

Attend: Regina, Tiffany, Erin Green, Allison Mander-Wionzek (CSI&C)

Agenda

- Introductions
 - Allison: advisor focusing on science, graduate workshop series
 - SCI team: beyond the BSc in January
- Ideas for SCI Fair this year concept, dates, collaborators (LFS?)
 - Career Month
 - SCI Fair (March 2, LSC) 5:30 -- 7:00
 - Companies that hire BCs students
 - Work with the **co-op office** and ask about companies
 - Contact them asap
 - Filter a live feed - what platform to use vs. sheets in the box
 - Workshop from CPC: Resume/Cover letter review clinic session
 - 1-to-1 is more specific
 - Short skim through the resume
 - Recommend them to further resources
 - Allison ask for staff support
 - Science networking event (March 16, Great Hall South)
 - Can be targeting towards year 3 and 4 students (different target)
 - Beyond the BSc (SCI team): very similar to our event
 - Difficulty to connect with the alumni office
 - Meet up with the co-chairs of SCI team (Ina Lin and Amanda Chao)
 - Think about how the event can complement SCI team event
 - SCI Team - Research and Development Committee
 - No collaborator
- Where you might be looking for support from the Centre for Student Involvement & Careers this year
 - MC for panels
 - Career peer coaches for workshop during SCI Fair
 - Potential topics: resume, cover letter, information interview, networking
 - How to contact alumni? Alumni center has connections to SCI team
- Project Plan – roles/responsibilities/timelines
- Grad Workshop Series
 - <https://science.ubc.ca/students/grad-workshop-series>
 - Informational interview and networking
 - LinkedIn
 - Resume and Cover letter clinic - 5:30 - 7:00 - March 2nd
 - Interactive Interview Practice
- Allison: event planning, career education (information on campus)
- Ask committee what Allison can help us with - developing a project plan - cohesive idea
 - Usually have biweekly meetings
- Science pay for LSC - ask Dr. Paul Harrison (agreement and funding)

- Physics, Biochem, Biology
- Career Month: Coordinate with the other clubs
 - Start communicating with those clubs
- Have our career list ready - can help us contact companies who have a connection with UBC already
- Alumni who can represent their companies at SCI Fair/ second event - email them through a different contact

Action Items

- Matt contact Harrison for funding
- Get back to Alison (22nd) & Erin (8th)- January 3rd
- Environmental Scan
- allison.mander-wionzek@ubc.ca
- sciteam@science.ubc.ca
 - Talking to Erin about our 2nd event - similarities and find out what we can fill