



## **A PROFESSIONAL DEVELOPMENT TEMPLATE FOR GSAS DEPARTMENTS**

Possible departmental field-specific programs to supplement professional and career development offerings in partnership with:

The Graduate School of Arts and Sciences (GSAS)

The Office of Career Services (OCS)

The Derek C. Bok Center for Teaching and Learning (Bok)

Academic departments play a special role in providing professional and career development advice that is specific to each particular field.

Departments can supplement and complement offerings already available to GSAS students through GSAS, OCS, and the Bok Center. By providing field-specific guidance on academic careers, as well as connections to alumni who have developed successful careers in academia, government, industry, non-profits, and other areas beyond the academy, departments make a critical contribution to the comprehensive curriculum of general and tailored professional development opportunities for GSAS students.



## GSAS PROFESSIONAL DEVELOPMENT PROGRAMS

The Professional Development Curriculum begins in late spring, with events to help prepare students for the fall: academic and nonacademic job search, fellowships applications, and teaching.

LATE APRIL/MAY		FIELD SPECIFIC SUPPLEMENTS
OCS GSAS	<b>Leveraging Your PhD in the Workplace</b> <i>Panel of recent alumni who have pursued interesting careers outside academia, discussing their career transition and value of PhD skills outside academia</i>	Invite one or more alumni/ae from your department to discuss their jobs outside academia and how they managed their career transition
OCS	<b>Real-Life Stories from the Academic Job Search</b> <i>Panel of graduating PhDs/recent alumni discussing experiences on the job market</i>	Invite one or more alumni/ae from your department to discuss their recent successful academic job search
OCS	<b>Preparing for the Academic Job Market: CVs &amp; Cover Letters</b> <i>Workshop on CV format, content, and style with sample CVs and cover letters for postdoc and faculty job search</i>	
OCS	<b>Preparing for the Fall Job Search: Resumes and Cover Letters</b> <i>Workshop on resume format, content, and style with sample resumes and cover letters for a variety of nonacademic paths</i>	
OCS	<b>Going on the Academic Job Market</b> <i>Workshop to help prepare students for the academic job search in the fall. Focus on strategy, logistics, and materials</i>	Hold a roundtable discussion with faculty and department placement advisors on what to expect on the fall academic job market
OCS	<b>Talk Your Way into a Great Job</b> <i>Workshop on informational interviewing, an important networking technique for exploring nonacademic careers</i>	
GSAS	<b>Fulbright Orientation – Getting Ready for the Fall</b>	
GSAS	<b>Grantsmanship Seminar – Getting Ready for the Fall</b>	
GSAS	<b>Applying for Postdoctoral Fellowships – Getting Ready for the Fall</b>	
OCS	<b>Special Summer Programs:</b> <ul style="list-style-type: none"> <li>Analytics Academy – <i>introduction to the exciting field of big data</i></li> <li>Business Mindset – <i>discussion of the different problem solving styles in academia and business</i></li> </ul>	
LATE AUGUST		FIELD SPECIFIC SUPPLEMENTS
BOK	<b>Fall Teaching Conference</b> <i>Two days of intensive pedagogy discussions featuring fundamentals for new teaching fellows and enrichment for all instructors.</i>	Invite Departmental TFs to present field-specific pedagogical workshops during the fall semester, including “Writing a Statement of Teaching Philosophy

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OCS	<b>CVs &amp; Cover Letters</b> <i>Workshop on CV format, content, and style with sample CVs and cover letters</i>	Offer a CV and cover letter discussion for academic job candidates, with special attention to the field's conventions
OCS	<b>Various OCS and On-Campus Interviewing Program Orientations</b> <i>Overview of job search strategies, including On Campus Interviewing Program. Variety of services and resources available through OCS.</i>	
OCS	<b>Resumes &amp; Cover Letters</b> <i>Workshop on resume format, content, and style with sample resumes and cover letters for a variety of nonacademic paths</i>	
OCS	<b>Job Search Boot Camp</b> <i>Weekly fall programs for graduate students actively applying for nonacademic jobs:</i> <ul style="list-style-type: none"> <li>• Business &amp; Tech Recruiting: Overview of On-Campus Interviewing</li> </ul> <i>OCS advisers provide real-time advice and facilitate discussion within the group.</i>	
<b>SEPTEMBER</b>		
GSAS	<b>Fulbright Orientation with Past Winners as Speakers</b> <i>Panel of Fulbright Fellows discussing the application process and their research/travel experiences</i>	
GSAS	<b>Fulbright &amp; Other Traveling Fellowships</b> <i>Discussion of the variety of fellowships available to support dissertation research</i>	
GSAS	<b>Beyond the PhD: Applying for Postdoctoral Fellowships</b> <i>Panel of recent GSAS graduates discussing their experiences finding and making the most of their postdoctoral research and teaching experiences</i>	Host a discussion about postdoctoral fellowships and non-tenure-track teaching opportunities in your field with academic job candidates
OCS	<b>Going on the Academic Job Market</b> <i>Workshop to help prepare students for the academic job search in the fall, with a focus on strategy, logistics, and materials (research statement, teaching philosophy, recommendations, etc.)</i>	Hold a roundtable discussion with faculty and academic job candidates, focusing on how to understand what a department in your field is really looking for.
OCS	<b>Connect at Career Fairs: Make Connections to Get the Job</b> <i>Workshop on networking at career fairs, in preparation for many careers fairs open to GSAS students</i>	
OCS+	<b>September Career Fairs (2014)</b> <ul style="list-style-type: none"> <li>• Finance Boutique Night</li> <li>• On-Campus Interview Program Fair</li> <li>• Consulting Boutique Night</li> <li>• Harvard GSAS Biotechnology Club Career Fair</li> </ul>	

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SEPTEMBER (CONT.)		<b>FIELD SPECIFIC SUPPLEMENTS</b>
OCS	<p><b>Etiquette 101: Manners, Meals, and Mastering Conversation</b>  <i>Workshop for all FAS students on appropriate social behavior in networking and interviewing situations</i></p>	
OCS	<p><b>Job Search Boot Camp</b>  <i>Weekly fall programs for graduate students actively applying for nonacademic jobs:</i></p> <ul style="list-style-type: none"> <li>• Making a Good First Impression</li> <li>• Professional Networking 101</li> <li>• Behavioral Interviews: The Secret Sauce</li> <li>• Job Search for International Students</li> </ul>	
OCTOBER		
OCS	<p><b>Career Jump Start</b>  <i>Intensive 4-session series to help GSAS students assess their skills, interests and values, and to brainstorm career options, within or beyond academia.</i></p>	
OCS	<p><b>Job Search Boot Camp</b>  <i>Weekly fall programs for graduate students actively applying for nonacademic jobs:</i></p> <ul style="list-style-type: none"> <li>• Using LinkedIn for the Networked Job Search</li> <li>• Refining Your Search</li> <li>• Job Offer Negotiations</li> </ul>	
OCS+	<p><b>October Career Fairs (2014)</b></p> <ul style="list-style-type: none"> <li>• Big Data Analytics &amp; Technology</li> <li>• Advertising, Marketing &amp; Public Relations Expo</li> <li>• Latin America Career Fair</li> </ul>	
OCS	<p><b>Preparing for Conference, Phone, &amp; Skype Interviews</b>  <i>Workshop to help job candidates understand what to expect and to make a great first impression in a screening interview.</i></p>	<p>Host a brown-bag lunch to practice first round interviews, focusing on formulating an effective answer to “Tell me about your research.”</p>
OCS GSAS	<p><b>The View from the Search Committee</b>  <i>Panel of faculty from humanities and social science departments discussing their experiences on search committees, and sharing advice on what search committees look for (or not!)</i></p>	<p>Hold a workshop to discuss how applications will be viewed and evaluated by search committees in your specific field.</p>

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NOVEMBER/DECEMBER		FIELD SPECIFIC SUPPLEMENTS
OCS	<b>Preparing for Campus Visits</b> <i>Workshop to help prepare job candidates for the grueling and intimidating campus visit, including discussion of the job talk, teaching demo, conversations with faculty, social events, and arranging logistics.</i>	Provide opportunities for academic job candidates to practice job talks and receive feedback and critique from department faculty and other grad students.
GSAS	<b>Publishing in Books and Scholarly Journals, with Guest Speakers from the Publishing World and Students Who Have Published</b>	
OCS+	<b>November Career Fairs (2014)</b> <ul style="list-style-type: none"> <li>• Education Career Fair</li> <li>• Engineering Boutique Night</li> <li>• Global Health Fair</li> </ul>	
GSAS	<b>Strategies for Getting from Beginning to End of the Dissertation</b> <i>Panel discussion featuring advanced graduate students sharing successful dissertation research and writing strategies</i>	
JANUARY		
OCS	<b>Career Jump Start</b> <i>Intensive 4-session series to help GSAS students assess their skills, interests and values, and to brainstorm career options, within or beyond academia.</i>	Invite an alumna/us who has pursued a career beyond academia to speak informally with students about her/his job and career transition [any time of year]
OCS	<b>Job Search Tough Questions &amp; Negotiations</b> <i>Discussion about potentially tricky concerns that influence how students pitch themselves for jobs and evaluate opportunities. Led by all three OCS GSAS advisors.</i>	
OCS	<b>Win Over the Employer! How to Interview Intelligently</b> <i>Interactive workshop featuring interview guidance, practice and sample questions</i>	
OCS	<b>I'm Graduating...Now What? Nonacademic Job Search for Graduate Students</b> <i>"Boot Camp"-style workshop to provide students with the basic tools they will need to conduct a job search before they graduate, including resumes &amp; cover letters, networking, and interviewing.</i>	
BOK	<b>Winter Teaching Conference</b> <i>Two days of intensive pedagogy discussions featuring fundamentals for new teaching fellows and enrichment for all instructors.</i>	Work with your Departmental TF to hold a session on special teaching considerations in your field

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FEBRUARY	
OCS	<p><b>The Scientist's Conundrum: CV, Resume, or Something In-Between</b>  <i>Workshop to introduce GSAS students in science and engineering to the various ways they can present their experience for different types of positions, from post-doc to industry scientist to many other nonacademic positions.</i></p>
OCS+	<p><b>Navigating Grad School: Lab Choice, Mentors, and Funding</b>  <i>Panel of advanced graduate students who provide advice to G1 and G2 students about choosing a thesis lab and advisor, and sometimes even changing labs.</i></p>
OCS+	<p><b>Spring Career Fairs (2015)</b></p> <ul style="list-style-type: none"> <li>• Start-Up Career Fair</li> <li>• Pre K-12 Expo</li> <li>• Social Impact Expo</li> </ul>

**FIELD SPECIFIC SUPPLEMENTS**

MARCH/EARLY APRIL	
OCS+	<p><b>Making the Most of Your Postdoc</b>  <i>Learn critical strategies for finding a great postdoctoral lab, applying for grants, and preparing for the faculty job search during the postdoctoral years.</i></p>
OCS	<p><b>Job Search for International Students</b>  <i>Presentation on importance of networking, especially for international candidates, in landing a great job in the U.S.</i></p>

Invite current postdocs or alumni to share their stories and advice around applying for and pursuing postdoctoral research in the field

ADDITIONAL OFFERINGS FROM THE DEREK BOK CENTER FOR TEACHING AND LEARNING	
BOK	<p><i>In addition to the Fall and Winter Teaching Conferences included in the timeline above, the Bok Center offers a teaching certificate program and 7-8 multi-session classes each semester and in the summer, including:</i></p>
	<ul style="list-style-type: none"> <li>• Writing a Statement of Teaching Philosophy</li> <li>• Designing the Course of the Future</li> <li>• The Theater of the Classroom: Performance Techniques for Teachers</li> <li>• Multi-modal Communication</li> <li>• Working It Out: Lesson Planning and the Use of the Blackboard</li> <li>• Problems in Math and Science Workshop</li> <li>• Discussion Leading Seminar</li> <li>• What Are My Students Actually Learning? Strategies for Gauging and Supporting Student Success</li> <li>• Multimedia Production for Teachers and Scholars</li> <li>• The Physical Voice: Vocal Training for Teachers and Scholars</li> <li>• Public Speaking for International Graduate Students</li> <li>• Classroom Communication Skills for International Teaching Fellows</li> <li>• How to Influence and Motivate Students</li> <li>• Graduate Writing Fellows Seminar</li> <li>• Graduate Multimedia Fellows Seminar</li> <li>• Teaching in the American Undergraduate Classroom: Engaging Students in Active Learning</li> </ul>

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## TIPS FOR OFFERING FIELD-SPECIFIC PROFESSIONAL DEVELOPMENT:



Advertise and encourage your students to attend the many professional development programs offered by GSAS, OCS, and the Bok Center, while adding a few field-specific programs to complement pre-existing programs.



Offer field-specific programs according to the time-frame appropriate for your field, even if they fall earlier or later than GSAS/OCS/Bok programs.



If yours is a smaller department, consider collaborating with similar departments. Bring together several departments to create a program, or join in with another department that may already offer professional development programs.



Work with your Bok Departmental Teaching Fellow, and other graduate students, to develop professional development programs. Students will develop leadership, organizational, and presentation skills if they design and implement programs for their peers.



Enlist alumni of your department to share advice with current students. Invite an alumnus/a to speak informally over lunch about his or her academic or nonacademic job search and career path.



Encourage students to serve as hosts for visiting speakers, or to host a lunch just for students and the speaker. Students will develop confidence in being a colleague, rather than a student, and will be able to take ownership of the discussion.



Encourage students to attend job talks for candidates applying for jobs in your, or a similar, department.



Work with OCS to create a LinkedIn Group for departmental alumni and current students. This will allow departments to keep track of alumni and provide opportunities for students to connect with alumni from their department. Encourage all current and incoming students to join, and reach out to alumni to develop a robust group.



## Departments might enlist a student or group of students to organize a panel, invite a speaker, or facilitate a discussion.

### Here are some ideas to share with students to help ensure a successful event:

#### Some logistical pointers for students planning any event:

- Reserve the room, with at least 30 minutes reserved before and after the event to allow for set-up and clean-up.
- Determine a budget with the department, including potential travel costs for speaker(s).
- If necessary, reserve microphones, and plan for A/V needs.
- Arrange for refreshments, if desired. An expensive reception is not necessary. Cheese, crackers and fruit, with water or sparkling water, and maybe a bottle or two of wine, can provide just enough to encourage conversation.

#### When planning a panel or inviting a speaker:

- Invite panelists/speaker at least a month before the event.
- Try to plan for a gender-balanced panel.
- Send an initial invitation email, and plan for one or two reminders if you haven't gotten a reply.
- Send an immediate confirmation to panelists who respond that they are interested.
- Send a full confirmation email to all panelists, at least a week prior, including travel and parking directions, timing of the event(s), locations, etc.
- Provide a list of potential questions to allow panelists to gather their thoughts and prepare to discuss topics of your choosing.
- Ask the panelists to provide a brief biographical sketch to be distributed to attendees.
- Provide timing information, e.g. How much time each panelist will have to introduce him/herself and how much time will be reserved for Q&A at the end.
- Ask the moderator to only briefly introduce panelists, allowing the panelists themselves to talk about their own backgrounds in more detail. Be specific on the topics you would like the speaker to address.
- The moderator might ask 2-5 questions of the panelists, but it's not necessary for all panelists to answer every question (i.e. "going down the line").
- Encourage dynamic interplay amongst panelists.
- The moderator should feel confident to ask follow-up questions, interrupt a panelist, or ask a new question.
- Plan for at least 30 minutes time for networking after the panel.
- Ask panelists if they would provide their contact information for students to follow up with questions.
- Send a thank-you email to panelists promptly.