

YEAR PLAN

Quantum Leap Coordinator

Cassidy West

McMaster Science Society

2023-2024

(submitted *September 1, 2023*)

**MCMASTER
SCIENCE
SOCIETY**



2023-2024 Year Plan

Letter from the Position

Hello MacSci!

My name is Cassidy West and I am so excited to be the Quantum Leap Coordinator for the 2023-2024 school year! The Quantum Leap Conference aims to help science students explore a multitude of career pathways available to those with a STEM degree. I would like to thank last year's Quantum Leap Coordinator, Sufyan Rather, and his team who did an amazing job and hosted a very successful conference. I hope that this year I will be able to build off of the ideas and successes of the previous team to host another successful conference.

The vision of Quantum Leap this year is to help students understand how their skills and passions translate into careers in science. This year, I would like to place a heavy emphasis on helping students learn how to comprehend the variety of skills their undergraduate degree has allowed them to acquire and how to apply those skills to various career pathways. Many students have not had the opportunity to explore careers in science that extend beyond the traditional career pathways, thus, Quantum Leap serves to help students explore different avenues and find their own path. The hope of this year's Quantum Leap Conference is that science students will have a better understanding of the skills they acquire during undergrad and the multitude of pathways they can take after graduation.

I plan to build on the solid foundation the previous Quantum Leap Coordinators have given me, and work with the Quantum Leap Subcommittee to host a successful and informative conference. My ultimate goal is to help students see how the skills and passions they develop during their science undergraduate degree can translate into various career pathways. Please let me know if you have any comments, questions, concerns, or ideas for the Quantum Leap Conference!

Cassidy West
Quantum Leap Coordinator
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TIMELINE

Month	Objective/Project/Event/Goals
June	1. MSS Training
July	1. Quantum Leap Conference a. Finalize theme for the conference and begin preliminary planning
August	1. Quantum Leap Conference a. Finalize venue and date for the conference 2. Quantum Leap Subcommittee Applications a. Finalize subcommittee positions and application form b. Contact Comms to distribute applications in early September
September	1. Quantum Leap Booth: a. Create materials for the booth that will be held at the end of the month 2. Quantum Leap Subcommittee Applications a. Monitor subcommittee applications and determine if additional outreach is required b. Contact applicants and hold interviews c. Contact successful applicants and finalize team 3. Quantum Leap Conference a. Begin crafting a list of potential speakers i. Consult the Alumni Engagement Office and Careers Coordinator to assist in the search for speakers b. Book venue for the conference 4. Quantum Leap Workshop a. Finalize date, time, location, and theme of the workshop b. Contact Comms to promote the workshop
October	1. Quantum Leap Subcommittee a. Host initial subcommittee meeting and train subcommittee members b. Set subcommittee meeting time 2. Quantum Leap Conference

	<ul style="list-style-type: none"> a. Begin reaching out to potential speakers <ul style="list-style-type: none"> i. Create an email template to send to potential speakers ii. Create a package/infographic to send when reaching out to speakers iii. Keep an organized list of potential speakers b. Begin to plan and create promotional material for the conference <p>3. Quantum Leap Workshop</p> <ul style="list-style-type: none"> a. Continue to plan and promote the workshop
November	<p>Host workshop, continue to create resources and promotion, reach out to speakers</p> <ul style="list-style-type: none"> 1. Quantum Leap Conference <ul style="list-style-type: none"> a. Continue to reach out to speakers <ul style="list-style-type: none"> i. Continue to update the speaker spreadsheet b. Begin making an outline of the conference schedule as speakers confirm their attendance c. Continue creating promotional material for the conference d. Begin preliminary planning for workshops at the conference 2. Quantum Leap Workshop <ul style="list-style-type: none"> a. Finalize remaining details for the workshop b. Host workshop c. Gather feedback on the workshop
December	<ul style="list-style-type: none"> 1. Quantum Leap Conference <ul style="list-style-type: none"> a. Finalize speaker list b. Continue to work on the schedule for the conference c. Continue to create promotional material and resources for the conference d. Continue planning workshops at the conference
January	<ul style="list-style-type: none"> 1. Quantum Leap Conference

	<ul style="list-style-type: none"> a. Continue to work on the schedule for the conference b. Continue to create promotional material and resources for the conference c. Continue planning workshops at the conference d. Begin looking at catering options and speaker gifts <p>2. Quantum Leap Booth</p> <ul style="list-style-type: none"> a. Obtain approval from MSS to hold a booth in the student center to promote the Quantum Leap conference b. Begin to work on the table set-up for the booth that will take place in February
February	<p>1. Quantum Leap Conference</p> <ul style="list-style-type: none"> a. Confirm speaker attendance <ul style="list-style-type: none"> i. Provide them with a package about what they can expect and are required to do b. Finalize package for attendees of the conference c. Finalize schedule for the conference d. Finalize catering for the conference e. Finalize speaker gifts
March	<p>1. Quantum Leap Conference</p> <ul style="list-style-type: none"> a. Confirm speaker attendance <ul style="list-style-type: none"> i. Answer any questions they speakers may have b. Make any final updates and print the attendee package c. Host conference d. Gather feedback from the event
April	<p>1. Complete transition report</p>

OBJECTIVES:

Objective 1: Quantum Leap Workshop

<p>Description/ Current State</p>	<p>The Quantum Leap Conference takes place in March, and there is not much promotion for the conference during the fall term.</p> <ul style="list-style-type: none"> - The workshop will take place during the fall term and will help make students aware of the conference that will happen in March. - The workshop will focus on helping students understand the skills their undergraduate degree provides them and help them develop practical resume building and networking skills.
<p>Goal</p>	<p>To provide students with information about how to understand their skill set and how to write resumes and cover letters.</p> <ul style="list-style-type: none"> - Resumes, CV's, and cover letters will be shared to illustrate how students should create and refine these documents. <p>To generate promotion and excitement for the Quantum Leap Conference.</p> <ul style="list-style-type: none"> - This workshop will most likely be the first time many students hear about the Quantum Leap Conference, so it is important that this workshop provides them with useful and tangible skills that encourage them to come to the actual conference during the winter term. - A feedback form will be sent out to workshop attendees so they can provide their input on the workshop and share any ideas/hopes they have for the conference. - The small group setting of the workshop encourages a wide variety of students to attend. <p>Through the use of my team's networking abilities and past experiences as well as collaborating with the Career's Coordinator and Comms team, we will be able to reach this goal.</p> <ul style="list-style-type: none"> - Engaging social media posts will help encourage students to attend the workshop during the fall term and the conference during the winter term.
<p>Long Term Implications</p>	<ul style="list-style-type: none"> - To ensure that students are aware of the Quantum Leap Conference during the fall term and adequate feedback is gathered from the workshop and applied to the conference.
<p>Partners</p>	<p>Giuliano Serafino MSS VP External vpexternal@macsci.ca</p> <p>Sehaj Kang</p>

	<p>MSS Careers Coordinator careerscoordinator@macsci.ca</p> <p>Daisy Pham MSS VP Communications vpcomm@macsci.ca</p> <p>Science Career and Cooperative Education Office scce@mcmaster.ca</p>
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Objective 2: Quantum Leap Conference	
Description/ Current State	The main objective is the 2024 Quantum Leap Conference and will include events ranging from speakers to panel discussions to workshops. It will highlight how skills developed during science undergraduate degrees translate into a multitude of career pathways.
Goal	<p>Attendees will see panel discussions and presentations from qualified speakers in various different industries. They will also have the option to attend various workshops hosted by qualified facilitators.</p> <ul style="list-style-type: none"> - To ensure speaker attendance, speakers will be sent a package outlining the commitment of being a speaker upon first communication. This package will include the date, time, and theme, as well as all expected materials/preparations. Proper contact will also be maintained with the speaker to ensure they are still available to attend the conference. <p>Attendees will hear from a wide variety of professionals during presentations and panels.</p> <ul style="list-style-type: none"> - Speakers and presenters from various different fields and experience levels will be contacted and asked to attend the conference. - Speakers will range from newly graduated scientists to scientists with many years of experience. - Speakers of many different scientific disciplines will also be contacted to attend the conference. <p>Attendees will receive practical tips to help them develop useful skills during their undergraduate degree.</p>

	<ul style="list-style-type: none"> - Speakers will be asked to highlight the key skills they use in their field of work and how those skills can be developed during a student's undergraduate career.
Long Term Implications	<ul style="list-style-type: none"> - To provide students with insight on how they can develop meaningful skills during their undergraduate degree and apply those to a multitude of career pathways.
Partners	<p>Giuliano Serafino MSS VP External vpexternal@macsci.ca</p> <p>Sehaj Kang MSS Careers Coordinator careerscoordinator@macsci.ca</p> <p>Daisy Pham MSS VP Communications vpcomm@macsci.ca</p> <p>Science Career and Cooperative Education Office scce@mcmaster.ca</p>