# Graduate School Professional Development Activities Checklist

## Department and Discipline

<table>
<thead>
<tr>
<th>Early Stage</th>
<th>Mid Stage</th>
<th>Late Stage</th>
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<tbody>
<tr>
<td>Learn about programs and resources</td>
<td>Assess your strategic plan</td>
<td>Request references and identify job opportunities</td>
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<tr>
<td>Synch to the professional development calendar</td>
<td>Meet departmental milestones</td>
<td>Mentor junior students</td>
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<tr>
<td>Develop a strategic plan with your academic adviser</td>
<td>Develop a network within your department</td>
<td>Meet all deadlines</td>
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<tr>
<td>Meet with your subject librarian</td>
<td>Pursue leadership and service options</td>
<td>Write and practice your job talk</td>
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<td></td>
<td>Join professional organizations and build your external network</td>
<td>Attend a dissertation defense</td>
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## Research

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<th>Early Stage</th>
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<tbody>
<tr>
<td>Explore resources for internal and external grants and fellowships</td>
<td>Participate in academic writing workshops</td>
<td>Form a dissertation reading/writing group</td>
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<tr>
<td>Sign up for COS and register professional profile</td>
<td>Attend and present at conferences</td>
<td>Build International and interdisciplinary network</td>
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<tr>
<td>Apply for grants and fellowships</td>
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<td>Publish your research</td>
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<td>Devise a 5-year research plan</td>
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## Teaching

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<tr>
<td>Explore Kaneb Center programs and resources</td>
<td>Complete a mentored teaching experience</td>
<td>Apply for advanced teaching certificate</td>
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<tr>
<td>Attend TA Orientation</td>
<td>Take a summer teaching course</td>
<td>Pursue &quot;Instructor of Record&quot; opportunities</td>
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<tr>
<td>Begin working toward teaching certificates</td>
<td>Arrange for teaching observation/consultation</td>
<td>Finalize portfolio</td>
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<tr>
<td></td>
<td>Start building portfolio</td>
<td>Develop teaching demonstration for academic interview</td>
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## Career

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<tr>
<td>Explore Career Center programs and resources</td>
<td>Explore career opportunities for your field</td>
<td>Finalize job application materials</td>
</tr>
<tr>
<td>Complete a self-assessment</td>
<td>Identify your transferable skills</td>
<td>Tap into your professional network for job opportunities</td>
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<tr>
<td>Build your campus network</td>
<td>Draft application materials</td>
<td>Learn how to interview and negotiate</td>
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<tr>
<td>Build your CV</td>
<td>Seek internship opportunities</td>
<td>Attend job talks in your department</td>
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## Ethics

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<tr>
<td>Explore Office of Research, Riley Center, and Center for Ethics and Culture</td>
<td>Reflect on the ethical dimensions related to your research</td>
<td>Participate in an ethics class</td>
</tr>
<tr>
<td>Complete Responsible Conduct of Research (RCR) training</td>
<td>Attend ethics and compliance lectures</td>
<td>Serve as a role model for junior graduate students on negotiating ethical issues in your research</td>
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<tr>
<td>Complete the required ethics workshop</td>
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<td>Attend ethics and compliance lectures</td>
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For more information, visit: [graduateschool.nd.edu/professional_development](http://graduateschool.nd.edu/professional_development)
Professional Development at Notre Dame

- Check out the list of upcoming workshops on the Graduate School’s website:
  - www.nd.edu
Introductions
By the end of this workshop…

☐ You will know the basic form, structure, and tone of an academic cover letter

☐ You will know what to avoid in writing your cover letters

☐ You will have begun to draft your own cover letter
Purpose

- Connect your skills and experiences to the position for which you are applying.
- Tailor your cover letter for each job to which you apply.
- Show that you are familiar with the university (or company) and demonstrate that you are a good candidate for the position.
Content

- Position for which you are applying; where you found out about the position
- When you expect to have your PhD in hand
- Teaching: Experience and Philosophy
- Research: Experience and Future Plans
- Enclosures
- Tailor the content to the position; write a different cover letter for each institution!
Organization

- Emphasize (by location and space) what is most important for the position for which you are applying.
  - Teaching
  - Research
- Aim for 1½ to 2 pages.
- Print the letter on University letter head.
- Follow standard letter structure (next slide).
[Date]

[Head of Search Committee’s Full Name]

[Position]
[Department]
[University]
[Street Address]
[City, State Zip]

Dear [Title (Dr., Dean)] [Last Name]:

[First Paragraph]

[More Paragraphs]

[Final Paragraph]

Sincerely,

[Sign here or insert electronic version of your signature]

[Your Full Name]
Tone

- Academic, Professional, Confident, Human
- Be yourself! Express something of who you are as a scholar through how you talk about your teaching and research.
- Express your interest in the position by *showing* that your experiences and skills are uniquely suited to the position and the institution.
Activity

Review Cover Letter in
“The Basics of Cover Letter Writing”
from The Chronicle of Higher Education
Sample Cover Letter

- What do you notice about the organization of the cover letter?
- What do you notice about the tone of the letter?
- How does the author make direct connections between her qualifications and the job for which she is applying?
- What are the strengths of this letter?
- What are the weaknesses of this letter?
To Do and Not To Do

- Do not sound like a graduate student; do present yourself as a colleague.
- Do not tell the search committee that you are a great person and a good fit; *show* them!
- Do not repeat the information on your CV; do develop the relevant parts as preparing your for the position.
- Do not send the same letter to multiple schools; do tailor the letter for each school.
Other Information to Omit

- Personal Details
  - Age, physical characteristics, marital status

- Irrelevant Experiences and Skills
Sending the Cover Letter by Email

- You will often be asked to submit application materials by email.
- Convert all documents to pdfs so the formatting will not change.
- The email is not a cover letter. Write a short, polite note indicating (1) the position for which you are applying and (2) that your application materials are all attached.
Activity:
Your Cover Letter
Writing the First Paragraph

- The position to which you are applying and where you found out about it
- Your status (Candidate, have PhD) and the University
- Dissertation Title/Major Research Project
Writing the Last Paragraph

- List of requested enclosures

- Polite and confident “Please contact me” and “Thank you for your consideration”
More Difficult: Internal Paragraphs

- Write one paragraph about your teaching experience, showing how what you do in the classroom is unique and effective.
  OR
- Write one paragraph summarizing the topic, thesis, and contribution of your dissertation.
Resources

- theprofessorisin.com

- Your advisor and other professors in your department, especially those who have sat on search committees!
One-on-one Tutoring

- Make an appointment with an EAP fellow
- Tuesday 3:00-6:00
- Wednesday 2:00-5:00
- Thursday 9:00-12:00
- Friday 9:00-12:00
EAP Classes for Fall 2013

- Pronunciation Strategies and Techniques for English Language Learners (AL 73003)
- Classroom Strategies for International Teaching Assistants (AL 73004)
- Search under: Arts and Letters, Non-department
- Professor: Stew Markel