Professional Development and Career Planning (PDCP)
Spring 2016 Calendar

SKILL DEVELOPMENT (SD)
CAREER EXPLORATION (CE)

JOB SEARCH (JS)
COMMUNICATION & WRITING (C&W)

ETHICS (E)
TEACHING & SCHOLARSHIP (T&S)

JANUARY

MOCK INTERVIEW OPEN HOURS
WEDNESDAY JANUARY 13, 1-5 PM
ADMIN 200
Have an interview? Want someone to practice with? On the second Wednesday of the month from 3-4 pm, come by the LGS PDCP Resource Center for an informal mock interview. We can tailor the questions to what you feel most nervous about answering or just go through a random selection of frequently asked interview questions. SD JS

PATHWAYS BEYOND THE PROFESSORIATE: CAREERS AT THE CDC
TUESDAY JANUARY 11, 12-1:30PM
FEW HALL MULTIPURPOSE ROOM
The LGS Office of Development and Alumni Relations brings you a Pathways Beyond the Professoriate panel discussion on Careers at the CDC where you will hear from PhDs from Sociology and the Biomedical Sciences. Lunch will be served. Register through the LGS Event calendar

UNDERSTANDING AND GETTING PREPARED FOR THE NON-ACADEMIC JOB MARKET
FRIDAY JANUARY 22, 9-12 PM
FEW MULTIPURPOSE ROOM
In this session, Dr. Anne Krook will first review her own path through and out of academics and describe the lessons graduate students and postdocs can draw from it. She will then show how graduate students and postdocs can prepare themselves for the non-academic job market at the same time that they do their graduate work and what they must do. Finally, Anne will review the process and mechanics of entering the non-academic job market. A template exercise will help students learn to identify and define their skillsets, and a blank template and a filled-out example will be provided to participants afterward. SD CE JS

PDCP POP IN
MONDAY JANUARY 25, 12-1:30 PM
WHITEHEAD FIRST FLOOR LOBBY
On the last Monday of each month, LGS Professional Development and Career Planning Staff and/or Fellows will bring snacks and PDCP resources to a building on campus. Students should stop by to learn about PDCP resources, discuss their career exploration or job search timeline, or just grab a snack. CE JS

TATTO EXTENSION: BASICS OF COURSE DEVELOPMENT
WEDNESDAY JANUARY 27, 2:30-4:00PM
DUC 338
Interested in developing a new course or revising a course you have already taught? Join a very informal discussion on approaches to course development and resources available on campus to help incorporate technology, archives, etc. Donna Troka, Associate Director of the Center for Faculty Development and Excellence will be joined by Alan Pike (Center for Digital Scholarship), Stephanie Parisi (LITS Teaching & Learning Technologies), Gabrielle Dudley and Courtney Chartier (Rose Library) T&S

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**ELSP PROFESSIONAL OPPORTUNITY DEVELOPMENT SESSION (PODS): WRITING THE METHODS SECTION**
FRIDAY JANUARY 29, 12:2:00PM
CLAUDIA NANCE ROLLINS BLDG, ROOM 3001

In this session, faculty from the English Language Support Program will introduce organizational patterns and linguistic elements of research paper methods sections across various disciplines. Learners will have an opportunity to identify writing trends within their discipline and edit an original writing of their own. NOTE: Attendees are requested to bring three current published empirical articles (printed) as well as a current methods section for a research article, either completed or in progress, written by the attendee (also printed). Please bring your lunch.

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**WHAT SKILLS?: LEARNING THE LANGUAGE OF TRANSFERABLE SKILLS**
THURSDAY FEBRUARY 2, 2-4PM
FEW HALL MULTIPURPOSE ROOM

A workshop that helps students identify the appropriate language to talk about their skills so they will have value for a range of employers. First we will look at the traditional roles graduate students play and identify the skills they develop and then practice creating professional stories that highlight those skills and how they can be used in different contexts.

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**MOCK INTERVIEW OPEN HOURS**
WEDNESDAY FEBRUARY 10, 1-4PM
ADMIN 200

Have an interview? Want someone to practice with? On the second Wednesday of the month from 3-4 pm, come by the LGS PDCP Resource Center for an informal mock interview. We can tailor the questions to what you feel most nervous about answering or just go through a random selection of frequently asked interview questions.

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**FIRST YEAR GRANT FORUM**
THURSDAY FEBRUARY 11, 11AM-2:00PM
LOCATION TBD

Students early in their graduate careers should register to attend this informational session and learn about preparing for research projects and grant applications. Registration ended November 12.

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**WHAT ARE NON-ACADEMIC EMPLOYERS LOOKING FOR IN SCIENCE PHDS?**
THURSDAY FEBRUARY 11, 4:00PM
LOCATION TBD

Companies use one of three hiring processes. Learn what they are, how to identify them and how to navigate each successfully. Even in a typical process, you will deal with 2-4 people. Each person has a different role, different goals, and has different control over the process. Learn who they are and what your goals are when you interact with each. The presentation will be given by Rudy Bellani, co-founder and CEO of Oystir.com, a company dedicated to helping PhDs find non-academic jobs at no cost to them.

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**ELSP PROFESSIONAL OPPORTUNITY DEVELOPMENT SESSION (PODS): WRITING THE INTRODUCTION**
FRIDAY FEBRUARY 12, 12-2:00PM
ATWOOD CHEMISTRY CENTER 316

In this session, faculty from the English Language Support Program will introduce organizational patterns and linguistic elements of research paper introductions across various disciplines. Learners will have an opportunity to identify writing trends within their discipline and edit an original writing of their own. NOTE: Attendees are requested to bring three current published empirical articles (printed) as well as a current introduction section for a research article, either completed or in progress, written by the attendee (also printed). Please bring your lunch.

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**STRATEGIES FOR NEGOTIATION & CONFLICT MANAGEMENT**
TUESDAY FEBRUARY 16, 12:15-4:15PM
FEW MULTIPURPOSE ROOM
Negotiations are a common experience of our daily lives. We negotiate with our employers, customers, co-workers, vendors, significant others, friends, and many others. What price we’ll pay, how much we’ll be earn at a job, who will cook dinner, etc, are all examples of negotiations. Yet when we negotiate, many of us know very little about the strategies and conditions that lead to effective negotiated outcomes. Why are we sometimes quite happy with an outcome, while at others times we walk away from a negotiation feeling like we didn’t get what we wanted and deserved? This session will examine the fundamentals of negotiation and dispute resolution in order to learn and practice the skills that lead to successful negotiation outcomes. SD JS

**TATTO EXTENSION: DEVELOPING EFFECTIVE ASSESSMENTS IN THE SCIENCE CLASSROOM**
**THURSDAY FEBRUARY 18, 1-2:30 PM**
**DUC 334**
This session will focus on the principles and development of assessments in the classroom as a means of evaluating student learning in science courses. The construction of assessments and the relative value of questions will be discussed, including a discussion on the use of different educational systems (Bloom's, Marzano’s taxonomies) in scaffolding assessments. Evaluating the effectiveness of designed assessments using simple and intermediate methods of data analysis post-assessment will also be addressed. T&S

**TATTO EXTENSION: BLACKBOARD BASICS**
**TUESDAY FEBRUARY 23, 12-2:00 PM**
**WOODRUFF LIBRARY 312**
This session will give an overview of BlackBoard tools and tips on how to utilize and integrate your course BlackBoard shell. The session will conclude with a Q & A to address learner questions. T&S

**FROM PHD TO OPT: BEGINNING YOUR CAREER IN THE UNITED STATES**
**WEDNESDAY FEBRUARY 24, 2:00-4:00PM**
**DUC E338**
If you are a student on a F-1 visa completing your program within the next 6 months and currently exploring career opportunities within the US, join us for a workshop discussing optional practical training (OPT). This workshop will include an OPT rules and regulations, the application process as well as answer a few questions regarding STEM fields. In addition, we will have a brief discussion regarding fulfilling post-doc opportunities while on OPT. SD

**INTENSIVE GRANT WRITING WORKSHOP**
**FEBRUARY 25-28**
**AMICALOLA FALLS STATE PARK**
This three-day, off-site retreat provides students with extensive feedback, guidance and an opportunity to work with an interdisciplinary group of faculty to revise proposals. The workshop also includes sessions on the rhetoric of proposal writing and methodology. Applications were due November 11. C&W

**PDCP POP IN**
**MONDAY FEBRUARY 29, 12-1:30 PM**
**CANDLER LIBRARY 1ST FLOOR**
On the last Monday of each month, LGS Professional Development and Career Planning Staff and/or Fellows will bring snacks and PDCP resources to a building on campus. Students should stop by to learn about PDCP resources, discuss their career exploration or job search timeline, or just grab a snack. SD CE

## MARCH

**ENHANCE YOUR EMOTIONAL INTELLIGENCE WITH THE SKILLS OF IMPROV**
**TUESDAY MARCH 15, 6:30-8:00PM**
**MILLER WARD ALUMNI HOUSE, GOVERNOR’S HALL**
Today’s leaders need the ability to navigate through unexpected challenges, foster innovation, and build organizations where people thrive. In other words, they must possess keen Emotional Intelligence. Strengthen your Emotional EQ by becoming more self and socially aware and using that awareness to build better relationships and teams. SD

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For each week in March, there will be panel discussions with newly hired Assistant Professors in different disciplines. Learn about how recent PhDs got their tenure-track positions, their experiences on the academic job market, tips and strategies as well as lessons learned. Afterward, participants will have the opportunity to meet in small groups with one of the panelists to discuss their materials and get more tailored feedback on their own search. JS

PATHWAYS BEYOND THE PROFESSORIATE: CAREERS PATHS FOR HISTORIANS
WEDNESDAY MARCH 30, 6-8 PM
LOCATION TBD
This special PBP event is being sponsored by the History program and will feature several alumni who received degrees in History and have had very different careers beyond the professoriate. CE

APRIL

GRADUATE STUDENT APPRECIATION WEEK

PDCP POP IN
MONDAY APRIL 4, 10AM-12:00 PM
CHEMISTRY CENTER BACK PATIO
*SPECIAL DAY AND TIME* On the last Monday of each month, LGS Professional Development and Career Planning Staff and/or Fellows will bring snacks and PDCP resources to a building on campus. Students should stop by to learn about PDCP resources, discuss their career exploration or job search timeline, or just grab a snack. SD CE

WHAT DO I WANT TO BE (WHEN I GROW UP)?
MONDAY APRIL 4, 3-5 PM
LOCATION TBD
Finding a satisfying career is an ongoing process that many people engage in throughout their lives. This two-part workshop will go over strategies to help navigate the career and job exploration process and the opportunity to discuss obstacles. Participants will have the option to complete the Strong Interest Inventory, a career assessment that provides a useful framework for the exploration process. CE

PROFESSIONAL PHOTO SESSION
TUESDAY APRIL 5, 9:30-11:30AM
EMORY QUAD IN FRONT OF ADMIN BUILDING
Need a professional photo for your online presence? Sign up for a slot before they fill up! JS

CREATING A WEBSITE TO AID YOUR JOB SEARCH
TUESDAY APRIL 5, 2-5 PM
LOCATION TBD
This event will show students how to create a web page to showcase your research, teaching and service during graduate school. The workshop will cover: site creation (read/write access), adding content (including PDFs of research papers), customizing the appearance (including using Emory color and font guidelines), and making the page searchable by search engines. SD

PDCP POP IN
WEDNESDAY APRIL 6, 10:00AM-12:00 PM
CANDLER SCHOOL OF THEOLOGY PATIO
*SPECIAL DAY AND TIME* On the last Monday of each month, LGS Professional Development and Career Planning Staff and/or Fellows will bring snacks and PDCP resources to a building on campus. Students should stop by to learn about PDCP resources, discuss their career exploration or job search timeline, or just grab a snack. SD CE

3MT™ FINAL PRESENTATION AND AWARD CEREMONY
WEDNESDAY APRIL 6, 3:30-5:30PM
BOYNTON AUDITORIUM (BUSINESS SCHOOL)
Final Presentation Competition and announcement of Abstract Competition Winners. The 3MT at Emory competition serves as a skills development program that challenges students to explain their research project either through verbal or written communication to a non-specialist audience. Cash prizes are awarded for winners. SD

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MAY

CV/RESUME ANNUAL CHECKUP
WEDNESDAY MAY 4, 3-5PM
LOCATION TBD
Updating your CV and/or resume at the end of each academic year is a chore not unlike making sure you visit a doctor annually. Make it easier by finding a friend and coming to the 1st Annual CV/Resume Check up. Stop by to check this important task off your list. When it comes time to apply for jobs, you will be happy you did it! Coffee and sweets will be provided to ease the burden. JS

PROPOSAL WRITING INSTITUTE
SATURDAY-SUNDAY, MAY 5-6
DUC E338
Ideal for students preparing for fall submissions to external funding agencies or for submitting proposals for post-doctoral positions, the Institute provides students with extensive feedback and interaction with an interdisciplinary group of faculty, including mock interviews and proposal reviews using the same standards employed by external funding committees. By application only. C&W

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