

FINAL DRAFT YEAR PLAN

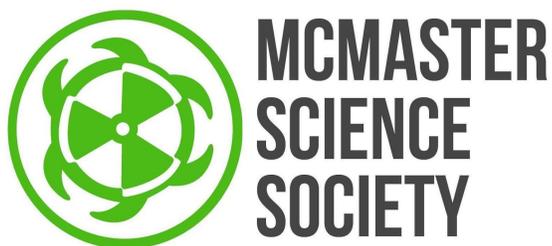
Quantum Leap Coordinator

Olivia Mann-Delany

McMaster Science Society

2020-2021

(submitted *July 6th 2020*)



2020-2021 Year Plan

Letter from the Quantum Leap Coordinator

Hello McMaster science students! My name is Olivia Mann-Delany and I am extremely thrilled to be the QLC for this year. The QL Conference was founded in 2016 with the principle of introducing a multitude of career opportunities available upon graduation of a STEM degree, and additionally, in concurrence with their undergraduate studies. I would like to thank my predecessor Spencer Leidl and her QL planning team for providing a detailed transition report and recognize their hard work and efforts put into the success of QL last year. This year, I hope to work closely with the MSS and potential collaborators to build off previous efforts in this conference and further expand upon the QL role, given the circumstances of an online fall semester.

At such an uncertain time, many students may be stressed about their future career in science. A common question is how to prepare for entry into the dynamic employment market. Another important question is what industry is best-suited for the specialized skills a student has acquired during undergraduate studies. In the MacSci community, you independently decide the path of your educational journey based on your undergraduate program, potential specializations, extracurriculars and volunteer opportunities. In a similar way, McMaster students must decide how they can best apply their specialized skills to the industry. The key to career exploration is to not set limitations around the opportunities you search for and avoid applying a strict outline to your life, whether it be a 5 year, or 10 year plan. As the previous VP Careers of the McMaster Biochemistry and Biomedical Sciences Society, I have learned to not fear unexpected opportunities, or challenges you never considered tackling. The most thrilling aspects of life spark from the unanticipated journeys.

This year, as QLC I encourage attendees to be realistic about their future career opportunities, and eager to explore the vastly unknown post-undergraduate pathways available. Although you may want to pursue graduate and postdoctoral studies, it is time to expand your career horizons. Through potential collaboration with the McMaster Social Sciences Society (MSSS) this year we will explore the bridge between STEM, social science, communication, and analyze the direction of industry. Technology is of the utmost importance in this age, and I want to provide workshops that integrate software and science, alternative platforms for learning, wetlab and drylab, scientific writing, and resume building. MacSci will have it all this year, despite an online fall, I want to bring the science community together and support as many students as I can through this role. Please let me know, reach out, say hello if you have any questions, comments, or ideas about the upcoming conference!

Olivia Mann-Delany
 Quantum Leap Coordinator
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OBJECTIVES:

Objective 1: Hire Quantum Leap Planning Team	
<p>Description/ Current State</p>	<p>The current Quantum Leap (QL) planning team consists of three positions: 1 Logistics Coordinator, 1 Sessions coordinator, and 1 Resource Coordinator. The team will work together at weekly meetings to plan the conference, set for early March.</p> <ul style="list-style-type: none"> ● The Logistics Coordinator is charged with the logistical aspects of the conference, including booking the venue and catering services, as well as ensuring all EOHSS is complete and up to date. ● The Sessions Coordinator is charged with assisting in the creation of all workshops for the conference, including; the Mitchiner Institute Seminar on Professional Degrees, Networking Seminar, Start-up guide presented by the Forge, and Round-Table Discussions on Industry. The sessions coordinator would also assist in the recruitment of guest speakers for the conference. ● The Resource Coordinator is charged with the creation of materials such as the agenda/itinerary for the conference. ● In the case of changes relating to the QL planning team hiring and positions, the VP External will be notified at least a month before the applications are released in case they have questions or recommendations.
<p>Goal</p>	<p>This year, I hope to hire a team of three individuals from the faculty of Science.</p> <ul style="list-style-type: none"> ● I want to hire one session coordinator that I will closely communicate with in outreach to potential speakers and

	<p>employers. There will be an equal division of effort between myself and the session coordinator in organizing the guest panelists and industry representatives.</p> <ul style="list-style-type: none"> • I want the planning team to demonstrate effective communication using a Facebook messenger chat, via weekly meetings on Google Meets in the fall term, and in-person beginning in the late fall/winter term. I want the planning team to work efficiently within the time restrictions.
Barriers to Success	<p>Potential barriers to success in the process of hiring the QL planning team include:</p> <ul style="list-style-type: none"> • Limited applicants or student interest given all classes are online and a reduction in student life on campus and enthusiasm for student club/organization participation. • Team members become busy during the school year leading to difficulties in maintaining commitment and effective communication
How?	<ul style="list-style-type: none"> • If applicant numbers are too small, applications will be extended and promotional material will be revised and pushed.
Long Term Implications	<p>The QL conference planning team is an amazing opportunity for self-education around career exploration and furthermore introducing yourself to the McMaster community, Hamilton science community, and provides experience in conference booking and services that may be applied in the future.</p> <ul style="list-style-type: none"> • The planning team will allow the fostering of ideas from a variety of new minds. The division of tasks within the team enables the conference to be planned efficiently and each task will be done carefully and meticulously by the individual responsible.
Partners	<p>Randy Su MSS VP External vpexternal@mcmastersciencesociety.com</p> <p>Nathale Pulla Abasto MSS VP Communication vpcommunications@mcmastersciencesociety.com</p>

	<p>Rameen Jamil MSS Social Media Director socialmedia@mcmastersciencesociety.com</p>
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Objective 2: Collaborate with the MSSS	
Description/ Current State	<p>Collaborate with the McMaster Social Sciences Society to orchestrate the Quantum Leap conference integrating social science and science fields and investigating careers that reflect this goal.</p> <ul style="list-style-type: none"> • This is a new initiative for the Quantum Leap Coordinator Through this, we hope to develop a stronger future relationship with the MSSS and connect students in both programs with interdisciplinary career resources.
Goal	<ul style="list-style-type: none"> • Have biweekly meetings with both the MSS and MSSS • Research crossover within the industry and both program curriculum • Promote to students in both programs • Book two conference spaces: MDCL and LRW to accommodate the workshops and attendees
Barriers to Success	<ul style="list-style-type: none"> • MSSS is still deliberating on the decision to collaborate given the pandemic. • This collaboration may potentially reduce interest of science students as in the past conferences scientific career exploration has been the sole subject of Quantum leap.
How?	<p>I plan to overcome the barriers to success listed above by promoting to students in the faculty of science, program-specific career prospects (e.g. Industries that utilise Statistical analysis, attract students in Actuarial and Financial mathematics program)</p> <ul style="list-style-type: none"> • At the same time, careers promoting scientific literacy, writing and communication, anthropology, and psychology will be of interest to both science and social science students

	<ul style="list-style-type: none"> Essentially by prompting a wide range of prospects, a collaboration with the MSSS will result in a larger turn-out, more conference spaces given the pandemic, and potentially more sponsorship opportunities.
Long Term Implications	<ul style="list-style-type: none"> This collaboration will shift the way students in Science and Social Science view the job market. In industry, employment requires interdisciplinary skills and education, which will be addressed during the Quantum Leap Conference.
Partners	<p>McMaster Social Science Society Room 1001 L.R. Wilson Hall society@themsss.com</p> <p>Randy Su MSS VP External vpexternal@mcmastersciencesociety.com</p> <p>Nathale Pulla Abasto MSS VP Communication vpcommunications@mcmastersciencesociety.com</p> <p>Rameen Jamil MSS Social Media Director socialmedia@mcmastersciencesociety.com</p>

Objective 2: Promote the Conference through Three Webinars in the Fall	
Description/Current State	<p>Three webinars will be orchestrated using either zoom or showpad.</p> <ol style="list-style-type: none"> The first, will be focused on resume building with the SCCE

	<ul style="list-style-type: none"> a. Tentative collaboration with the RVC to host an undergraduate research workshop and resume critique 2. The second will be a discussion hosted by fourth and fifth year students in the science cooperative education program. 3. The third, will be focused on direct entry professional degrees for employment in clinical environments and facilitate speakers from the Mitchner institute of UHN
<p>Goal</p>	<p>The three webinars are ordered in a chronological format that allows students to see how one goes from building a resume to working in industry.</p> <ul style="list-style-type: none"> ● The first seminar introduces students to basic resume writing and presenting yourself in the job market ● The second gives students an opportunity to learn first hand from those a couple years older who are actively learning the dynamics of a job market first hand ● The third allows students to hear from individuals who have worked in industry for years and how they achieved their placements.
<p>Barriers to Success</p>	<ul style="list-style-type: none"> ● All seminars will take place online so space isn't an issue however technical errors may prevent effective conversation and communication. ● Attendance during the seminars is important because we don't want to have a line-up of speakers with no audience.

<p>How to overcome the barriers listed above</p>	<ol style="list-style-type: none">1. We will make sure to test connectivity of zoom/showpad prior to beginning the seminar2. Have pre-registration for the webinars and email reminders with the date/time and the link to join.
<p>Long Term Implications</p>	<p>The webinars help ease the transition to an online semester while providing students with the opportunity to interact online.</p> <ul style="list-style-type: none">● Collaboration with the SCCE allows students to learn about the co-op program and students begin to think about different career paths● Through networking with upper year co-op students, we may foster a community of older more experienced students in the employment sector and younger, less experienced students. Orchestrating this community allows students to feel more secure with their future and the upper year co-op students lead by example/ act as a guide for first + second year science students.

Partners	<p>McMaster Social Science Society Room 1001 L.R. Wilson Hall society@themsss.com</p> <p>Randy Su MSS VP External vpexternal@mcmastersciencesociety.com</p> <p>Nathale Pulla Abasto MSS VP Communication vpcommunications@mcmastersciencesociety.com</p> <p>Rameen Jamil MSS Social Media Director socialmedia@mcmastersciencesociety.com</p> <p>Science Career and Cooperative Education Office scce@mcmaster.ca</p> <p>Mitchiner Institute of UHN regoffice@michener.ca</p>
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Objective 4: Book both LRW and MDCL for Venue	
Description/ Current State	<p>Due to the COVID19 pandemic, fall semester has been converted to an online format. In the case of an on-campus winter semester and the approval of the university for Quantum Leap to run, two lecture halls will ensure students are able to keep distanced as we move between workshops.</p> <ul style="list-style-type: none"> ● LRW contains a main hall great for networking and a seminar room to accommodate students at tables and a front speaker. ● MDCL has a waterfall room to accommodate LinkedIn photoshoots, and large lecture halls for the panel discussion and start-up workshop. ● LRW would be booked by the MSSS, MDCL would be booked by the MSS

Goal	<p>Given the unusual circumstances, I hope this offers students a sense of security to attend the conference without having to be in close proximity to other students.</p> <ul style="list-style-type: none"> • Hopefully with two venues, the conference can become more of a reality in the midst of an unpredictable future.
Barriers to Success	<p>A barrier to the booking of both LRW and MDCL would be the decision of the MSSS to not collaborate on the conference.</p> <ul style="list-style-type: none"> • MDCL and LRW together is ideal because they are right next to one another and the visitor parking lot making the conference very accessible to all students and attendees
How?	<p>If LRW cannot be booked, we will find a way to maximize the space in MDCL, potentially using the first two floors entirely.</p>
Long Term Implications	<ul style="list-style-type: none"> • This conference expansion allows the MSS to accommodate more students in attendance of Quantum leap without having to cap registration at 100.
Partners	<p>Megan Lusuita MSSS VP External Room 1001 L.R. Wilson Hall vpexternal@themsss.com</p> <p>Randy Su MSS VP External vpexternal@mcmastersciencesociety.com</p> <p>Nathale Pulla Abasto MSS VP Communication vpcommunications@mcmastersciencesociety.com</p> <p>Rameen Jamil MSS Social Media Director socialmedia@mcmastersciencesociety.com</p>

Objective 3: Execute Quantum Leap 2021

<p>Description/Current State</p>	<p>The Quantum Leap Conference will take place in march this year, with a goal of connecting science students to the diverse world of STEM careers.</p> <ul style="list-style-type: none"> ● The 2019 conference took place in CIBC Hall, with 40 attendees and nearly 20 guest speakers, the 2020 conference took place in MDCL with 70 attendees
<p>Goal</p>	<p>I would like to achieve a diverse portfolio of speakers, with an emphasis on recent employees to the STEM field.</p> <ul style="list-style-type: none"> ● I hope to work with the SCCE and Alumni network to create connections to these recent grads, and use Linked In as a tool to invite them to the conference. <p>A second goal I would like to complete for the conference this year is to focus on all science programs equally and ensure the conference has career perspectives that represent all students from kinesiology to medical radiation sciences, PNB and physics.</p> <ul style="list-style-type: none"> ● Focus on what each program is learning and have this reflected in a career pathway ● Get feedback from students in the co-op program to understand where the job market lies ● Speak to students about their interest and what they want to see reflected in quantum leap 2021
<p>Barriers to Success</p>	<p>QL requires the coordination of many resources which poses challenges such as:</p> <ul style="list-style-type: none"> ● Securing enough funding ● Ensuring guests don't drop out at the last minute and they commit fully to the conference ● Effective QL teamwork and communication ● Working with sponsors such as the SCCE

How?

- In order to ensure we have enough funding, I hope to apply for grants at the university through the Dean, Alumni, and the MSU. As well, I will work with the fundraising and sponsorship coordinator to seek sponsors in the local community.
- In order to ensure that speakers are able to attend, I will outline the full commitment required upon first communication, including the date of the conference, the time they are needed, and if they need to prepare anything. This way, the speaker is able to know immediately if they can commit to the conference as soon as they are contacted. We will also maintain contact with the speakers to ensure their commitment, and receive a written confirmation of attendance over email one week prior. We will also have a backup plan in case an individual guest cannot attend. This backup plan is dependent on what the speaker was tasked with for the conference.
- To ensure there is effective communication between the QL planning team, I will host weekly meetings to keep everyone connected and updated with what has happened. We will also have a shared Google Doc and Google Calendar to make sure everyone always has a way to see what needs to be completed. The night before the conference there will be a meeting for all students involved, so everyone is aware of what is happening the next day.
- By having two sessions coordinators, it will be easier to divide up the workload and be more responsive to the speakers, sponsors, and alumni that we will be in contact with.

<p>Long Term Implications</p>	<ul style="list-style-type: none">● allow mcmaster science students to practice the skills they have learned in previous courses by networking with speakers and their peers.● Facilitate a day to explore new and exciting career pathways a student may not have thought of before they entered university.● Foster a community where alumni of the faculty stay connected and engaged with current students, and provide them with inspiration by sharing stories of their own careers.● Quantum leap keeps the McMaster Science Society engaged within the community at large, through sponsorships, guests, and speakers.
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Partners

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Tanvi Patel
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Vendor: Nancy Marcos
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Contact: marcosn@mcmaster.ca

Larry Marsh
Position: Paradise Catering Services Catering Manager
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marshlj@mcmaster.ca

Avtek McMaster
Contact: eventsoffice@msu.mcmaster.ca
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McMaster Alumni Network
Science Career and Cooperative Education Office
scce@mcmaster.ca

EVENTS & PROJECTS

Name of Event/Project: Quantum Leap Conference	
DATE	March 6th 2021 from 10 am to 4 pm
PURPOSE	To connect science students with workers in a wide variety of STEM careers.
PROCEDURE	Quantum Leap is a day-long conference on the topic of scientific career exploration for students in the mcmaster science program hosted by the quantum leap coordinator, planning team, and MSS. It will require the search for sponsorship, funding, panelists, speakers, workshop planning, and catering. Additionally, the SCCE will help in organizing a seminar on resume building, and co-op placements. Furthermore, outreach to professional programs will be required for the third seminar on building a career.
DIFFICULTIES	<ul style="list-style-type: none"> ● Ensuring proper promotion of the conference ● Ensuring attendance goals are met ● Connecting with potential sponsors for the event ● Ensuring enough speaker interest
PARTNERS	<p>The McMaster Science Society The McMaster Social Sciences Society Nancy Marcos Position: Room Booking Coordinator Contact: marcosn@mcmaster.ca</p> <p>Larry Marsh Position: Paradise Catering Services Catering Manager Contact: 905-525-9140 Ext. 23838 and marshlj@mcmaster.ca</p>
PROJECTED OUTREACH	Through collaboration with the MSSS we hope to obtain a projected outreach of 100 students.
BUDGET	<p>Parking passes - \$300 Catering to accommodate 100 students + speakers - \$1000 Speaker gifts - \$100 Printing labels + Promotions - \$100</p>

GOALS TO STRIVE FOR

5 things that you wish to have prepared for the beginning of September:

1. Venues booked by mid-July
2. MSSS collaboration

3. Theme for conference finalized
4. Itinerary for conference finalized + brainstorming speakers
5. Completed outreach for webinars + beginning to construct schedule for three webinars

5 things to be completed during the fall term (1st):

1. Hiring of QL planning team
2. Speakers emailed + attendance confirmed
3. Apply for financial aid through dean of science and alumni network
4. Reach out to hamilton businesses for community sponsorship
5. Catering and Audio Visual Services confirmed by November

5 things to be completed during the winter term (2nd):

1. Registration Complete
2. Speaker gifts purchased
3. Promote QL in January/February
4. Host QL in March
5. Collect feedback from attendees for transition report

TIMELINE

Month	Objective/Project/Event/Goals
June	<ul style="list-style-type: none"> - Confirm MSSS collaboration - Finalize theme for QL conference
July	<ul style="list-style-type: none"> - Book LRW + MDCL - Contact Michener Institute to collaborate on promotional seminar
August	<ul style="list-style-type: none"> - Begin process of looking at grants/funding and sponsorships - Begin preliminary research into guest speakers/ industry represents/ contact list
September	<ul style="list-style-type: none"> - Hire QL planning team - Finalize weekly meeting time - Produce a schedule for the planning of QL with the planning team to follow for the year
October	<ul style="list-style-type: none"> - Seminar 1: resume building with the SCCE

	<ul style="list-style-type: none"> - Short-list of potential speakers/confirm representatives and begin outreach - Apply for grants/ scholarships
November	<ul style="list-style-type: none"> - Book catering and avtek services - Confirm speaker attendance by the end of november - Discuss promotional strategies for January
December	<ul style="list-style-type: none"> - Finalize panel question, schedule for each workshop - Arrange an email with a detailed run down of what you require from each speaker so they have time to prepare
January	<ul style="list-style-type: none"> - Begin promotions - Launch registration - Order speaker gifts
February	<ul style="list-style-type: none"> - Continue promotions - Send QL conference registration emails to confirm before conference - Have detailed handbook for conference rundown
March	<ul style="list-style-type: none"> - Host QL 2021 - Send thank you emails to collaborators and speakers - Send thank you emails to all guests and a feedback form
April	<ul style="list-style-type: none"> - Hire and transition new Quantum leap coordinator for 2021-2022 academic year