

**BEGINNING YOUR GRADUATE STUDIES (PRE-CANDIDACY)****Invest in Yourself**

- Seek out ways to broaden skills and experiences
- Participate in departmental and campus events, clubs and committees
- Maintain good habits to stay physically and mentally fit
- Write a CV and/or resume and update quarterly
- Reflect on and evaluate your experiences twice a year (consider completing an Individual Development Plan or self-assessment)

Career Exploration

- Visit LGS website for relevant links and calendars
- Attend career panels and job talks to explore academic and non-faculty career options and requirements for success
- Begin to explore a range of career paths through LGS PDCP resources and programming

Build and Maintain Your Network

- Meet and network with graduate students and faculty in your program and around campus
- Attend talks and presentations in your program and around campus - network with attendees and presenters
- Keep in touch with contacts from your undergraduate institution and/or past jobs by updating them on your progress and successes
- Find a faculty mentor and begin to form a mentoring team

Teaching and Ethics

- Complete TATTO 600 and JPE 600
- Start building a teaching portfolio
- Have faculty observe your teaching, discuss ways to improve or build skills
- Collect both quantitative and qualitative teaching evaluations

Your Program and Discipline

- Join relevant professional organizations and/or academic societies
- Talk with your mentor(s) about which conferences you should attend and when
- Review program requirements for candidacy and meet program milestones
- Learn about resources important for your research and scholarship from faculty and advanced students
- Stay current on the scholarship, research and career trends in your discipline

**EARLY TO MID-GRADUATE STUDIES (PRE - POST CANDIDACY)****Invest in Yourself**

- Seek out ways to broaden skills and experiences
- Participate in departmental and campus events, clubs and committees
- Maintain good habits to stay physically and mentally fit
- Write a CV and/or resume and update quarterly
- Reflect on and evaluate your experiences twice a year (consider completing an Individual Development Plan or self-assessment)
- Prepare a timeline for degree completion
- Make tentative career decisions, set goals and create an action plan
- Talk to people outside your discipline about your research and teaching interests
- Seek opportunities to be a mentor to undergraduate or graduate students

Career Exploration

- Visit LGS website for relevant links and calendars
- Attend career panels and job talks to explore academic and non-faculty career options and requirements for success
- Begin to explore a range of career paths through LGS PDCP resources and programming
- Read The Chronicle of Higher Education, Inside Higher Ed, and relevant disciplinary publications for a better understanding of the professional landscape
- Explore career options (gain experience and contacts) through volunteer work, part-time and summer employment, and internships

Build and Maintain Your Network

- Meet and network with graduate students and faculty in your program and around campus
- Attend talks and presentations in your program and around campus - network with attendees and presenters
- Keep in touch with contacts from your undergraduate institution and/or past jobs by updating them on your progress and successes
- Find a faculty mentor and begin to form a mentoring team
- Build your campus and professional network
- Volunteer to be a paper reader, chair/facilitator or discussant for conferences
- Meet and network with professionals outside of academia
- Identify additional mentors as needed for career goals
- Keep in touch with all relevant contacts

Teaching and Ethics

- Have faculty observe your teaching, discuss ways to improve or build skills
- Collect both quantitative and qualitative teaching evaluations
- Complete TATTO 605 and 610 requirements
- Attend relevant JPE 610 and TATTO Extension sessions
- Continue building your teaching portfolio
- Explore resources and programming from the Center for Faculty Development and Excellence (CFDE)

Your Program and Discipline

- Review program requirements for candidacy and meet program milestones
- Learn about resources important for your research and scholarship from faculty and advanced students
- Stay current on the scholarship, research and career trends in your discipline
- Meet requirements and file for candidacy
- Select dissertation committee and file form
- Create a plan for thesis completion
- Create a publication goal and begin to submit work
- Explore resources for internal and external grants and fellowships



POST-CANDIDACY

Invest in Yourself

- Seek out ways to broaden skills and experiences
- Participate in departmental and campus events, clubs and committees
- Maintain good habits to stay physically and mentally fit
- Write a CV and/or resume and update quarterly
- Reflect on and evaluate your experiences twice a year
- Make tentative career decisions, set goals and create an action plan
- Talk to people outside your discipline about your research and teaching interests
- Seek opportunities to be a mentor to undergraduate or graduate students
- Develop an action plan for pursuing your chosen career paths
- Identify transferable skills and gaps and ways to strengthen them or develop others
- Utilize career development resources offered at professional organization, scholarly society conferences and websites
- Have faculty mentor or LGS PDCP staff provide feedback on your CV and/or resume
- Look into student loan repayment or deferment options by attending a session on student loans

Career Exploration

- Visit LGS website for relevant links and calendars
- Attend career panels and job talks to explore academic and non-faculty career options and requirements for success
- Begin to explore a range of career paths through LGS PDCP resources and programming
- Read *The Chronicle of Higher Education*, *Inside Higher Ed*, and relevant disciplinary publications for a better understanding of the professional landscape
- Explore career options (gain experience and contacts) through volunteer work, part-time and summer employment, and internships
- Start exploring specific positions or postdocs of interest
- Compose and practice telling your professional story
- Begin to collect and draft materials needed on the job market and learn about the search process
- If considering switching focus from faculty jobs, attend career exploration workshops, meet with LGS PDCP staff, and do informational interviews to learn more about different paths

Build and Maintain Your Network

- Meet and network with graduate students and faculty in your program and around campus
- Attend talks and presentations in your program and around campus - network with attendees and presenters
- Keep in touch with contacts from your undergraduate institution and/or past jobs by updating them on your progress and successes
- Find a faculty mentor and begin to form a mentoring team
- Build your campus and professional network
- Volunteer to be a paper reader, chair/facilitator or discussant for conferences
- Meet and network with professionals outside of academia
- Identify additional mentors as needed for career goals
- Keep in touch with all relevant contacts
- Learn how to and begin to conduct informational interviews

Teaching and Ethics

- Have faculty observe your teaching, discuss ways to improve or build skills
- Collect both quantitative and qualitative teaching evaluations
- Explore resources and programming, including teaching consultations from the Center for Faculty Development and Excellence (CFDE)
- Attend relevant JPE 610 and TATTO Extension sessions
- Revise your teaching philosophy and portfolio
- Pursue "Instructor of Record" opportunities
- Have faculty observe your teaching, compare with earlier observation to determine which skills need additional work

Your Program and Discipline

- Learn about resources important for your research and scholarship from faculty and advanced students
- Stay current on the scholarship, research and career trends in your discipline
- Create a publication goal and begin to submit work
- Explore resources for internal and external grants and fellowships
- Attend professional conferences and meetings using PDS funds
- Apply for internal and external completion fellowships as needed
- Start identifying funding sources for science postdocs
- Write your dissertation with the goal of publishing
- Sign up for a dissertation bootcamp
- Convene committee to discuss and approve dissertation topic and completion plan

**FINAL YEAR OF GRADUATE STUDIES****Invest in Yourself**

- Seek out ways to broaden skills and experiences
- Participate in departmental and campus events, clubs and committees
- Maintain good habits to stay physically and mentally fit
- Write a CV and/or resume and update quarterly
- Reflect on and evaluate your experiences twice a year
- Make tentative career decisions, set goals and create an action plan
- Talk to people outside your discipline about your research and teaching interests
- Seek opportunities to be a mentor to undergraduate or graduate students
- Identify transferable skills and gaps and ways to strengthen them or develop others
- Utilize career development resources offered at professional organization, scholarly society conferences and websites
- Have faculty mentor or LGS PDCP staff provide feedback on your CV and/or resume
- Look into student loan repayment or deferment options by attending a session on student loans
- Review and finalize timeline for completion and update regularly
- Review your job search goals, revise if needed and update your action plan as needed
- Identify the values and priorities that inform your career decisions
- Develop a financial strategy for the next step: what to expect from your paycheck, financial planning and investing

The Job Search

- Attend career panels and job talks to explore academic and non-faculty career options and requirements for success
- Begin to explore a range of career paths through LGS PDCP resources and programming
- Read *The Chronicle of Higher Education*, *Inside Higher Ed*, and relevant disciplinary publications for a better understanding of the professional landscape
- Explore career options (gain experience and contacts) through volunteer work, part-time and summer employment, and internships
- Start exploring specific positions or postdocs of interest
- Compose and practice telling your professional story
- Begin to collect and draft materials needed on the job market and learn about the search process
- If considering switching focus from faculty jobs, attend career exploration workshops, meet with LGS PDCP staff, and do informational interviews to learn more about different paths
- Prepare targeted CV, job letters, research and teaching statements if seeking academic positions
- Practice interviewing and giving a job talk
- Prepare targeted resume and cover letters if seeking non-faculty positions
- Practice your elevator pitch and professional story
- Review and practice answering frequently asked interview questions
- Know your transferable skills and practice talking about them
- Learn about negotiation

Build and Use Your Network

- Meet and network with graduate students and faculty in your program and around campus
- Attend talks and presentations in your program and around campus - network with attendees and presenters
- Keep in touch with contacts from your undergraduate institution and/or past jobs by updating them on your progress and successes
- Find a faculty mentor and begin to form a mentoring team
- Build your campus and professional network
- Volunteer to be a paper reader, chair/facilitator or discussant for conferences
- Meet and network with professionals outside of academia
- Identify additional mentors as needed for career goals
- Learn how to and begin to conduct informational interviews
- Let your network contacts know you are looking for a job
- Keep your references/recommendation letter writers informed of your progress

**FINAL YEAR OF GRADUATE STUDIES****Teaching
and Ethics**

- Have faculty observe your teaching, discuss ways to improve or build skills
- Collect both quantitative and qualitative teaching evaluations
- Explore resources and programming, including teaching consultations from the Center for Faculty Development and Excellence (CFDE)
- Attend relevant JPE 610 and TATTO Extension sessions
- Revise your teaching philosophy and portfolio
- Pursue "Instructor of Record" opportunities
- Have faculty observe your teaching, compare with earlier observation to determine which skills need additional work
- Complete JPE 610 requirement
- If applying for faculty positions, know what courses you can teach
- If applying for positions non-faculty positions, know the transferable skills you have gained through teaching

**Your
Program
and
Discipline**

- Learn about resources important for your research and scholarship from faculty and advanced students
- Stay current on the scholarship, research and career trends in your discipline
- Create a publication goal and begin to submit work
- Explore resources for internal and external grants and fellowships
- Attend professional conferences and meetings using PDS funds
- Apply for internal and external completion fellowships as needed
- Start identifying funding sources for science postdocs
- Write your dissertation with the goal of publishing
- Sign up for a dissertation bootcamp
- Convene committee to discuss and approve dissertation topic and completion plan
- Present dissertation or other research papers at national conferences
- Attend a session in the Library on depositing your Electronic Thesis, or Dissertation (ETD)
- Review the Degree Completion Checklist
- File Degree Application
- Develop ideas for post-dissertation research