

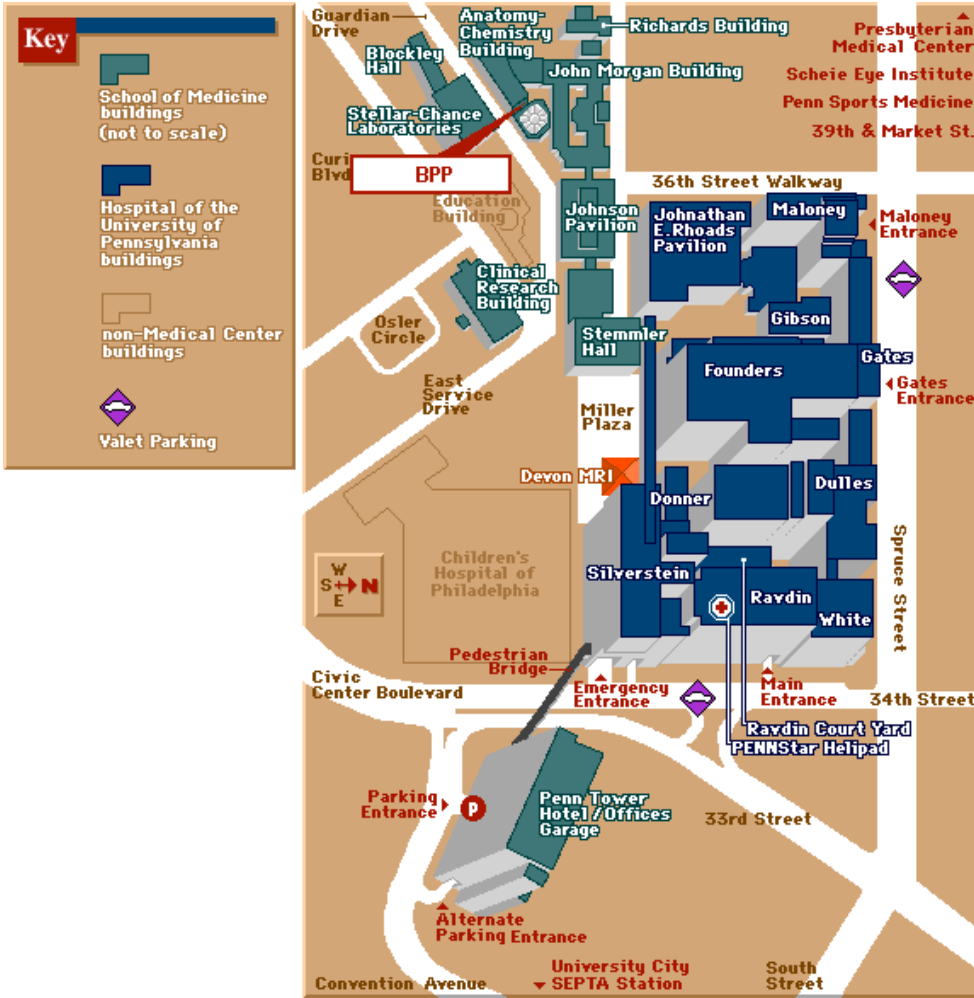
BIOMEDICAL POSTDOCTORAL PROGRAMS

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The University of Pennsylvania has long been recognized for its belief in the importance of education and its pursuit of excellence. The office of Biomedical Postdoctoral Programs (BPP) continues to uphold this tradition by providing

biomedical postdocs with the highest quality training in and outside of the labs. From its first-rate programming series to its emphasis on career development, as well as personal development, BPP works to enhance the life of biomedical postdocs.



Biomedical Postdoctoral Programs

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**BIOMEDICAL
POSTDOCTORAL
PROGRAMS**

**WORKSHOPS AND
SEMINARS**

The Art of Networking

Networking is the development and maintenance of mutually valuable relationships. Lisa B. Marshall presents valuable concepts and practical techniques to help you learn the following:

- Business card and networking basics
- Unusual, uncommon and unexpected networking techniques
- Principles to create comfort, engaging others and building rapport with professionals at all levels

This interactive workshop has participants put the skills they are learning to use immediately; by practicing these skills in a staged setting, it helps take away the apprehension when putting them to use later. It is never too early to start networking, and attending this workshop is the perfect way to perfect this elusive skill.

[Traditionally occurs in **April**]

The Art of Speaking: Presentation and Public Speaking Skills

Presentation and Public Speaking are addressed through a series of workshops offered every year with Lisa B. Marshall. For more information on Lisa Marshall visit her website at <http://www.lisabmarshall.com> or her Art of Speaking Science blog at <http://www.artofspeakingsscience.com>.

The large group seminars expose the post-docs to an effective technical presentation organizational structure, show them how to develop and practice "hallway" mini presentations, and explain effective design strategies for communicating scientific information.

Through the presentation workshops (small groups) postdocs can experiment with and develop their speaking, presentation and interpersonal communication skills in a "communication laboratory". The workshops provide an invaluable and rare experience of presenting scientific work to other biomedical professionals in a supportive, educational environment. Attendees also gain by deepening and broadening their understanding of their colleague's work.

[Traditionally occurs in **March**]

“Annually I conduct innumerable interviews with individuals seeking positions here at Penn. A candidate who has developed the requisite interpersonal and social skills makes an immediate, positive impression. If I finish an interview or discussion at a reception or dinner having enjoyed the interaction, then the candidate is much more likely to receive a positive review”

Reed Pyeritz, M.D., Ph.D
Vice-Chair Academic Affairs, Dept. of Medicine
Chief, Division of Medical Genetics
Professor of Medicine & Genetics

Biomedical Postdoctoral Research Symposium

Presented by Biomedical Postdoctoral Programs and the Biomedical Postdoctoral Council, the annual research symposium is a wonderful opportunity for postdocs to share their research through either a lecture or poster presentation. One exceptional postdoctoral abstract is selected to give the honorary Kumar Memorial Lecture.

This full day symposium allows postdocs a chance to showcase their work to their colleagues in the university's biomedical community, as well as the rest of the Philadelphia scientific community.

In addition to the postdoctoral presentations, a highlight of this event is the keynote speaker. In the past speakers included Laskar Award winners, Nobel Prize winners, and many other distinguished scientists from all different areas of study. This event is held every fall, with submissions for abstracts due in late summer.

[Traditionally occurs in **October**]

Built for Success: The Science of Personal Presentation

A workshop conducted by Mary Mitchell that includes the following topics:

- How American Corporate Culture and Manners Work
- What Employers Look For In Your Behavior, Dress, Conversation
- The Top Ten Business Behavior Mistakes
- The Mindset and Mechanics of Business Dining

Mary Mitchell is a part of The Mitchell Organization. Her group provides critical training in communications, interpersonal and professional etiquette skills to help business, school, individuals, and government agencies achieve their maximum potential. To find out more about The Mitchell Organization go to their website at <http://www.themitchell.org>.

This particular workshop is formatted in such a way that attendees move through a formal business lunch while Mary Mitchell explains the important aspects of dining with a potential employer or even a fellow colleagues. Potential employers from both the corporate and academic worlds have expressed how important this portion (business dining) is during a formal interview.

From how to hold your fork to transitioning from casual conversation to business discussions, Mary will have attendees leave with the skills and knowledge to make business dining a success. In addition to the luncheon, Mary Mitchell remains on campus for the three days following the workshop and each attendee is given a 1 hour, individual appointment with Mary. They may practice interview, give their interview attire a test run, or simply ask questions that were not answered during the luncheon.

[Traditionally occurs in **September**]

More often than not I get the most valuable insight into a candidate at the dinner the night before the interview. I look for how effectively they understand and can communicate their science, how insightful are their questions, how comfortable they are in interacting with others and lastly how well they might fit in with our team."

*Mark McKinlay, Ph.D
Sr. Vice President, Research and Development
TetraLogic Pharmaceutical*

Career Workshop Series

This workshop series is designed to provide updates on current market trends, critical job search skills, types of employment opportunities, as well as to provide insights into the personal experiences of Penn postdoc alumni. This is a four weeklong series and is offered every other year (*alternating with the Research Success Skills Workshop) and includes:

Basic Job Search Skills- participants will here from Career Service counselors, HR professionals, and academics who have served on hiring selections committees. These speakers will be discussing topics such as CV/resume tips, interviewing, job talks, and skills for completing a successful job search.

Pursuing an Academic Career- during this session postdocs will be able to hear all about the process of pursuing and maintaining a career in academia from multiple points of view including: recently hired professors, an individual who has recently received tenure, those involved in the hiring/selection/tenure process, and more. They will be touching on organizing for an academic job search, the tenure track, different types of academic institutions, and what it really means to enter this field.

Career Opportunities in Industry-for this workshop BPP invites individuals from different parts of the industry community such as HR and recruitment specialist, presidents of start-up companies, directors of large pharmaceutical companies as well as smaller biotechnology industry companies. They will explain what is needed to get into this field, what you should expect, the pro's and con's, and what you will be able to gain.

Career Paths for Biomedical Scientists- the final part of this series highlights different careers for biomedical scientist outside of traditional academia and the biotech/pharma industry. Speakers will talk about careers in areas such as: Technology Transfer, Grant Review, Intellectual Property, Scientific Writing, and Scientific Policy.

[Traditionally occurs in **March** (*2012, 2014, 2016, ect)]

“Applicants have to remember that they are being judged not only on overt aspects such as their scientific expertise and presentation skills, but also on many subjective levels as well. Plainly put, employers want employees who know how to function in a variety of professional and social situations without being an embarrassment. This means that applicants have to be attuned to cultural norms and know and practice appropriate etiquette.”

*Ellie Cantor
President
CJ Resources*

K Award Workshops

A full-day workshop broken down into specific areas of interest is offered in this series. The first workshop is a General Know Your K workshop and is comprised of a two-hour morning session that includes how to navigate NIH and demonstrates how a study section works. The three one-hour afternoon workshops are tailored specifically to applying for the NRSA (F32), Pathway to Independence (K99/R00) and Career Development Awards (Ks).

Joan M. Lakoski, Ph.D., Associate Vice Chancellor for Academic Career Development at the University of Pittsburgh and Robert Milner, Ph.D., Director of the Junior Faculty Development Program at Pennsylvania State University College of Medicine are the two presenters for these workshops.

New Postdoc Orientation

This event runs three times a year and consists of a two hour session of presentations where postdocs hear from the following groups: Biomedical Postdoctoral Programs, Biomedical Postdoctoral Council, Penn Career Services, Office of International Programs, Penn Center for Technology Transfer, and English Language Programs. They share important information about what it is to be a postdoc at the University of Pennsylvania and all the resources that are available. Postdocs are then invited to stay for a light reception and have the ability to meet fellow postdocs as well as speak with the presenters. It is highly encouraged that postdocs attend this session as close to their start date as possible, as it contains valuable information.

[April, September, December]

Research Success Skills Workshop Series

This series is offered every other year (*alternating with the Career Workshop Series) and includes three workshops held over the course of three weeks. They are:

Scientific Writing: In this workshop participants will hear from multiple speakers and learn about how to improve scientific writing skills, the publication process, and submission.

Grant Writing and the Peer Review Process: Postdocs will hear from individuals on both sides of the grant writing process both those who have successfully submitted as well as those who are part of the selection process. They will touch on topics including, writing your first grant, funding opportunities, grant submission (budget/regulatory approvals and administrative deadlines) and the peer pre-review and review process.

Laboratory Management: In this workshop postdocs will hear from PI's, directors of administration, and those involved in research support services to discuss topics like the following- making the most of your resources, setting goals and times management, hiring and retaining good help, and post-award management and compliance.

[Traditionally occurs in **March** (*2011, 2013, 2015, ect)]

"When you have made the finalist list in a search, you can be sure you are there because of merit: your CV, publications, and what people have said in letters. During your interview, you will not have to convince people about your merit or achievements. What will be most memorable will be your manners. Manner come through in how much background you put into your seminar, in how you listen to questions and respond with answers, in how you dress, how you eat, and drink. Courtesy is what people remember and will be what people discuss when it comes time for the final decision. If you have great manners, you will be at the top of the list; if you have poor manners, you'll be dropped from the list. Try to remember your interactions with others - manners are memorable - in every workplace!"

*Amy Cheng Vollmer
Professor of Biology
Swarthmore College*

Scientific Writing Workshop

Presented by Judith Swan, this is a morning long hands-on workshop to help postdocs communicate more effectively through their writing. Postdocs are encouraged to bring an abstract with them to revise with their new writing skills.

[Traditionally occurs in **November**]

Technology Workshops

This series of workshops is held 2-3 times per year (spring, summer, fall) with each session focusing on developing and fine tuning the skill needed to utilize different programs that postdocs may use to help present their work. These workshops are:

- Beginner Illustrator
- Intermediate Illustrator
- Beginner Photoshop
- Intermediate Photoshop
- Power Point

A colleague of mine once told me **not** to hire a particular candidate after a meal. When I asked why, they explained the candidate had put salt and pepper on their dish without even tasting it and that was a sign that the candidate would try to implement changes without even learning what the organization had to offer first. While I haven't found many people who notice whether you are adding salt/pepper, it did point out to me that at every moment of a meeting, you are making an impression.

"In spite of our best intentions to be non-judgmental and completely objective, we are all still human and subject to basic rules of humanity. Whether we like it or not, impressions matter and it is up to us to try to make the best impression we can so as not to distract the audience from what we have to offer"

*Marielena Mata, Ph.D
Principal Research Scientist
Oncology Biomarkers*



Focused Career Pathway Courses

These courses run once a year and are designed for postdocs who have serious interest in pursuing an alternative science career.

Teaching Course

This course, Focused Career Pathway in Teaching, is for postdocs interested in university teaching.

Taught by a professor from the University of Pennsylvania's Graduate School of Education, it is a sixteen week course, offered every spring. The course meets for one and a half hours each week and attendants are given weekly assignments to complete.

The course is of competitive acceptance, as there are limited spaces available. An application and a mentor's letter of support are required.

Goals of this course include:

- Systematically plan for a university course
- Develop at theory and philosophy of university teaching
- Develop evaluation instruments to assess teaching and learning in the classroom
- Gain knowledge of individual learning styles and their roles in fostering effective teaching strategies
- Examine the specific behaviors related to daily activities of college teaching
- Experiment with a range of technologies to enhance teaching
- Understand teaching in the Minority Serving Institution context

Interested individuals should contact:

LaShauna M. Connell

Diversity and Recruitment Coordinator, BPP

lashauna@mail.med.upenn.edu or (215)-573-4578

Commercialization Course

This course, Focused Career Pathway in Biotechnology for Postdoctoral Fellows & Masters in Translational Research, is a sixteen week course offered once a year during the spring semester, and meets approximately one and a half hours per week.

The course is of competitive acceptance, as there are limited spaces available, and requires an application in addition to a mentor's letter of support.

Presenters from the view of Penn's Center for Technology Transfer, Wharton Business School, as well as industry will discuss topics such as biotechnology, technology transfer, intellectual property, licensing, and business plan development. The goal of the course is to give postdocs an understanding of the many career options available as well as what to expect and what is expected should they chose to enter this field.

Interested individuals should contact:

Yvonne Paterson, PhD

Biomedical Communications

Presented by Biomedical Postdoctoral Programs in partnership with the University of the Sciences of Philadelphia, the purpose of this course is to introduce to postdoctoral fellows, regardless of his or her individual background, to the basic rhetoric of biomedical communication. Biomedical communications (scientific and medical writing) is different in many ways from writing in other professions or the kind of writing one does as an undergraduate-even in science classes. This course will not cover regulatory writing or medical journalism. The purpose of this course is to help prepare postdoctoral fellows for a professional career in medical writing.

Course Prerequisites: You must have English composition skills commensurate with a Bachelor's degree and generally acceptable for entry into any graduate level program. Please bear in mind that medical writing is an *applied* form of communications. To succeed in this class, you must already be able to write; *you must have good compositional skills, command of grammar and spelling, and proofing abilities*. It is very important that you reflect upon this before taking the class.

Format: This semester long course will be taught in *live webinar format*, and evaluations will be peer review based. This is a non-matriculated course.

The course is of competitive acceptance, as there are limited spaces available, and requires an application in addition to a mentor's letter of support.

Interested individuals should contact:
Biomedical Postdoctoral Programs Office
postdoc@mail.med.upenn.edu or (215)-573-4332

Supplemental Events

Biomedical Postdoctoral Council New Postdoc Orientation

Members of the Foreign National Committee of the Biomedical Postdoctoral Council (BPC) hold a one hour, informal monthly orientation. They discuss many of the “need-to-knows” of being a postdoc at the University of Pennsylvania including - important contacts, housing, international documents, Penn access cards and keys, Philadelphia transportation, ect. While a short presentation is given to relay information, this session is mostly Q&A so please attend and bring any questions you have with you. It is highly encouraged you attend during the month in which you start, but you are welcome to attend any session. No registration required.

[**Last Thursday of every month** - excluding April, September, December]

Career Service Walk-Ins

A counselor from Career Services will hold walk-ins for Biomedical Postdocs from 10:00am to 12:00pm on alternate Thursdays on the School of Medicine campus. Please bring your Penn ID so they can confirm your BPP postdoc status. No registration required.

Services from a counselor include:

- Critiques of c.v.'s, resumes, cover letter and other job hunting materials
- Advice about conducting an effective job search
- Preparation for interviews
- Assistance with defining your career direction.

If you can't attend those walk-ins you can always call Career Services at 215-898-7530 to schedule an appointment with a career counselor or check walk-in times in Career Services. Career Services is located at 3817 Locust Walk, Suite 20, McNeil Building. Please see the BPP website or School of Medicine calendar for specific locations and dates.

All meetings are confidential.

[**Every other Thursday**]

UNIVERSITY OF PENNSYLVANIA POSTDOC RESOURCES

1. Career Services

3817 Locust Walk, Suite 20, McNeil Building

Phone: (215)-898-7530

<http://www.vpul.upenn.edu/careerservices/>

2. Penn Center for Bioethics

3401 Market Street, Suite 320

Philadelphia, PA 19104-3308

Phone: (215) 898-7136

Fax (215) 573-3036

<http://www.bioethics.upenn.edu/index.shtml>

3. Center for Technology Transfer

3160 Chestnut Street, Suite 200 -

Philadelphia, PA 19104-6283

(215) 898-9591

CTTinfo@ctt.upenn.edu

<http://www.ctt.upenn.edu/index.php>

4. International Student and Scholar Services

3701 Chestnut Street, Suite 1W

Philadelphia, PA 19104-3199

Phone (215)-898-4661

Fax: (215)-898-2622

iss@pobox.upenn.edu

<http://global.upenn.edu/iss>

5. Office of Research Support Services

270 Anatomy – Chemistry Building

Philadelphia, PA 19104-6110

Phone (215) 573-2290

Fax (215) 573-8802

<http://www.med.upenn.edu/orss/>