attend an interview with internship site supervisor/s prior to their official enrollment in the course. Final acceptance into the course is dependent on the official acceptance of a student as an intern with a partner organization.

### I am an international student. Am I eligible?

International students who are interested in applying for HMB491 are encouraged to connect with an [International Student Immigration Advisor](#) (ISIA) at the International Student Centre to discuss their eligibility for participating in academic internship courses.

### How much time am I required to commit to the HMB491 internship?

Successfully accepted HMB491 students must plan their course timetable to allow for 8-10 hours per week for the duration of the internship (approx. September 6, 2022 – April 15, 2022). For support with degree planning, please contact your [College Registrar's Office](#).

### What is the process for securing an HMB491 internship?

Once students are preliminary accepted into HMB491, they will gain access to a listing of pre-approved internship opportunities. At this point, students will have the opportunity to review the posted opportunities and indicate their top 3 preferences. Once preferences are collected, the Course Instructor will match students with internship opportunities based on their preferences. Once matched, students will be required to prepare a resume for each of their matched opportunities, which will then be forwarded on their behalf to the partner organizations. The partner organizations will then contact students for an interview directly. Once students receive an internship offer from a partner organization, they must inform the Course Instructor to be officially enrolled in HMB491.

Best efforts will be made to match students with internships that are appropriate to their skills, knowledge, interests, and experiences, but there are no guarantees.

### Can I seek out my own internship or am I required to choose from the list of pre-approved opportunities?

Students can also seek out internship opportunities outside of the pre-approved listings. Independently secured internships must be approved by the Course Instructor to ensure they meet the HMB491 internship requirements and objectives, prior to official course enrollment.

**What types of internship opportunities will be available?**

All pre-approved internship opportunities cultivated by the Experiential Learning and Outreach Support Office (ELOS) will be with partner organizations in the Greater Toronto Area (GTA) within or related to the biotechnology sector. The partner organizations may be in the public, private, non-profit, or academic organizations. Opportunities with both early-age start-ups and more established companies will be provided. Internship roles might include, but are not limited to research & development, operations & support, biomedical information gathering, market research, clinical development, regulatory affairs & compliance and/or data analysis.

**Will the internships be remote, in-person, or hybrid?**

Ideally, internships are performed in-person, but can also be performed remotely or in hybrid form depending on the needs of the partner organization and on University and Public Health policies, rules and regulations instituted in response to the changing circumstances surrounding COVID-19.

**Will the internships be paid?**

The internships may be paid or unpaid. The nature of compensation will be listed on the internship postings, once made available. If you have any concerns regarding participating in this course due to the unpaid nature of some of the internships, please contact your College Registrar's Office. There may be experiential learning funding available to you to support your participation in this course.