

PROFESSIONAL DEVELOPMENT TIMELINE FOR PHD STUDENTS

THIS CHART SUGGESTS A ROUGH CHRONOLOGY FOR HOW A PHD STUDENT COULD USE THE PROFESSIONAL DEVELOPMENT SERVICES AT THE UNIVERSITY OF CHICAGO DURING THE VARIOUS STAGES OF ACADEMIC PROGRESS. DETAILS OF THE SEQUENCE WILL VARY BY DISCIPLINE, AND THERE IS NO ONE SEQUENCE THAT WORKS BEST FOR EVERYONE. WORKING WITH YOUR DEPARTMENT AND OTHER CAMPUS RESOURCES CAN HELP YOU BALANCE PROFESSIONAL DEVELOPMENT AND THE DEMANDS OF YOUR PROGRAM.

	COURSEWORK	QUALIFYING EXAMS / CANDIDACY	DISSERTATION RESEARCH	DISSERTATION WRITING
DEPARTMENT	<ul style="list-style-type: none"> Meet with academic advisor and make a coursework plan Participate in departmental orientations Observe faculty and peer teaching Participate in TA training and begin teaching (if applicable) Attend departmental seminars and colloquia; network with peers and faculty Pay close attention to communications from departmental administrators, Deans, and Deans of Students in your division 	<ul style="list-style-type: none"> Read job bulletins and announcements in field Develop ideas for conference talks and/or publication Attend and present at professional conferences and meetings Participate in departmental committees and events Continue attending seminars and networking Pursue dissertation fellowship opportunities 	<ul style="list-style-type: none"> Continue attending departmental seminars and events; network with visiting scholars Continue reading job bulletins and announcements in field Start acquiring letters of recommendation Consider teaching a course where you are the primary instructor Begin publishing 	<ul style="list-style-type: none"> Give practice job talks Find out about departmental support for academic job market (mock interviews, sample application materials, etc.); Seek input from faculty on job search materials Develop ideas for post-dissertation projects Seek publication of dissertation research Explore post-doctoral opportunities
CAREER ADVISING AND PLANNING SERVICES (CAPS)	<ul style="list-style-type: none"> Explore CAPS resources and programs: https://caps.uchicago.edu, Career Resource Center (Ida Noyes Hall 3rd Floor), quarterly Grad and Post-doc calendar Meet with a Grad Career Counselor to discuss how to get the most out of grad school and plan for your future career; Appointments: call 702-7040; Walk-ins: 2-3:30pm, Mon, Tues Thurs Begin developing academic and professional CVs Begin reading <i>The Chronicle of Higher Education</i> online for a better understanding of academia and the job market 	<ul style="list-style-type: none"> Attend a Career Exploration Seminar or do career exploration with a career counselor to assess your career-related skills, interests and values Update and maintain CV and/or Resume and other job search materials Consult CAPS Grad Career Counselor on professional development goals and priorities; seek help with building networking skills Choose summer and other employment/internships for professional development 	<ul style="list-style-type: none"> Continue networking and maintain connections; learn about alumni databases Practice interviewing skills Attend workshops and programs on academic and post-academic careers Update and maintain CV and/or Resume and other job search materials Consult with Grad Career Counselor about career goals 	<ul style="list-style-type: none"> Consult with Grad Career Counselor about job search <ul style="list-style-type: none"> <i>Academic</i> <ul style="list-style-type: none"> Attend Academic Job Market Series events Open reference file on Interfolio.com Prepare targeted CVs, Letters, Research Statements Use Professors on Call <i>Post-academic</i> <ul style="list-style-type: none"> Attend career fairs, company information sessions, and other events Participate in on-campus recruiting; seek advice on self-directed search and job postings Speak with alumni in various industries of interest

	COURSEWORK	QUALIFYING EXAMS/CANDIDACY	DISSERTATION RESEARCH AND WRITING
CENTER FOR TEACHING AND LEARNING	<ul style="list-style-type: none"> • Start seeking out teaching opportunities and departmental resources on teaching • Attend Workshop on Teaching in the College (during orientation week) • Attend Preparing Future Faculty Sessions • Consult with center on teaching issues 	<ul style="list-style-type: none"> • Develop a teaching bibliography • Identify and assess teaching skills • Start a teaching portfolio • Seek a Mid-Course Review (MCR) or a videotaped Individual Teaching Consultation (ITC) 	<ul style="list-style-type: none"> • Continue work on teaching portfolio; collect sample syllabi; save teaching evaluations from faculty and students • Refine/update Statement on Teaching Philosophy • Continue to seek opportunities for teaching and to practice teaching
OFFICE OF GRADUATE AFFAIRS	<ul style="list-style-type: none"> • Attend Graduate Student Orientation events and mixers • Pursue pre-dissertation fellowship opportunities • Take advantage of Traveling Scholars programs for student for up to one year at 20 other institutions 	<ul style="list-style-type: none"> • Participate in graduate student events and networking opportunities with your peers in other divisions • Attend grantsmanship workshops • Keep up-to-date on graduate student resources with Graduate and Professional Student Gateway http://grad.uchicago.edu/ and Graduate and Professional Student News 	<ul style="list-style-type: none"> • Pursue dissertation research fellowships • Attend workshops on publishing, networking, etc. • Consult staff for one-on-one advice on funding opportunities
OTHER	<ul style="list-style-type: none"> • Develop technological and computer proficiency • New international students, attend English Language Institute (I-House) • Use Student Counseling Resource Service (SCRS) for help with time-management, academic skills assessment, and personal issues • Seek assistance with disability accommodations • Stay up to date on Grad Council meetings and events 	<ul style="list-style-type: none"> • Seek research assistance from reference librarians • Maintain hobbies and friendships for balance and stress relief; Participate in registered student organizations (RSOs) to build teamwork and leadership skills 	<ul style="list-style-type: none"> • Seek out dissertation support from peers and SCRS dissertation support group • Meet with staff at dissertation office to learn more about requirements, deadlines, and resources

This timeline was adapted from Professional Development Begins Today: A Guide to Services for GSAS Students (Office of Career Services, Harvard University) and Professional Development Timeline (Graduate School of Arts and Sciences, Washington University in St. Louis).