PROFESSIONAL DEVELOPMENT PROGRAMS 2011 2012

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

- ### Graduate Student Orientation
  Tuesday, August 16th • 8:15 am—1:00 pm • Nitschke Auditorium, Main
  January 2012 Online Program

- ### Teaching Assistant Training
  Thursday, August 18 • 8:30 am— 12:00 pm • Wolfe Hall, Room 1201

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

- ### Career Exploration and Self Assessment
  Thursday, September 22 • 12:00 pm—1:30 pm • Student Union Room 2591
  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 Vitas
  Monday, November 14, • 12:00–1:30 pm • Student Union Room 2591
  This program will advise graduate students on effective methods for writing an advanced resume or curriculum vitae (CV). 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.

- ### Graduate Students: The Job Hunt
  Thursday, February 16 • 12:00 pm—1:30 pm • Student Union Room 2591
  This program is designed to provide an overview of both the academic job search process as well 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 searching strategies.

- ### Graduate Students: The Job Interview and Beyond
  Thursday, April 5 • 12:00 pm—1:30 pm • Student Union Room 2591
  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
All programs applicable for students in humanities and STEM fields
Co-sponsored by the Graduate Student Association and The Writing Center

- ### Your Paper, Published: Process Revealed
  Tuesday, November 8 • 4:00 pm—5:00 pm • Carlson Library Room 2000
  Ever wanted to see your work published, but have felt unsure about the whole process? Session will demystify the publication process, from authorship to choosing journals to uncovering the peer review timeline.

- ### Posters, Power Points, Presentations: Professionally!
  Tuesday, November 15 • 4:00 pm—5:00 pm • Carlson Library Room 2000
  Fear of public speaking is universal, but if you have the right presentation tools, half the battle is won. Session will cover professional expectations and conventions of visual and oral presentations at conferences or in the classroom.

- ### Abstracts, Proposals, Grants: Art of Getting to the Point
  Tuesday, March 13 • 4:00 pm—5:00 pm • Carlson Library Room 1025
  At some point, you may be required to write an abstract, proposal, or grant, which requires you to be able to prioritize and summarize—and then write it down succinctly. Session will address this process and provide helpful tips.

- ### Writing Through Research, Research Through Writing
  Tuesday, March 20 • 4:00 pm—5:00 pm • Carlson Library Room 1025
  Has this happened to you? You get "writer's block", and stop writing in order to accumulate more research, even if it is not pertinent to your thesis? You may be surprised to discover that the act of writing can not only move you through the obstacle, but allow you to make better connections to your existing research. Session will cover this "break-through" process that can be used at all stages of writing your thesis/dissertation.

Thesis and Dissertation Workshops
Co-sponsored by University Libraries

- ### Overview of the Electronic Submission Process for Main Campus Programs
Thursday, October 6	**4:00 pm—5:00 pm**	**Carlson Library Room 1025**
Thursday, October 27	**12:00 pm—1:00 pm**	**Carlson Library Room 1025**
Thursday, February 9	**4:00 pm—5:00 pm**	**Carlson Library Room 1025**
Thursday, March 1	**12:00 pm—1:00 pm**	**Carlson Library Room 1025**

  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.

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

UT COLLEGE OF GRADUATE STUDIES
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