



# Florida State University

## The Graduate School

### Catalog of Recurring Professional Development





## ***CATALOG OF RECURRING PROFESSIONAL DEVELOPMENT\****

The Graduate School's Professional Development efforts (e.g., workshops, certificate programs, faculty shadowing program, scholarly integrity course) are designed to enhance the academic training of graduate students and postdoctoral scholars within the competencies of Communication, Teaching, Scholarly Development (advanced knowledge and skills in the field), Professionalism (leadership, scholarly integrity, transferable skills), and Career Development. We promote professional development so that when graduate students and postdoctoral scholars enter their careers--whether in academia, the private sector, government, or non-profit organizations—they are prepared and confident.

[The Graduate School](#) (includes the [Program for Instructional Excellence](#) and the [Office of Graduate Fellowships and Awards](#) also partners with other FSU units to provide professional development opportunities. Within this catalog are the wide range of recurring professional development workshops, certificates, programs, and events offered also by the [University Libraries](#), [Career Center](#), [Center for Global Engagement](#), [Center for Intensive English Studies](#), [Office of Distance Learning](#), and [Center for Leadership and Social Change](#).

Professional development included in this catalog are those that recur on a regular basis, during the fall, spring, and/or summer semesters, every other semester or every other academic year, and may be appropriate for one or more of the five competencies described above (Communication, Teaching, Scholarly Development, Professionalism, Career). For the most current professional development opportunities, visit the Graduate School Professional Development web page at <http://www.gradschool.fsu.edu/Professional-Development>.

\* Offered by the Graduate School, University Libraries, Career Center, Center for Global Engagement, Center for Intensive English Studies, Office of Distance Learning, Center for Leadership & Social Change.



## COMMUNICATION COMPETENCY

### ALL STAGES

The Career Center offers workshops and trainings related to the Communication, Professionalism and Career Competencies. [The Career Center website](#)

The Center for Global Engagement (the “Globe”) offers workshops in intercultural communication and will customize workshops for groups. [The Globe’s website](#)

The Center for Intensive English Studies (CIES) offers workshops and training for international students admitted to FSU who want to improve their communication skills. [The CIES’ website](#)

The Center for Leadership and Social Change offers presentations, trainings and workshops (e.g., TEDxFSU) upon request. [The Center’s website](#)

The Office of Distance Learning (ODL) offers workshop throughout the year related to the Communication and Teaching Competencies. [ODL website](#)

#### Improving your English with Native Accent

In this information session, you will learn about “Native Accent”, an online pronunciation program developed by Carnegie Speech and designed for self-study. The presenters will explain its features and show sample lessons. CIES has a “School Partnership Agreement” with Carnegie Speech that allows FSU students, faculty and staff to purchase an 18-week license for \$75.00 (normally \$300.00).

*Offered by the Center for Intensive English Studies  
Fall & Spring Semesters*

#### SPEAK Test Information Session

This session will include a discussion of the SPEAK test format and scoring procedures. Students who need to take SPEAK and are not familiar with it will benefit. However, those who have taken the test may also benefit as effective communication strategies will be discussed. The presenters will go over the practice test and discuss the standards for teaching assistants. This session is also open to faculty and staff who work with international graduate students.

*Offered by the Center for Intensive English Studies  
Fall & Spring Semesters*

#### Communicating In English: Overcoming Challenges

As an international student, you may have faced some challenges when speaking with faculty, staff and other students. In this workshop, we will discuss those challenges as well as strategies to improve your ability to communicate in English, including small talk, polite requests, and negotiation of meaning. This workshop is recommended for first-year students.

*Offered by the Center for Intensive English Studies  
Fall Semester*

#### I received an invitation to present a poster at my first academic conference, so how do I begin?

Imagine a crowded, noisy room, possibly with poor lighting and many other poster presentations. Given the previous setting, how will you communicate your research/creativity most effectively? Beginning with the rough draft stage, the use of color, font, and more will be covered in this workshop.

*Offered by the Graduate School  
Summer & Fall Semesters*

### Improving E-mail Communication

Does writing emails in English cause you anxiety? Do you feel unsure of how to communicate politely and professionally? If so, this workshop will benefit you! We will cover language aspects of emailing such as how to open and close an email, phrases used for making requests, and language needed for discussing difficult situations. We'll also cover cultural aspects of email writing such as levels of formality and politeness.

*Offered by the Center for Intensive English Studies*

*Fall Semester*

### Using Blackboard as a TA or Postdoc (also Teaching Competency)

This workshop will familiarize instructors, graduate students, and postdocs with many enhanced features of Blackboard, such as:

- An integrated calendar system, which lets users see all course events in a singular calendar
- Inline grading, which allows for assignment grading outside of the Grade Center
- Grade Center improvements, including workflow enhancements
- Simplified navigation, which allows faster access to course content

*Fall Semester*

### Navigating Social Media Purposely and Professionally (also Career Development Competency)

Do you know how to use social media (e.g., Facebook, Twitter, LinkedIn) to search for a position inside or outside of academia? Do you know the most professional characteristics of networking with social media? Who should have access to your profile, friends and photographs? You will leave this interactive workshop with answers to these and other questions as you prepare to enter the job market.

*Offered by the Graduate School*

*Fall & Summer Semesters*

### Do you know how to put your audience to sleep? This is also known as “death by PowerPoint.” (also Professionalism Competency)

Did you know that your PowerPoint is not your presentation? This workshop will clarify the reasons to use PowerPoint, and how to develop PowerPoint slides with compelling headlines or titles, enhancing colors, informative images, readable fonts, and effective backgrounds.

*Offered by the Graduate School*

*Alternate Years: Summer Semester*

## **EARLY/MID-STAGE**

### The Secrets of English: Pronunciation Tips and Tricks

As a non-native speaker of English, you may notice that your English sounds different from native speakers, but you're not sure why. In this workshop, we'll explore two aspects of pronunciation: reduced speech and linking. We'll learn what these are and how they function, and we'll practice these aspects through several short listening and speaking activities.

*Offered by the Center for Intensive English Studies*

*Spring Semester*

## **MID-STAGE/LATE STAGE**

### You want me to describe my dissertation topic in three minutes? Really? (also Professionalism Competency)

Learn how to explain your thesis or dissertation topic in only three minutes for a person or audience outside your field. At the conclusion of the workshop, you will know how to frame your message enthusiastically, confidently and concisely. Included in the discussion will be the do's and don'ts when preparing PowerPoint presentations—what if you were allowed only one slide?

*Offered by the Graduate School*

*Fall Semester*

Are you prepared for your Social or Behavioral Sciences Conference Presentation?

How do you convert a paper into a conference presentation? Will you talk with notes, read your paper, and/or use visuals (e.g., PowerPoint)? How will you ensure that your audience will “get” your message? Are you prepared for the audience’s questions? The presenter will answer these questions and more when she leads you through the process of conference presentation preparation and delivery. (also Professionalism Competency)

*Offered by the Graduate School*

*Spring & Summer Semesters*

Are you prepared for your STEM Conference Presentation?

Will you deliver a STEM research presentation at a conference and you are in uncharted water? No worries: During this workshop, you will learn how to develop a presentation with attention to audience and purpose, how to determine the design of your slides, how to customize slide material for a particular context, how to avoid technical surprises and prepare for questions from the audience. (also Professionalism Competency)

*Offered by the Graduate School*

*Summer Semester*

## **LATE STAGE**

Early Career Publishing in the Humanities? How will this be possible? (also Professionalism Competency)

A record of publication is often required to be competitive for faculty positions in the humanities. This workshop will explain the nature of the publication process, help students to compare and evaluate publication venues, and provide publishing strategies while preparing for the job market.

*Offered by the Graduate School*

*Spring or Summer Semester*

Mentoring already? I just accepted my first academic position! (also Career Development Competency)

Take some time to interact with an experienced mentor who will provide his insights for positive, proactive mentoring practices. Will you mentor graduate students and undergraduate students in the same way?

*Offered by the Graduate School*

*Spring or Summer Semester*

Publish or Perish: Early Career Publishing in the Social Sciences (also Scholarly Development Competency)

If you are mystified by the process of getting publications, confused by submission requirements, or terrified of rejection, then this workshop is for you. Publishing in the social sciences has a common set of practices and procedures. This workshop will be appropriate for graduate students and postdocs in any area of the social sciences. Topics will include the publishing process, choosing a journal or conference, etiquette of responding to editors, handling rejection with your self-esteem intact, revising and resubmitting, and more.

*Offered by the Graduate School*

*Summer Semester*

Publish or Perish: Early Career Publishing in STEM

If you are mystified by the process of getting publications, confused by submission requirements, or terrified of rejection, then this workshop is for you. Publishing in STEM discipline has a common set of practices and procedures. This workshop will be appropriate for graduate students and postdocs in any area of STEM. Topics will include the publishing process, choosing a journal or conference, etiquette of responding to editors, handling rejection with your self-esteem intact, revising and resubmitting, and more.

*Offered by the Graduate School*

*Summer Semester*



## TEACHING COMPETENCY

### ALL STAGES

Using Personal Response Systems (Clickers) to Encourage Critical Thinking in the Classroom Do you wish you knew how to use technology to teach, and to help your students learn? This workshop will introduce you to clicker technology, and demonstrate how to use it to give your students opportunities to think more deeply and critically about the material in order to learn – not just memorize!

*Offered by the Program for Instructional Excellence (PIE)*

*Fall Semester*

#### Fall PIE Teaching Conference/TA Orientation

The annual fall PIE Teaching Conference/TA Orientation is held the Wednesday and Thursday prior to the first week of classes each fall. Registration for the PIE Teaching Conference is free and open to all FSU graduate students, faculty, postdoctoral students and staff. During this conference, participants are introduced to FSU teaching resources, policies, and best practices for teaching and learning. The conference also satisfies the required graduate student TA policy training according to University-wide TA Standards. Policy training for TAs on the Family Educational Rights and Privacy Act (FERPA), FSU's Academic Honor Policy, and FSU's Sexual Harassment Policy is mandatory. In addition, the training for the Americans with Disabilities Act (ADA) is mandatory if your TA assignment includes providing the primary instruction for the course. Best practices for teaching and learning, including (but not limited to) providing student feedback, assessment, classroom management, active learning techniques, encouraging critical thinking in the classroom, and how to create a syllabus will also be included.

*Offered by the Program for Instructional Excellence (PIE)*

*Fall Semester*

#### Spring PIE Teaching Training Workshop/TA Orientation

The annual spring PIE Teaching Training Workshop/TA Orientation is held the Friday of the first week of classes each spring. This workshop includes sessions that provide graduate students with teaching policy training requirements as stated in the University-wide TA Standards along with best practices in grading, communicating with students, and Blackboard and technology usage. This TA training is delivered partly face-to-face and partly online via Blackboard, the centrally supported course management system at FSU. By the end of this training, participants will be able to explain and have procedures in place to address University policy issues related to the Academic Honor Policy, the Family Educational Rights and Privacy Act (FERPA), and Discrimination-Sexual Harassment-Retaliation. Participants will also be equipped with strategies to help navigate use of Blackboard features essential to their role as a TA, communicate effectively with students, and provide productive student feedback.

*Offered by the Program for Instructional Excellence (PIE)*

*Spring Semester*

#### Time Management for TAs: How Can I do Everything?

Graduate teaching assistants must learn to wear several hats at the same time: student, teacher, family member, and friend. Striking a healthy balance among these roles can be challenging. It may often seem like there's not nearly enough time in the day to do all that needs to be done, let alone time to dedicate to playing each of these roles. This

session will introduce graduate students to strategies and tools that can be used to more efficiently manage one's time on a monthly, weekly and daily basis.

*Offered by the Program for Instructional Excellence (PIE)*

*Spring & Summer Semesters*

#### Developing Classroom Materials and Activities

Developing classroom materials and activities is vital to student learning and engagement, but can be challenging. In this session, experienced TAs will share strategies and ideas for developing and assessing lesson plans and classroom activities. Laptops will be provided (or bring yours along), so you can try out these new ideas during the workshop!

*Offered by the Program for Instructional Excellence (PIE)*

*Fall Semester*

#### Creating Student-centered Learning Environments

Student-centered learning environments shift the focus of classroom activity from teacher to students. Instead of treating students as passive receptacles, this workshop will teach you how to stimulate, engage and help them become active participants in their own education.

*Offered by the Program for Instructional Excellence (PIE)*

*Spring Semester*

#### Get Great Course Evaluations

In this session you will learn about how your course will be evaluated by your students and what type of TAs have gotten good course evaluations. If you are not sure you are doing the right thing, bring your questions to the workshop, experienced TAs will help you.

*Offered by the Program for Instructional Excellence (PIE)*

*Spring Semester*

Engaging your Students with Blogs, Wikis, and Social Media Learn about and practice using tools designed to help you engage your students both in and out of the classroom. You need not be a tech expert— come join us, and bring your laptop (we also will have some laptops available for participants to use)!

*Offered by the Program for Instructional Excellence (PIE)*

*Fall Semester*

#### Go Big or Go Home: Activities for Large Classrooms

Do you ever wonder how to get those 70 students in your lecture to wake up and participate? Teaching a large number of students can be difficult because of space limits, classroom sizes, or even the layout of the room. This workshop will present a number of strategies and activities to facilitate engagement in classes with a large number of students, regardless of subject area.

*Offered by the Program for Instructional Excellence (PIE)*

*Spring Semester*

#### Not-so-new Media: Teaching Online

Asynchronous online courses can be technical and pedagogical challenges. This session will provide an overview of best practices for setting up and delivering online courses: updating course sites, arranging for proctored exams, developing materials and assignments, using Turnitin, and establishing good communication with students.

*Offered by the Program for Instructional Excellence (PIE)*

*Summer Semester*

#### Keeping Students Engaged

Is your class suffering from a spring break hangover? If so, join us as we collaboratively brainstorm ways to jumpstart your classroom through activities, student-centered discussions, and an engaging environment.

*Offered by the Program for Instructional Excellence (PIE)*

*Spring & Summer Semesters*

### Appreciating Student Diversity in the Classroom

Have you thought about how to best deal with students' values, beliefs, perspectives, and cultures that may differ from your own? This session will cover how to engage with a diverse student population, important crosscultural concepts, and communication strategies TAs can develop in order to be effective.

*Offered by the Program for Instructional Excellence (PIE)  
Fall Semester*

### Using Blackboard for Student Assessment/Grading

Providing students with timely and useful feedback on assignments can be a daunting task, but the good news is that there are tools available to increase your efficiency and effectiveness. This workshop introduces participants to grading features on Blackboard. Laptops will be provided (or bring your along), so you can follow along during the workshop!

*Offered by the Program for Instructional Excellence (PIE)  
Fall Semester*

### Classroom Management

Learn about and discuss strategies for dealing effectively and professionally with difficult classroom situations, from student disruptions to how to cover sensitive topics. Demonstrations of how to handle common classroom issues will be included!

*Offered by the Program for Instructional Excellence (PIE)  
Fall Semester*

## **EARLY/MID-STAGE**

### Bringing Out the Best in Your Students

As an instructor or teaching assistant, you can design your course and your student interaction in ways that help students learn and get the most out of their educational experience. This interactive workshop is an opportunity to share and to gain some new ideas for helping students succeed.

*Fall & Summer Semesters*

## **MID-/LATE STAGES**

### PIE Advanced Teaching Training Recognition

To earn the PIE Teaching Training Recognition, students complete each of the online Modules for the Basics of Teaching @ FSU successfully; attend at least two PIE Coffee Hour & Teaching workshops; and write and submit a report on them (complete requirements can be found at [pic.fsu.edu](http://pic.fsu.edu)).

*Offered by the Program for Instructional Excellence (PIE)  
Fall, Spring & Summer Semesters*

### PIE Basics of Teaching @ FSU Online Modules

This online training series consists of six content units: Developing a course syllabus; Knowing your teaching environment; Using Blackboard for introduction; Planning teaching-learning activities; Student assessment; and Course evaluation and revision.

*Offered by the Program for Instructional Excellence (PIE)  
Fall, Spring & Summer Semesters*



## **LATE STAGE**

### How to Create a Teaching Portfolio (Also Career Development Competency)

Creating a teaching portfolio is an important way to illustrate the strategies and techniques you use to help support and encourage student learning. It also gives you the opportunity to reflect on your teaching and ways to improve for the future. Not only is this a helpful exercise, but may be a requirement when applying for future employment. This workshop will show you how to assemble an electronic teaching portfolio. Requirements for the submission of teaching portfolios from nominees of FSU's Outstanding Teaching Assistant Award (OTAA) will also be addressed.

*Offered by the Program for Instructional Excellence (PIE)*

*Spring Semester*



## SCHOLARLY DEVELOPMENT COMPETENCY

### (ADVANCED KNOWLEDGE & SKILLS IN THE FIELD)

#### ALL STAGES

##### Funding Your Graduate Education (Professionalism Competency)

This session is an introduction to external funding sources that support graduate education. During this session, we will discuss funding databases available to FSU students to assist with identifying external fellowships and awards. We will also review common external funding opportunities across multiple disciplines.

*Offered by the Office of Graduate Fellowships and Awards*

*Fall, Spring & Summer Semesters*

##### Preparing your Fellowship Application: Personal Statement (also Professionalism Competency)

Writing about yourself can be difficult but we are here to help. In this session, you will receive more than the generic dos and don'ts list and leave with an outline for your personal statement.

*Offered by the Office of Graduate Fellowships and Awards (OGFA)*

*Fall, Spring & Summer Semesters*

##### Preparing your Fellowship Application: Research Statements and Proposals (Professionalism Competency)

This interactive workshop will focus on persuasive writing techniques for proposals. Topics will address: introduction to proposal writing, essential points to address in the application, look for in a winning proposal, and tips and strategies to support clear, concise, interesting and persuasive writing. Faculty members from various units including Arts & Science, Humanities, Social Sciences, STEM and Education will facilitate each session.

*Offered by the Office of Graduate Fellowships and Awards (OGFA)*

*Fall, Spring & Summer Semesters*

##### Preparing your Fellowship Application: Curriculum Vitae and Résumé (Professionalism Competency)

Learn what to include and what not to include in these professional documents to ensure you match the needs of the funding agency.

*Offered by the Office of Graduate Fellowships and Awards (OGFA)*

*Fall, Spring & Summer Semesters*

##### Diversity and Nationally Competitive Funding Opportunities (Professionalism Competency)

This workshop will feature fellowships and awards that support traditionally underrepresented students. We will highlight the McKnight Doctoral & Dissertation Fellowships, Ford Foundation, AAUW, P.E.O. International & Paul & Daisy Soros awards among many others.

*Offered by the Office of Graduate Fellowships and Awards (OGFA)*

*Fall & Spring Semesters*

##### Funding Your Research Abroad (Professionalism Competency)

Do you have an external collaboration? Are the resources you need to complete your studies outside of FSU/Tallahassee? Come to this workshop to learn about potential awards to cover your research and creative activities away from FSU.

*Offered by the Office of Graduate Fellowships and Awards (OGFA)*

*Fall & Spring Semesters*

Funding for Arts & Humanities Research (Professionalism Competency)

This workshop will explore national awards in the Humanities from foundations, organizations, and libraries such as the Mellon and Ford Foundations, ACLS, and others.

*Offered by the Office of Graduate Fellowships and Awards (OGFA)*

*Fall, Spring, & Summer Semesters*

Graduate Fellowships in the STEM Fields (Professionalism Competency)

Explore the resources available from national sponsors for graduate studies in the STEM fields (science, technology, engineering, and mathematics). This workshop will highlight fellowships from the EPA, DOE, and NSF. We will also present an overview of other resources for topics like onsite research and international studies.

*Offered by the Office of Graduate Fellowships and Awards (OGFA)*

*Fall & Spring Semesters*

How to Apply for Federal Fellowships (Professionalism Competency)

This session will focus on tips and strategies that support successful application for federal fellowships and awards include a Q&A session with a panel of current and past fellowship recipients.

*Offered by the Office of Graduate Fellowships and Awards (OGFA)*

*Summer Semester*

## **EARLY STAGE**

Do you have a map to help navigate your first year of doctoral study? Where are resources to help? How will you balance courses, research/creative endeavors, and life?

This workshop will illuminate steps to take and the mindset for the first year of doctoral study. Designed for doctoral students, the workshop is open for any graduate student interested in a doctoral degree.

*Fall Semester During Orientation*

Funding Your Graduate Education (Professionalism Competency)

This session is an introduction to external funding sources that support graduate education. During this session, we will discuss funding databases available to FSU students to assist with identifying external fellowships and awards. We will also review common external funding opportunities across multiple disciplines.

*Offered by the Office of Graduate Fellowships and Awards*

*Fall, Spring & Summer Semesters*

Preparing your Fellowship Application: Part I – Personal Statement, Part II - Research Statements and Proposals, and Part III: Curriculum Vitae and Résumé

see descriptions in Scholarly Development Competency (Professionalism Competency)

*Offered by the Office of Graduate Fellowships and Awards (OGFA)*

*Fall, Spring & Summer Semesters*

NSF Graduate Research Fellowship Program (Professionalism Competency)

The NSF Graduate Research Fellowship Program recognizes and supports outstanding graduate students in NSF-supported science, technology, engineering, and mathematics disciplines who are pursuing research-based Master's and doctoral degrees at accredited United States institutions. These workshops review eligibility requirements and provide tips for developing application materials.

*Offered by the Office of Graduate Fellowships and Awards (OGFA)*

*Summer & Fall Semester*

## EARLY & MID-STAGE

### Working with Your Major Professor: Wisdom from Award-Winning Faculty

Do you have a guidebook for selecting your major professor? How are you supposed to decide which faculty member to choose? This interdisciplinary panel of FSU faculty will illuminate the selection process so that you can understand how to begin choosing your major professor and committee members. The panel will also clarify the importance of your relationship with your major professor and will provide suggestions for understanding how your major professor operates so that you can act in ways that complement your major professor's work style.

*Offered by the Graduate School*

*Fall Semester*

## MID-STAGE

### Creating Engaging Poster Presentations

Poster presentations provide opportunities to share information about your research with a wider audience. This workshop will cover tips and techniques for displaying information in an inviting and engaging way.

*Offered by the Graduate School*

*Summer & Fall Semester*

## MID/LATE STAGE

### Do You Understand the Contracts & Grants Process at a Research University?\* (also Professionalism Competency)

Are you a doctoral student, a student in a terminal master's program or a postdoctoral scholar who plans to seek a faculty position after graduation? Attend this workshop to gain a better understanding of the proper administration of contracts and grants, including the federal and institutional requirements for contract and grant proposal preparation, submission, and post-award management.

*Offered by the Graduate School*

*Spring Semester every other year*

### Do you want your research published AND your research will involve human subjects? Apply for Human Subjects approval ASAP! (also Professionalism Competency)

Clear away the confusion and simplify the Human Subjects application process by attending this workshop. When do you need Human Subjects approval? Why do you need to apply prior to conducting your research? What information is needed when you apply? You will leave the workshop ready to apply online for Human Subjects, or IRB, approval.

*Offered by the Graduate School*

*Fall & Summer Semesters*

### Dissertation Completion Fellowships (Professionalism Competency)

Are you within a year of preparing your prospectus? Are you concerned about where you will receive the funding to complete your degree? Come to this workshop to learn about dissertation funding opportunities and resources at FSU to help you complete your application.

*Offered by the Office of Graduate Fellowships and Awards (OGFA)*

*Summer Semester*

### Graduate Student Research and Creativity Awards Program (also Professionalism Competency)

This awards program is designed to recognize the superior scholarship of FSU graduate students. FSU graduate students will be recognized for their outstanding contributions to research and creative endeavors at the Celebration of Graduate Student Excellence held each spring. Awards of \$750.00 will be made to students in three disciplinary categories: natural and physical sciences including mathematics and engineering; social and behavioral sciences; and the humanities and arts.

*Offered by the Graduate School and the Office of Research*

*Spring Semester (announcement is sent during the fall semester)*

Graduate Student Leadership Award (also Professionalism Competency)

The Leadership Award recognizes outstanding graduate student leaders who are making a positive difference in their scholarly/creative work, campus, and wider communities. Graduate students who exhibit strong leadership skills are encouraged to apply. The person selected for the prestigious Leadership Award and his/her program will be recognized at the *Celebration of Graduate Student Excellence* held each spring semester. All nominees are recognized at the event. The Leadership Award recipient will also receive a \$750.00 award.

*Offered by the Graduate School & the Congress of Graduate Students (COGS)*

*Spring Semester (announcement is sent during the fall semester)*

Graduate Student Excellence in Visual Arts Award (also Professionalism Competency)

This competition recognizes the artistic talents of graduate students at Florida State University. Cash awards are coupled with an exhibition of the selected works in the Honors, Scholars and Fellows House on the FSU Campus for one year (April - April). A parallel program opportunity is being offered to undergraduate students. Submissions will be judged separately. The two graduate student winners will each be awarded \$750. The award winners must agree to display their “winning” artwork in the Honors, Scholars and Fellows House and the installation must remain up for one year (April -April). The competition is open to all currently enrolled, degree seeking graduate and professional students in good academic standing.

*Offered by the Graduate School*

*Spring Semester (announcement is sent during the fall semester)*



## **PROFESSIONALISM COMPETENCY (LEADERSHIP, SCHOLARLY INTEGRITY, TRANSFERABLE SKILLS)**

### **ALL STAGES**

#### Avoiding Plagiarism: for International Students (also Communication Competency)

International students often struggle when including information from various sources in an essay or research paper. In this workshop, participants learn the difference between quoting, phrasing and summarizing information for a paper. Practical suggestions for helping international students understand and avoid plagiarism will be offered.

*Offered by the Center for Intensive English Studies*

*Spring Semester*

#### RefWorks Reference Database

RefWorks is a web-based citation manager provided by the FSU Libraries for all Florida State University faculty, students, and staff that allows you to:

- Import references directly from online databases such as MEDLINE, PsycINFO, ERIC, etc.
- Store and organize references and files, such as images or full-text articles
- Create correctly-formatted bibliographies in all major styles (MLA, APA, etc.)
- Cite references inside Word documents and generate a correctly formatted bibliography as you write
- Export collections of references to other bibliographic software (such as EndNote)

*Offered by the University Libraries*

*Fall Semester*

#### Zotero Reference Database

Zotero is a free, open source citation manager that works as a browser plugin and also as a stand-alone application on your computer. Zotero's browser plugins can automatically extract citation information from websites, library catalogues, databases and more. It also allows you to save PDFs, images, screenshots and notes along with the citation records you create. Zotero automatically indexes the full-text content of your library, enabling you to find exactly what you're looking for with just a few keystrokes. Zotero keeps your library synced in the cloud, so you can access it from any computer, or mobile device.

*Offered by the University Libraries*

*Fall Semester*

#### Online Responsible Conduct of Research/Creative Endeavors CITI Course (University of Miami)

Free to all FSU students and postdocs, this online ethics training is required for students and postdocs funded by NSF, and by some FSU classes.

*Offered by the Office of Research & the Graduate School*

*Fall, Spring & Summer Semesters*

#### Responsible Conduct of Research/Creative (RCRC) Endeavors One-Hour Course

The RCRC course covers the nine core areas delineated by the federal Office Research Integrity (e.g., Research Misconduct, Human Subjects, Animal Welfare, Conflicts of Interest). The in-state tuition and textbook are provided for students completing the course.

*Offered by the Graduate School*

*Spring Semester*

### Reducing Financial Stress: Managing Student Loan Debt Before You Graduate

This workshop will provide the various repayment options available to you upon graduation. We will discuss the pros and cons of the major repayment programs. Learn key terms and what you should inquire about when beginning the repayment stages. You will also gain exposure to various resources available to you from FSU and the Federal Department of Education.

*Offered by the Graduate School*

*Fall Semester*

### Do You Know How to Protect Your Designs, Inventions, Writing, and Even Your Unique Packaging?

Attend this workshop to learn how patents, trademarks, and copyrights are essential when you hope to sell your work. There is also another form of protection—"trade dresses"—as decided in a 1992 Supreme Court decision that found a chain of Mexican restaurants' interior design was unique and protected.

*Offered by the Graduate School*

*Fall & Spring Semesters*

### Establishing a Professional Online Presence (also Career Development Competency)

By creating and maintaining a professional online presence, you can highlight your skills and experience for potential employers. This workshop is designed for both graduate students and postdoctoral scholars.

*Offered by the Graduate School*

*Fall & Summer Semesters*

## **LATE STAGE**

### How Will I Balance Research, Teaching & Service as an Assistant Professor? (also Career Competency)

Our interdisciplinary panel of FSU faculty will clarify the expectations for assistant professors, and beyond, in a research institution by sharing their own experiences and coping mechanisms—what worked for them and what did not.

*Offered by the Graduate School*

*Fall or Spring Semester*

### Do you want your research published AND your research will involve human subjects? Apply for Human Subjects approval ASAP! (also Scholarly Development Competency)

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*Offered by the Graduate School*

*Fall & Summer Semesters*

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*Offered by the Graduate School and the Office of Research*

*Spring Semester (announcement is sent during the fall semester)*

### Graduate Student Leadership Award (also Scholarly Development Competency)

The Leadership Award recognizes outstanding graduate student leaders who are making a positive difference in their scholarly/creative work, campus, and wider communities. Graduate students who exhibit strong leadership skills are encouraged to apply. The person selected for the prestigious Leadership Award and his/her program will be

recognized at the *Celebration of Graduate Student Excellence* held each spring semester. All nominees are recognized at the event. The Leadership Award recipient will also receive a \$750.00 award.

*Offered by the Graduate School & the Congress of Graduate Students (COGS)*

*Spring Semester (announcement is sent during the fall semester)*

Graduate Student Excellence in Visual Arts Award (also Scholarly Development Competency)

This competition recognizes the artistic talents of graduate students at Florida State University. Cash awards are coupled with an exhibition of the selected works in the Honors, Scholars and Fellows House on the FSU Campus for one year (April - April). A parallel program opportunity is being offered to undergraduate students. Submissions will be judged separately. The two graduate student winners will each be awarded \$750. The award winners must agree to display their “winning” artwork in the Honors, Scholars and Fellows House and the installation must remain up for one year (April -April). The competition is open to all currently enrolled, degree seeking graduate and professional students in good academic standing.

*Offered by the Graduate School*

*Spring Semester (announcement is sent during the fall semester)*





## CAREER DEVELOPMENT COMPETENCY

### ALL STAGES

#### Versatile Ph.D. (online)

This is an online resource designed to help STEM, humanities, social science Ph.D.'s identify, prepare for, and succeed in non-academic careers. FSU graduate students, faculty, and others have free access to premium resources provided through the University's subscription to Versatile Ph.D. After you authenticate yourself as a Florida State University affiliate, you'll find authentic resumes and cover letters that got real PhDs their first jobs away from the faculty track, with detailed analyses that describe how they made the non-academic pivot and shows the application and hiring process step-by-step. There are also inspiring first-person stories by experienced non-academic Ph.D.'s describing how their careers evolved over several years after moving out of the academy, including promotions, advancement, and signature accomplishments. Further, there is detailed inside information on a wide range of specific Ph.D.-friendly careers provided by Ph.D.'s in those careers, along with their answers to graduate student questions.

*Offered by the Graduate School*

*Fall, Spring & Summer Semesters*

#### Preparing Future Faculty Certificate

The Preparing Future Faculty Program assists Florida State's doctoral students (and others headed toward academic careers) prepare for future faculty work. Through participation in coursework, workshops/seminars, and/or online training, and mentoring, PFF Fellows increase their awareness of expectations for faculty performance and of resources available to aid in scholarly careers, and build their readiness to address research, teaching and related demands of faculty life. Goals include enhancing the placement of FSU students in university positions and supporting the finest scholarly accomplishments of FSU's graduates in their future careers. The Professional Development Workshop Series is designed to complement the PFF Certificate requirements.

*Offered by the Graduate School*

*Fall, Spring & Summer Semesters*

#### Preparing Future Professionals Certificate

To prepare graduate students for professions outside of academia, the Graduate School will offer a graduate certificate, Preparing Future Professionals (PFP), that will include coursework, professional development workshops, an internship/practicum or interviews in the field, and resume' and portfolio development. There are four (4) areas of the certificate—Content, Ethics/Integrity, Professional Preparation, and Portfolio. Many of the Professional Development Workshops will meet PFP workshop/seminar/colloquia requirements.

*Offered by the Graduate School*

*Fall, Spring & Summer Semesters*

#### The Curriculum Vitae for an Academic Position (CV)

Did you know that the curriculum vitae is longer than a résumé, and its format varies by discipline? This interdisciplinary, interactive workshop will include sample CVs to evaluate, tips for those seeking academic positions, and resources to explore following the workshop.

*Offered by the Graduate School*

*Fall Semester*

### Writing Your Résumé

Do you know the sections and typical length of a résumé? What do prospective employers expect when they read your résumé? At the close of the workshop, you will have the tools and links to resources in order to craft your professional résumé. This will be an interdisciplinary, interactive workshop.

*Offered by the Graduate School*

*Spring Semester*

### Similarities and Differences in the Job Campaign for Academia vs. Non-Academic Employment Settings

In this workshop, students will become familiar with potential differences and similarities associated with the job acquisition process in academia versus those found outside the academy. Topics of discussion will include the search process, interviews, and negotiations.

*Offered by the Graduate School*

*Fall Semester*

### Establishing a Professional Online Presence (also Professionalism Competency)

By creating and maintaining a professional online presence, you can highlight your skills and experience for potential employers. This workshop is designed for both graduate students and postdoctoral scholars.

*Offered by the Graduate School*

*Fall & Summer Semesters*

### Grant Basics—From Finding to Writing a Winning Proposal

The Office of Research will discuss the different aspects of grant proposals. We will look at resources available to find a grant that matches your idea, exploring different options and introduce you to FSU's funding database. Next, we will review examples of solicitations and discuss what steps are to be taken to be sure this is the right fit for you. Finally, we will share grant writing tips to help you create a successful proposal.

*Offered by the Graduate School*

*Summer Semester*

## **MID/LATE STAGE**

### Faculty in a Research University: Expectations, Opportunities, Challenges \*\*

Presenters will help graduate students and postdoctoral scholars prepare for faculty responsibilities in a research work environment. Senior administrators will provide their perspectives on faculty life and/or current responsibilities at FSU.

*Offered by the Graduate School*

*Spring Semester every other year*

### Faculty in a Teaching College or University: Expectations, Opportunities, & Challenges \*\*

Have you considered working as a faculty member in a teaching institution? Do you like teaching a diverse student body (e.g., first generation college student, students of all ages)? Do you want to know the faculty responsibilities in teaching institutions? Representatives from Tallahassee Community College will answer these questions and more.

*The Graduate School*

*Spring Semester every other year*

### Tallahassee Community College Shadowing Program

Each fall and spring semesters interested graduate students are paired with Tallahassee Community College (TCC) faculty who will provide information about their job requirements and experiences as community college faculty. Opportunities to observe TCC faculty teaching are also provided. Generally, participating graduate students meet with their assigned faculty two to four times over the semester, either one-on-one or as a class observer.

*Offered by TCC and the Graduate School*

*Spring Semester*

Balancing Research, Teaching, Service, & Life as a Faculty Member (Panel) (also Professionalism Competency)  
Our presenters will clarify the expectations for assistant professors and beyond and describe their own coping mechanisms. The importance of setting aside specific times for research and writing, for example, will be discussed.  
*Offered by the Graduate School*  
*Spring or Summer Semester*

## LATE STAGE

Interviewing for Positions Outside Academia: How to prepare (also Communication Competency)  
Interviewing is the most widely accepted method of selecting employees. The goal of an interview is to find out if you fit with the organization, if you have the skills you say you have, and if you can do the job. Based on your resume, they already have a good idea of your skill set. So the primary reason for the interview is to assess your personality and to fact check your skills. This workshop will clarify your role as the interviewee and how to prepare.  
*Offered by the Graduate School*  
*Fall & Spring Semesters*

Do you know how to craft cover letters and application packets for your dream job? Attend this workshop to learn from a faculty member who is also a placement director!  
Do you know how to craft a cover letter and application packet for an academic position? What can you do to convince a search committee to interview you after reviewing your application materials? Participate in this workshop for a discussion of effective cover letters and application packets.  
*Offered by the Graduate School*  
*Fall Semester*

Preparing for the Academic Interview: What to Expect and How to Prepare (also Communication Competency)  
Do you plan to attend a conference where you may have several interviews? How do you plan for a telephone interview? What should you expect during an interview at a neutral place, such as an airport? How do you prepare for the interview process on a college/university campus? These and other questions will be answered in this informative workshop led by an experienced faculty member.  
*Offered by the Graduate School*  
*Fall Semester*

Negotiating Job Offers (also Communication Competency)  
Did you know that you can prepare to negotiate job offers? This workshop will include discussion of the uniqueness of each negotiation, factors that may be negotiated, what is involved in making the best decision, how to negotiate from a point of power, and the final steps.  
*Offered by the Graduate School*  
*Fall & Spring Semesters*

Mock Interviews (also Communication Competency)  
To provide the most realistic experience possible, mock interviews are conducted in an actual on-campus interview room in the FSU Career Center. For mock telephone interviews, students/postdocs are not required to come to the Career Center. Instead, a trained mock interview mentor conducts the interview/critique via phone.  
*Offered by the Career Center*  
*Fall & Spring Semesters*

How Will I Balance Research, Teaching & Service as an Assistant Professor? (also Professionalism Competency)  
Our interdisciplinary panel of FSU faculty will clarify the expectations for assistant professors, and beyond, in a research institution by sharing their own experiences and coping mechanisms—what worked for them and what did not.  
*Offered by the Graduate School*  
*Spring or Summer Semester*

### Connecting Your Skills with Options: Putting Your Degree to Work

You know that your education has given you important and valuable skills, but how does this translate into the world of work? In this presentation, learn how to acquire quality occupational information, identify transferable skills, and articulate your value to future employers.

*Offered by the Graduate School*

*Spring Semester*

### Preparing for a Telephone Interview

Many companies and universities use phone interviews as an initial employment screening technique for a variety of reasons. Because they are generally brief, phone interviews save employers' time. They also serve as a more realistic screening alternative for cases in which employers are considering out-of-town (or out-of-state and foreign) candidates. When you leave the workshop, you will know how to prepare for telephone interviews.

*Offered by the Graduate School*

*Summer Semester*

### Employer Panel: What We Look for in New Employees

Our panel will describe what they want to see when they review résumés and CVs. Employers will discuss how students can prepare to join their future profession. Time will also be devoted to preparing for an interview. Attend this workshop with the goal of developing a plan to succeed in a professional work environment.

*Offered by the Graduate School*

*Spring Semester*

\*Professional development opportunities are provided by the Graduate School, University Libraries, Career Center, Center for Global Engagement, Center for Intensive English Studies, Office of Distance Learning, and Center for Leadership & Social Change.

\*\*Offered every other year

