

# HMB491: Projects in Biotechnology Industry Course and Application Information

## Application Timeline

The application period for HMB491 opens March 20, 2024, at 6:00pm EST (Eastern Standard Time). **Applications are due** by May 5, 2024, at 11:59pm EST (Eastern Standard Time).

**Important Note:** Applications **must be completed in full** to be eligible for consideration. Any applications missing one or more key components (e.g., unofficial transcript) **will not** be reviewed for admission.

## 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 [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 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 an industry 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 industry partner. HMB491 is **not eligible** for the CR/NCR option.

**Pre-requisite:** 14 credits

**Recommended Preparation:** HMB201H1, HMB301H1 and/or HMB360H1

**Restrictions:** Restricted to 4<sup>th</sup> year students (some exceptions apply on case-by-case basis)

## Course Expectations

During the course, students will be expected to:

- Complete the minimum 200 internship hours with an industry partner.
- 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.
- Conduct in-class presentations on their internship experience.
- Write reports on their internship projects
- Respect industry partner 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 supervisor/s throughout their internship experience. It is also recommended that students regularly connect with their supervisor/s 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 a final report and final presentation.

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

## Course Procedures and Timeline

	<b>Task</b>	<b>Timeline*</b>
<b>1</b>	Apply to enroll in HMB491	Complete by end of day May 5, 2024
<b>2</b>	Attend HMB491 Course Information Session (Optional, but recommended)	Attend on March 20, 2024, at 4:30pm EST on <a href="#">Zoom</a>
<b>3</b>	Meeting with Course Instructor	Mid-late May 2024
<b>4</b>	Notification of conditional enrollment into HMB491	Mid-late May 2024
<b>5</b>	Gain access to Course Site	Starting Early June 2024 (Rolling Basis)
<b>6</b>	Attend HMB491 Workshop 1: Resume Writing (Optional, but recommended)	TBD
<b>7</b>	Attend HMB491 Workshop 2: Professional Interviewing (Optional, but recommended)	TBD
<b>8</b>	Review internship opportunities and identify top 3 preferences	Late June 2024
<b>9</b>	Round 1: Internship opportunity application and interview with internship supervisor(s)	Late June 2024 – Late July 2024
<b>10</b>	Round 2: Internship opportunity application and interview with internship supervisors (for those who did not secure a position in Round 1)	Early – Mid August 2024
<b>11</b>	Confirm internship offer	Mid-Late August 2024
<b>12</b>	Notification of official enrollment into HMB491	By Aug 31, 2024
<b>13</b>	Complete internship documentation	Beginning of fall term, 2024
<b>14</b>	Begin HMB491 and internship	Beginning of fall term, 2024
<b>15</b>	Complete internship hours	April 30, 2025

\* All times are listed in Eastern Standard Time (EST). Timelines are approximate except where specific dates/times are provided.

## Course 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 (September 2024 – April 30, 2025). 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 Prof. Naomi Levy Strumpf in collaboration with the Experiential Learning and Outreach Support Office (ELOS) will be with partner organizations in the Greater Toronto Area (GTA), or remote, within or related to the biotechnology sector. The partner organizations may be 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, 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 disclosed to the candidate, once an offer is 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.

## HMB491 Course Application & Selection Process

### Important Notice

Your application **must** be completed in full to be eligible for consideration. Any applications missing one or more key components (e.g., unofficial transcript) **will not** be considered for admission.

### 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 2024/Winter 2025 academic year.
- Have completed 14.0 credits or more by August 31, 2024.
- Available to commit 8-10 hours of internship work per week for the duration of the internship (approx. September 2024 – April 30, 2025).

### 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, 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. **Intake Meeting:** Shortlisted candidates will be contacted by email to set up an Intake Meeting 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 2023/Winter 2024.

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 performance in relevant courses. The Unofficial Transcript **must** show your full academic history and be uploaded as a PDF. Screenshots or photos will not be accepted. Instructions on how to view and download your unofficial transcript are available through the [University Registrar's Office](#).
- **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 when 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 time where you had to solve a problem without all the necessary 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 time where you explained a complex process, procedure, or task 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 this field. If possible, share any publications and/or resources you use to stay up-to-date and current on topics in biotechnology.

## Application Instructions

1. Obtain a copy of your [Unofficial Transcript](#) from ACORN and prepare responses to the Insight Resume.
2. Complete and submit the HMB491 Student Application Form through [MS Forms](#) or by scanning the QR code below.



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 your 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).