

## Syllabus for proposed course – *Career Development Seminar for Graduate Students*

Sandra Shumway, Research Professor

Office: 860 405 9282

Email: [sandra.shumway@uconn.edu](mailto:sandra.shumway@uconn.edu)

Office Hours: By appointment

Class Hours: TBD

Graduate students typically receive high-level training in research, gain some experience in teaching, but are left to learn how to integrate into the scientific community on a ‘catch as catch can’ basis. There is considerably more to graduate education than formal courses and research. Socializing graduate students, or describing the non-research aspects of career management, is key to their future success, be it in academia or other venues. This course will provide students with a suite of practical skills applicable across career choices.

This course is designed to provide graduate students with the skills needed to succeed as a professional within the academic community. While specific topics will be covered, the students will be encouraged to bring questions and suggestions for discussion topics of specific interest to them to class for discussion. Topics for discussion will be general and applicable to an array of careers post-graduation. Topics include, but are not limited to: completing a dissertation, grant writing, preparation of manuscripts for publication, conference presentations, teaching philosophies, professional behavior and ethics, job applications, and communicating with the media. Other topics may be included as appropriate or as requested by the participants. Guest presentations by specialists in various fields will be arranged as possibilities present themselves.

### **Course requirements:**

Grades will be based upon participation in class discussions, a final presentation, performance in the mock interview, and preparation of a current resume, and teaching statement.

A semester-long project will also be required. Projects will be designed according to individual interests and needs and could include (but not limited to): preparation of a grant proposal, development of a semester-long course, preparation of a manuscript for publication. These projects will be peer-reviewed by class members as well as graded by the instructor.

A presentation outlining the results of the individual project or of a conference presentation will be required at the end of the semester.

Active participation in the class including readings, discussions, and contribution to the peer-review process will be expected.

Plagiarism will not be tolerated and if discovered will result in a failing grade (F) for the course.

**Prerequisites:** Graduate student status

Textbook: Directed Readings (see below)

Other materials: Additional readings as appropriate

Week Topic

- 1 Why are you in graduate school?
- 2 The Ivory Tower isn't for everyone - other options for your degree
- 3 Resume building and writing
- 4 Proposal Writing
- 5 Presentations (conferences, seminars, job interviews, and others)
- 6 Publishing your work
- 7 How to review a scientific paper/report

SPRING BREAK

- 8 How to make the most out of conferences
- 9 Presenting science to the public
- 10 Applying for post-docs and other employment
- 11 Cover letters - one size does not fit all!
- 12 Mock interviews
- 13 Student Presentations and critiques/peer-review
- 14 Student Presentations and critiques/peer-review

Specific reading assignments will be provided during the semester. The following general references are recommended readings and information sources:

***The Ivory Tower*** Nancy Baron Island Press

***The Scientist's Handbook for Writing Papers and Dissertations*** A.M. Wilkinson. Prentice Hall

***Presenting Science to the Public*** Barbara Gastel ISI Press

***Effective College and University Teaching. Strategies and Tactics for New Professors***  
Buskist, W. and V.A. and Benassi, eds. Los Angeles, CA.

***The Chicago Guide to Your Academic Career. A Portable Mentor for Scholars from Graduate School through Tenure.*** Goldsmith, J., J. Lomlos, and P.S. Gold University of Chicago Press. 2001.

***Proposals that Work: A Guide for Planning Dissertations and Grant Proposals.*** Locke, L.F., W.W. Spirduso, and S.J. Silvermann 2007. Thousand Oaks, CA: Sage Publications.  
National Science Foundation "A Guide for Proposal Writing"  
<http://www.nsf.gov/pubs/1998/nsf9891/nsf9891.pdf>

***The Academic Job Search Handbook.*** Miller Vic, J. and J.S. Furlong 2008. The University of Pennsylvania Press: Philadelphia

***The Chicago Manual of Style.*** Chicago: The University of Chicago Press.