



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.

PROFESSIONAL DEVELOPMENT: STAGES, CORE COMPETENCIES & ACTIVITIES

Stages	Academic Program & Discipline	Communication Competency	Teaching Competency	Scholarly Development (advanced knowledge & skills)	Professionalism (leadership, ethics, transferable skills)	Career Development
All Stages	<ul style="list-style-type: none"> -Read literature in your field -Meet departmental milestones 	<ul style="list-style-type: none"> -Connect & interact with mentors regularly -Learn & practice online etiquette -Network within & outside academic program -Attend writing & presentation workshops 	<ul style="list-style-type: none"> -Attend TA Orientation -Attend teaching pedagogy workshops -Practice disciplinary teaching pedagogy 	<ul style="list-style-type: none"> -Attend funding workshops -Read literature in your field -Reflect on ethical dimensions related to research -Create & refine research/creative statement -Participate in academic writing workshops 	<ul style="list-style-type: none"> -Reflect on ethical dimensions related to field -Attend ethics & compliance workshops, seminars -Identify transferable skills -Participate in professional development 	<ul style="list-style-type: none"> -Attend job talks, seminars, lectures -Build CV or Resume
Early Stage (coursework, qualifying exam if applicable)	<ul style="list-style-type: none"> -Learn about programs & resources -Develop an IDP with advisor & review annually -Meet with your subject librarian -Network with faculty & advanced graduate students within your program 	<ul style="list-style-type: none"> -Begin mastering your discipline's communication practices -Build international & interdisciplinary relationships -Consider connecting with FSU Writing Center 	<ul style="list-style-type: none"> -Earn PIE Certificate -Review teaching philosophies -Begin building teaching portfolio 	<ul style="list-style-type: none"> -Explore resources for grants & fellowships (internal & external) -Identify links between courses & research/creativity -Create a research/creative action plan to maximize opportunities 	<ul style="list-style-type: none"> -Develop skills useful in various settings -Develop research/creative skills -Complete responsible research/creativity training -Attend work/life balance, time management, & goal setting workshops 	<ul style="list-style-type: none"> -Explore requirements of PFP &/or PFF certificates -Explore Career Center programs & resources -Explore disciplinary & interdisciplinary career options -Build campus & professional networks
Mid-Stage (prelims, research)	<ul style="list-style-type: none"> -Assess your IDP -Pursue leadership & service options (e.g., COGS) -Join professional organizations & build external network 	<ul style="list-style-type: none"> -Interact with mentors regularly -Develop presentation skills for general & specialist audiences -Attend & present at conferences -Volunteer as a journal reviewer -Present for public audiences -Mentor undergraduates 	<ul style="list-style-type: none"> -Complete mentored teaching experience -Draft teaching philosophy -Arrange for teaching observations -Consider applying for PIE Teaching Associate position 	<ul style="list-style-type: none"> -Establish collaborative research/creative relationships -Develop research/creative statement -Apply for appropriate approvals (e.g., RB) -Apply for funding 	<ul style="list-style-type: none"> -Expand & diversify research/creative skills -Practice responsible research/creativity -Expand & refine transferable skills -Explore resources of Center for Leadership & Social Change 	<ul style="list-style-type: none"> -Establish career goals -Attend career-related workshops -Locate internships, employment aligned with career goals -Update CV or Resume -Acquire professional clothing -Draft application materials
Late Stage (dissertation, job search)	<ul style="list-style-type: none"> -Assess your IDP -Request references & identify job opportunities -Write & practice job talk defenses -Attend dissertation -Complete FSU Exit Survey 	<ul style="list-style-type: none"> -Form dissertation/thesis writing group -Publish research/creative results -Present research/creative results at conferences -Participate in speaking competitions (e.g., 3-Minute Thesis) -Mentor new graduate students -Expand interdisciplinary network 	<ul style="list-style-type: none"> -Pursue instructor-of-record opportunities -Finalize portfolio -Apply for teaching awards -Locate instructor-of-record positions -Develop teaching demonstration for interviews 	<ul style="list-style-type: none"> -Create five-year research plan -Identify funding sources for future research -Apply for dissertation fellowships -Consider applying for Research/Creativity Awards -Attend dissertation defenses -Attend manuscript formatting workshop 	<ul style="list-style-type: none"> -Reflect on ethical implications of dissertation topic -Become familiar with professional societies' ethics statements -Consider applying for Leadership Award -Network professionally -Mentor junior graduate students 	<ul style="list-style-type: none"> -Complete PFF &/or PFP certificates -Finalize job application materials -Tap into professional network for job opportunities -Network with FSU alumni -Participate in mock interviews -Prepare to negotiate job offer(s)



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

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

Offered by the Program for Instructional Excellence

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 & Spring 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

Fall & Summer Semesters

EARLY/MID-STAGE

Technology 101: Free Online Tools, Training & Software at FSU (also Teaching Competency)

Research projects, class, group meetings, labs, teaching, papers...How do you fit it all in? This workshop teaches you how to use campus technology to help you make the most of your time as a graduate student. This workshop covers the many time and money-saving services available through Information Technology Services (ITS) at FSU. From online surveys to personal computer repairs, you will learn about free software, training tools, how to protect yourself from phishing attacks, and more!

Offered by the Graduate School

Summer & Fall Semesters

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

Summer Semester

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 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 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

Encouraging Critical Thinking in the Classroom

Do you often feel like your students don't think deeply enough about the course material? Do they rarely ask questions, or answer yours? Do you find yourself commenting that they haven't fully supported their claims or analyzed other's claims? If so, it may be time to try different teaching techniques that can help your students make better use of critical thinking skills.

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.

*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*

How to Teach with Technology

Do you wish you knew how to use technology to teach, but are just not sure where to begin? Do you want to learn new ways to use technology you already are somewhat familiar with? There are so many different options for ways to incorporate technology in the classroom, but it takes effort to learn how to make use of it. Come join this discussion of ways to teach with technology.

*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

Question-handling in the Classroom

Handling questions in the classroom can be very challenging. This workshop will teach you how to create a question-friendly atmosphere, clarify what is actually being asked, negotiate answering a question, and maintain focus in the classroom. Question-handling concerns specific to TAs whose first language is not English will also be discussed.

Offered by the Program for Instructional Excellence (PIE)

Fall Semester

Providing Student Feedback: Grading Concerns & Practices

Giving students helpful feedback is critical for their intellectual growth. This workshop considers how TAs and instructors of record can enhance their methods of providing feedback on course assessments (e.g. assignments, exams, etc.) to advance student learning and improve their course evaluations. How to efficiently prepare/adhere to course syllabi, assume grading responsibilities, and manage your time will be discussed alongside related teaching policies.

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. Ideas regarding how best to manage class time will also be addressed.

Offered by the Program for Instructional Excellence (PIE)

Fall Semester

EARLY/MID-STAGE

Technology 101: Free Online Tools, Training & Software at FSU (also Communication Competency)

Research projects, class, group meetings, labs, teaching, papers...How do you fit it all in? This workshop teaches you how to use campus technology to help you make the most of your time as a graduate student. This workshop covers the many time and money-saving services available through Information Technology Services (ITS) at FSU. From online surveys to personal computer repairs, you will learn about free software, training tools, how to protect yourself from phishing attacks, and more!

Offered by the Graduate School

Summer & Fall 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 pie.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

Opportunities for Women and Minority Students (also Professionalism Competency)

This workshop will feature prestigious awards that support women and minority graduate students. We will highlight the Ford Foundation, AAUW, and PEO awards among many others.

Offered by the Office of Graduate Fellowships and Awards

Fall Semester

Funding Your Research Abroad (also 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

Fall Semester

Preparing your Fellowship Application (Series): Part One: CV and Resume (also Professionalism Competency)

The first in the fellowship application preparation series – learn what to include and what not to include on your application resume and CV and ensure you match the needs of the sponsoring agency. Yes, these are very different from the documents you used for your graduate school application or jobs.

Offered by the Office of Graduate Fellowships and Awards

Fall Semester

Preparing your Fellowship Application (Series): Part Two: 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 do's and don'ts list and leave with at least the outline for your personal statement if not a rough draft.

Offered by the Office of Graduate Fellowships and Awards

Fall Semester

Preparing your Fellowship Application (Series): Part Three: Research Statements and Proposals (also Professionalism Competency)

Join us in this hands-on writing workshop that will focus on persuasive writing techniques for proposals. Topics include: essential points to address in the application, writing strategies for the interdisciplinary review committee, and participants will also experience being a member of a review committee.

Offered by the Office of Graduate Fellowships and Awards

Fall Semester

Funding for Humanities Research (also Professionalism Competency)

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

Offered by the Office of Graduate Fellowships and Awards

Spring Semester

Preparing your Ford Foundation Fellowship Application

The Ford predoctoral fellowships provide three years of support for individuals engaged in graduate study leading to a Ph.D. degree. This workshop will review the eligibility requirements for applicants as well as walk through the application components. Participants will leave the workshop with a list of action items to help them prepare for their Ford Foundation Predoctoral Fellowship Application.

Offered by the Office of Graduate Fellowships and Awards

Summer Semester

EARLY STAGE

Introduction to Funding for Graduate Students (also Professionalism Competency)

There are many foundations and agencies that fund graduate student education. This session is an introduction to funding sources that are common for graduate education. During this session we will show several resources available to FSU students that can help them identify funding sources. We will also review many of the common external funding opportunities across multiple disciplines.

Offered by the Office of Graduate Fellowships and Awards

Fall & Summer Semesters

General Funding Opportunities (also Professionalism Competency)

The first in the fellowship application preparation series – learn what to include and what not to include on your application resume and CV and ensure you match the needs of the sponsoring agency. Yes, these are very different from the documents you used for your graduate school application or jobs.

Offered by the Office of Graduate Fellowships and Awards

Fall Semester

NSF Graduate Research Fellowship Program, 3-part series (also 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

Summer Semester

Graduate Fellowships in the STEM Fields (also Professionalism Competency)

Explore the resources available from national sponsors for early 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

Fall & Spring Semesters

EARLY & MID-STAGE

Selecting & Working with a 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

NIH Grants - The Ins and Outs (also Professionalism Competency)

Contemplating submitting an NIH application? Do you have an eRA commons ID? What is the Proposal transmittal form? This session will provide an overview to FSU's policies regarding NIH grant applications. In addition, kick start your application process with this interactive Aims Development Workshop.

Offered by the Office of Graduate Fellowships and Awards

Spring

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

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 Research and Completion Fellowships (also Professionalism Competency)

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

Offered by the Office of Graduate Fellowships and Awards

Fall Semester

NSF Dissertation Improvement Grants - The Ins and Outs (also Professionalism Competency)

We will discuss NSF's dissertation grants in the social, behavioral, economic, and biological sciences. Learn tips on writing for the National Science Foundation as well as details about the application and working with FSU offices.

Offered by the Office of Graduate Fellowships and Awards

Spring 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 & Spring Semesters

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 & Spring Semesters

Introduction to Open Access

Scholarly publishing is growing and evolving in many ways. The aim of this workshop is to provide an overview of the principle of Open Access that publicly funded scholarly works should be accessible to the public. The session will offer some basic ideas on open access, how it plays out on a university campus and how it fits with peer-review, tenure and promotion, and prestige in publishing. In other words, what open access is, what it isn't, and what it means for graduate students and early career faculty and researchers.

Offered by the University Libraries

Fall & Spring Semesters

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

Financial Workshop Series: Understanding Your Credit Score, Be Financially Fit, Paying Off Your Student Loans, Budgeting (also Career Development Competency)

These sessions will help prepare students for life after graduate school and postdoctoral experience, by looking at budgeting, student loans, and more!

Offered by the Career Center

Fall & Spring 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

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)

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



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 PhD. 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 & Spring Semesters

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

Fall & Spring Semesters

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

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 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 & Spring Semesters

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 and Summer Semesters*

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*

*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

