

PROFESSIONAL DEVELOPMENT 2010 PROGRAMS 2011

Foundation Programs

Programs for students to assist in the transition to graduate study at UT.

Co-sponsored by the Graduate Student Association

- **Graduate Student Orientation**
Tuesday, August 17th, 8:30am-1pm, Nitschke Auditorium, Main Campus
January 2011 On-line Program
- **Teaching Assistant Training**
Thursday, August 19 8:30am-12pm, Wolfe Hall, Room 1201
- **Strategies for Success: Meeting the Challenges of Graduate Student Life**
Thursday, January 20 12-1pm, Student Union 2592
This seminar will offer graduate students tips and strategies for maintaining your financial and personal well-being. Topics include- personal financial management, time management strategies, and maintaining work-life balance throughout your academic career.

Career Development Programs

Co-sponsored by Office of Career Service, UT Learning Collaborative

- **Career Exploration and Self Assessment**
Thursday, September 30, 12-1:30pm, Student Union Room 2582-84
Career Planning throughout your graduate program will help you to identify and achieve your professional goals. The planning process begins with self assessment. This program will help you to understand that effective career decision-making begins with knowing yourself. Topics to be covered include exploring interests, skills, values; increasing career awareness; and understanding the connection between degree/education and careers.
- **Resumes and Curriculum Vitae**
Thursday, November 4, 4-5:30 pm, Student Union Room 2592
This program will advise graduate students on effective methods for writing an advanced resume or curriculum vitae. From your objective and work history to your education and skills, learn how to make each section the best it can be. Also, we will include guidelines for both electronic databases and conventional uses.
- **The Job Hunt**
Thursday, February 17, 4-5:30 pm, Student Union Room 2582-84
This program is designed to provide an overview of both the academic job search process as well as career paths outside academia. Information will be given to assist you in identifying options, translating your credentials and skills, networking (including using LinkedIn), relocating, and job search strategies.
- **The Job Interview and Beyond**
Thursday, March 17, 4-5:30pm, Student Union Room 2592
Are you ready for that next interview? Learn more about preparing for the job interview, employer expectations, negotiating salary and benefits, professional etiquette, and transitioning from graduate study to work.

Graduate Writing Workshops

Co-sponsored by The Writing Center and Carlson Library

- **Writing Towards a Thesis Statement or Focused Research Question**
Wednesday, October 20, 4-5pm, Carlson Library Room 2000
Learn how the processes of inquiry and research inform the creation and shaping of a thesis. Practical suggestions will be made to assist the emerging scholar who is struggling with the direction of their paper.
- **Conducting the Literature Review**
Wednesday, November 3, 4-5pm, Carlson Library Room 2000
Learn what a literature review is, the purpose of conducting one, and procedures to follow. Appropriate for any discipline and will cover library research.
- **Conference Proposals, Presentations, and Papers**
Tuesday, March 15, 4-5pm, Carlson Library Room 2000
Learn about the generic conventions of proposals, presentations, and papers for conferences, as well as how to convert various stages of research into a proposal, presentation, or paper. Non-discipline specific.

Thesis and Dissertation Workshops

Co-sponsored by University Libraries

- **Overview of the Electronic Submission Process for Main Campus Programs**
Wednesday, October 6, 2010, 4-5 pm, Carlson Library Room 2000
Thursday, October 28, 2010, 12-1pm, Carlson Library Room 2000
Wednesday, February 9, 2011, 4-5pm, Carlson Library Room 2000
Thursday, February 24, 2011 12-1pm, Carlson Library Room 2000

This program will provide an overview of the electronic submission process for graduate theses and dissertations within the context of graduation requirements for the Graduate College Office on Main Campus as well as a presentation of the submission steps for OhioLINK. Additional sources of information will be identified to provide students with the tools necessary to complete the electronic submission process.

- **An Insider's Guide: How to Use the Handbook for the Preparation of Graduate Dissertations and Theses**
Tuesday, March 1, 4-5pm, Carlson Library Room 2000
Familiarize yourself with the scope, purpose, layout, and functionality of the Handbook before you begin your final document formatting! Let us help you use the Handbook in the most efficient manner possible. Included will be a discussion of what we look for in format review and a "format proofreading checklist" that you can use on your own. Feel free to bring a laptop so you can view the handbook online OR please download and print the most recent copy of the Handbook and bring it with you.

To register for any of these programs, please visit:
<http://www.utoledo.edu/graduate/currentstudents/additionalresources/upcomingprograms.html>

