**Academic Core Portfolio 2018-2020**

|  |  |  |  |
| --- | --- | --- | --- |
| **Student name** |  | **Student number** |  |
| **Program** | Oncology / Cardiovascular Research | | |
| **Date** |  | | |

**Content**

**Academic Core year 1**

* Lecture *Introduction Academic Core – Introduction Day 2018*
* Lecture *Research ethics – 12 October 2018 (Oncology) and 26 October (Cardiovascular Research), dr. Rien Janssens*
* Life Sciences Career Day VU – 27 November 2018 (not compulsory)
* Professional Field guide
* Presenting in English – *Miriam van Strien, PhD*.
* Lectures at CCA (Oncology) / ACS (Cardiovascular Research)
* Rembrandt Symposium – 16 November 2018 (Cardiovascular Research only)
* CCA Symposium –2019 (Oncology only)
* BCF Career Event – 23 May 2019
* Reflection mentor meeting 1

**Academic Core year 2**

* CV / Application letter assignment
* Reflection mentor meeting 2

Signature Examiner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professional Field Guide & Role model seminar

*Date:*

*Introduction*

Career orientation starts with two questions: What do I want (motivation / ambition) and what can I do (capacities / competencies). During our master program, you are trained to become a scientific researcher. A lot of our students would like to do a PhD after finishing the master Oncology or Cardiovascular research but there is much more that you can do.

Goal

Learn about different possibilities for your future career in Oncology or cardiovascular research.

*Information*

A selected group of students has to organize a role model seminar where we invite speakers from different professional fields such as e.g. someone that works at a biotech company, teaching at the university or HLO, a PhD student, postdoc, health inspector, clinical perfusionist or clinical research associate (CRA), etc.

In addition, a professional field guide will be composed filled with interviews of different role models. This assignment is for all students.

*Assignment 1 (all students)*

You have to interview someone with a biomedical background about their career and current job. The goal is to create a file with differ professional fields. Therefore, it is advised to discuss with other students which person you will ask for the interview.

You need describe the following subjects:

* Career
* Current job
* Academic attitude
* Connection between education and current job
* Thing that they like and dislike about their jobs
* Future
* Advice to students

Email your interview to the master coordinator before the 15st of June 2019. Soon after, you will receive a pdf version of the complete booklet.

Presenting in English

*Date: Introduction Day and February / March 2019*

*Introduction*

When you give a (scientific) presentation, it is important to keep your audience riveted while speaking flawlessly. It is important to bring a clear message while feeling comfortable.

*Goal*

This workshop will help you to present your project in a way that is clear and easy to understand. After this workshop, you will feel more confident when presenting in English.

Learning goals of this course are::

* How to create a presentation
* What is the best structure of your presentation
* Specific vocabulary
* Enhancing your oral fluency
* Practice pronunciation and rhythm
* What is the best body language

*Information*

The workshop is scheduled on 2 days and given by Miriam van Strien, PhD. During the first lecture on the introduction day, you will receive tips and tricks. Then, you have to prepare a short presentation of 5 minutes which will be discussed in smaller groups during the second meeting which will be organized in February or March 2019.

*Assignment*

For the second part of the course, you need to make a short presentation 5 minutes. Add your slides to your portfolio and describe the Tips and Tops of your presentation together with a short reflection.

Visit lectures organized by e.g. CCA or ACS

*Dates: …..*

*Introduction*The Cancer Center Amsterdam (CCA) and Amsterdam Cardiovascular Sciences (ACS) are organizing lectures that take place regularly. You can find these lectures on their websites:

ACS:

<http://www.amsterdamresearch.org/web/cardiovascular-sciences/events-5.htm>

CCA:

<http://www.amsterdamresearch.org/web/cancer-center-amsterdam/seminars.htm>

*Goal:*

Visiting the lectures, for example at CCA or ACS are very helpful in finding a research area that you like for your minor or major Internship or literature thesis. In addition, you will learn a lot about different types of research and expand your network.

*Assignment:* You have to visit a minimum of 4 lectures (of at least 2 invited speakers).Try to ask a question during each lecture. Formulate at least 1 question per lecture that you (could have) asked during the lectures. Please mention date and titles/organiser of the symposium. It is also possible to attend lectures outside the Amsterdam UMC research institutes.

Rembrandt Symposium – Friday November 16th 2018 (CVR)

*Introduction*

On the 16th of November 2018, the REMBRANDT SYMPOSIUM 2018 takes place at the Leeuwenhorst Conference Center in Noordwijkerhout. This is a yearly symposium of the Rembrandt Institute of Cardiovascular Science (RICS) in which the research efforts on cardiovascular disease in Leiden (LUMC, LACDR) and Amsterdam (AMC, VUmc, Sanquin) are combined. The painter Rembrandt, who was born in Leiden and spent much of his working life also in Amsterdam, symbolizes the collaboration between Leiden and Amsterdam.

The meeting aims to exchange current research ideas and initiate novel collaborations. Last year there were more than 200 participants resulting in lively discussion and generations of new ideas and collaborations.

*Goal*

This event will be an important network opportunity which will give you the chance to orientate for a possible internship or to inform yourself about future career plans.

*More information and Registration:*

For more information and registration: <http://rembrandtinstitute.nl/symposium-2018/>

*Assignment 1*

Check out the list of lectures before or during the Symposium and identify at least 3 lectures that you definitely want to attend. Prepare in advance a short essay why you chose to attend these lectures or workshop. What is it that triggered your attention or interest?

*Criteria: Size assignment ¼ - ½ A4 page per lecture, font size 11.*

*Assignment 2*

During the conference, you will see several lectures by prominent researchers in their fields. Describe 2 of the lectures you personally found the ‘best’. Describe the content of the lectures, but also why you thought these presentations stood above the others (clear slides, great presenter).

Think about your own presenting skills and write down at least 2 points you need to pay attention to with your own future presentations.

CCA Conference – 2019 (e.g. Cancer Vaccine or Angiogenesis conference, date not known yet)

*Date:*

*Introduction*

A conference aims to exchange current research ideas and initiate novel collaborations. It is unknown yet if and when a Cancer Vaccine or Angiogenesis conference will be organized by the CCA. If so, our master oncology students will be involved in the organization and have to attend the conference. Otherwise, you have to choose another conference and you will be informed by the program about the different possibilities. You can also come up with a conference / symposium of your own choice.

*Goal*

The goal of this assignment is to experience presentations from prominent researchers and reflect on your own skills. Take extra note of the presenting skills of the invited researchers and think about what makes their presentation stand out.

We will inform you about conferences on CANVAS.

*Assignment 1*

Check out the list of lectures before or during the Symposium and identify at least 3 lectures that you definitely want to attend. Prepare in advance a short essay why you chose to attend these lectures or workshop. What is it that triggered your attention or interest?

*Criteria: Size assignment ¼ - ½ A4 page per lecture, font size 11.*

*Assignment 2*

During the conference, you will see several lectures by prominent researchers in their fields. Describe 2 of the lectures you personally found the ‘best’. Describe the content of the lectures, but also why you thought these presentations stood above the others (clear slides, great presenter).

Think about your own presenting skills and write down at least 2 points you need to pay attention to with your own future presentations.

*Criteria: Size assignment ½ 4 page per lecture, Font size 11.*

BCF Career Event – 23 May 2019

*Introduction*On May 23rd 2019, the BCF Career Event will take place. This is the largest career event in Life Sciences, Chemistry, Food and Pharma. More than 100 employers from the Life Sciences industry will be present to provide you with all the information and opportunities for your future career.

*Goal*This event will be an important network opportunity which will give you the chance to orientate for a possible internship or to inform yourself about future career plans.

*Registration*

On the website <https://www.bcfcareer.nl/BCF-Career-Event-NL>

Besides the BCF Career Event they offer also many other products within the Life Sciences, Chemistry, Food & Pharma. The BCF career guide is for everyone with a background in Bio, Chemistry, Food & Pharma who would like to know more about his or her future career perspectives. This guide is published twice a year and is the information source for a life sciences career. The guide contains profiles of companies that are active in these sectors, background articles and career advice of professionals in the field. Besides it provides information on the labour market. You can download the BCF career guide via the following link:

<http://www.bcfcareerevent.nl/index.php/cms_categorie/100090/id/100090/bb/1/fm_parentid/99908/CurrentLanguage/3>

*Assignment* Write a report in which you describe at least 3 points of insight you gained during the event regarding your plans for your future career.

*Criteria: Size assignment 1 A4 page, font size 11.*

Reflection mentor meeting 1

*Date:*

*Criteria: +/- 1 A4 page , Font size 11*

This meeting is to obtain information for yourself, the second year of your master program and / or future career. Prepare some questions in advance and send them to your mentor.

You can think of:

* What would I like to do after my master program and does the mentor have some tips for you on how to prepare yourself in the best way?
* Some help with finding an interesting lab (abroad or in NL) for your major internship.
* How to arrange a supervisor for your literature study and what subject(s) do you like?
* You can discuss optional courses
* Planning issues?
* Tips for writing your thesis?
* ….

CV assignment

*Date:*

*Introduction*

Your Curriculum Vitae (resume): You can find so many conflicting recommendations. Should you keep it to one page? Do you add a summary and picture up top? Is it important to include personal interests and extra activities? This may be your best chance to make a good first impression, so you’ve got to get it right.

In addition, the first 20 words of your application letter are already very important to make a good impression.

*Information*

For this part of the Academic Core, you need do 3 assignments. In addition, a CANVAS course will be developed and published in 2018-2019 in which you will learn tips and tricks for writing an application letter and CV and how to prepare for a job interview. Furthermore, we can schedule a workshop in which you can learn how to prepare yourself for a job interview.

*Please finish this assignment in the last months of your master. You have to start with the presentation on CANVAS and the test to prepare yourself for the assignment.*

*Assignment 1*

Update/write your *Curriculum Vitae* for a potential job in Cancer or Cardiovascular research (PhD position, industry etc). Include your major internship, also when you are not finished yet. Also, all Academic Core events should be present in your CV.

*Assignment 2*

Review the CV of one of your classmates. Assess its content but also its lay-out. Write at least 5 positive remarks and 5 points of improvement for feedback.

*Assignment 3*

Find a job description that you like. You can search on websites of Universities, companies, etc. and use [www.academictransfer.com](http://www.academictransfer.com). Write an application letter to a job application of your choosing.

*Hand in the assignments via email to your program as such: Last name, First name\_student number\_Academic Core\_CV Assignment (#). You will receive feedback from the program coordinator or examiner and you have to add the final version of your CV and application letter to your portfolio. This will be discussed during the final meeting.*

Reflection mentor meeting 2

*Criteria: +/- 1 A4 page , Font size 11*

*Date:*

This meeting is to obtain information for yourself. Prepare some questions in advance and send them to your mentor.

You can think of:

* What would I like to do after my masters and does the mentor have some tips for you on how to prepare yourself in the best way
* Where can I find interesting jobs
* You can discuss your CV
* What after a PhD?
* Building up a scientific network
* ….