

CAREERS & ENTREPRENEURSHIP

**NEW CERTIFICATE PROGRAM:****PREPARING FOR A FACULTY CAREER****TUESDAYS FROM 2:30–4:30PM STARTING APRIL 12–MAY 17**

Anxious about the academic job market? Participants will explore job search strategies, have the opportunity to draft and workshop applications, develop and practice interview skills, and more. Topics covered will include:

- Pathways to Employment
- Components of the Job Application
- Interview Skills and the Job Talk
- Transitioning to the Academic Workforce

***SPACE IS LIMITED* CONTACT THE GRC FOR DETAILS**

WORKSHOP SCHEDULE

TRANSFORMING YOUR CV INTO A RESUME**TUESDAY, APRIL 5 FROM 3:30–5PM**

CO-SPONSORED WITH UCI CAREER CENTER

Communicate the skills you develop in graduate school into a broader job search market. Discover how to match your background with the employer's needs with a targeted resume and cover letter.

PERFECTING YOUR ELEVATOR PITCH**WEDNESDAY, APRIL 27 FROM 1:30–2:30PM**

CO-SPONSORED WITH UCI CAREER CENTER

When all you have is 60 seconds, you must make them count. An elevator pitch is a conversation starter used to lead into a deeper dialogue about what you can offer. In this interactive workshop you will learn how to leave an impactful impression with whomever you come in contact with.

YOU ARE HIRED! NOW WHAT!?**MONDAY, MAY 16 FROM 3:30-5PM**

CO-SPONSORED WITH UCI CAREER CENTER

Set your career path in the right direction by having a plan once you are hired. Learn strategies based on best practices for developing a roadmap toward creating success in the professional setting.

SPECIAL EVENT - \$START \$SMART: SALARY NEGOTIATION TRAINING**WEDNESDAY, APRIL 6 FROM 3-6PM**

CO-SPONSORED WITH AMERICAN ASSOCIATION OF UNIVERSITY WOMEN (AAUW)

Start Smart is an interactive workshop designed to provide participants with the confidence and skills needed to earn fair compensation. This workshop provides benchmarks for salary and benefits, offers salary negotiation skill-building exercises, and teaches participants how to develop a personal budget to determine salary needs.



REGISTER: grc.uci.edu/services/grc – Click “Book Now”
QUESTIONS? Email grc@uci.edu or call 949-824-3849

LOCATION: Graduate Resource Center (GRC)
3100 Gateway Study Center

COMMUNICATIONS & CULTURAL FLUENCY

WRITING CONSULTANTS

Writing consultants provide 60-minute individual meetings for writing in all disciplines. Writing consultants can review:

- Academic writing (publication, dissertation/thesis, conference papers, etc.)
- Funding applications including grants and fellowships
- Job application materials (CV, resume, cover letter, teaching statement, etc.)

Appointments are available daily and by contacting the **GRC at 949-824-3849**.



WRITING FOR PUBLICATION WORKSHOP SERIES

DEVELOPING THE FORM OF A STEM JOURNAL ARTICLE

WEDNESDAY, APRIL 6 FROM 1-2PM

Find out about the underlying structure and form of a typical journal article in the STEM fields, how to write each of these parts, and the elements needed to create a publishable product. Learn how to avoid common writing traps and maximize your chance of getting published and cited.

WRITING AND PUBLISHING AN ARTICLE IN AN INTERDISCIPLINARY FIELD

WEDNESDAY, APRIL 20 FROM 1-2PM

Writing for an interdisciplinary audience has unique challenges. Often these audiences lack shared assumptions, vocabulary, and methods. Learn how to write in a way that is understandable and compelling to multiple audiences, as well as how to respond to reviewers who are outside of your field.

CONSTRUCTING A LITERATURE REVIEW: TELLING THE STORY OF YOUR RESEARCH

MONDAY, APRIL 25 FROM 1-2PM

Literature reviews are important for academic writing as well as grant applications. Learn how to overcome the problems many face when conducting these and the differences in literature reviews across disciplines.

PUBLISHING IN ACADEMIC JOURNALS VS. PUBLISHING FOR GENERAL AUDIENCES

TUESDAY, MAY 10 FROM 1-2PM

Academic writing may not always reach a general audience. Publishing in non-academic journals can contextualize the real-world value of our research and explain it to a broader audience. This workshop weighs the pros and cons of publishing for general audiences, and covers the steps of the publication process from choosing the outlet, to formatting your article, and contacting and working with the editors.

THE PUBLICATION PROCESS: HOW TO SUBMIT PAPERS AND RESPOND TO REVIEWERS' COMMENTS

WEDNESDAY, MAY 18 FROM 1-2PM

The publication process can be tricky. Learn how to format your manuscript for a specific journal, what you need to know as you prepare a manuscript, how to respond to reviewers' comments in an effective way, and the etiquette required for a smooth publication process.

LOCATION: Graduate Resource Center (GRC) at 3100 Gateway Study Center

REGISTER: grc.uci.edu/services/grc - Click "Book Now"

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DISSERTATION BOOT CAMP

APRIL 8-10, 2016

The Dissertation Boot Camp (DBC) is an intensive 3-day writing opportunity for graduate students writing their dissertation. The DBC helps writers overcome blocks, make significant progress in a short period of time, and develop skills for future academic writing.

Dissertation Boot Camp provides:

- Three days of structured writing time in a quiet, distraction-free setting
- Short, daily lessons on dissertation writing and goal setting
- Individualized consultation opportunities to address specific writing needs
- Opportunities for continued, peer-driven dissertation writing sessions
- Free refreshments including breakfast, lunch, coffee and snacks



REQUIREMENTS TO ATTEND THE DBC:

- Attend all three days (9am-5pm on the first two days and 9am-1pm on the last day)
- First time attendees will have priority and returning attendees will be placed on a waitlist

"The DBC answered many questions I had about writing my dissertation. It should be a requirement for every Ph.D. student."

"Previously I struggled with time management and motivation. The Dissertation Boot Camp helped me enormously with both."

LOCATION:
Graduate Resource Center (GRC)
3100 Gateway Study Center

Interested? Register for the Dissertation Boot Camp via:
email grc@uci.edu. For questions and information, call 949.824.3849.

INTERESTED IN APPLYING FOR FELLOWSHIPS?

FELLOWSHIP APPLICATION ADVISING HOURS:

Make an appointment with Dr. Sandra Loughlin to discuss your fellowship application questions and receive feedback on your fellowship applications. Visit the GRC website to schedule an appointment at www.grad.uci.edu/services/grc



WORKSHOP SCHEDULE

FELLOWSHIP OPPORTUNITIES AT THE AMERICAN ASSOCIATION OF UNIVERSITY WOMEN

WEDNESDAY, APRIL 13 FROM 12-1PM

Presented by the American Association of University Women (AAUW)

This session will provide an overview of the AAUW's fellowship opportunities. This workshop will identify ways to improve one's application and speak to an experienced reviewer.

FULBRIGHT U.S. STUDENT PROGRAM OPPORTUNITIES

WEDNESDAY, MAY 4 FROM 12-1PM

The Fulbright U.S. Student Program provides grants for individually designed student and research projects or English Teaching Assistantships. Come to this informational workshop to learn more about how Fulbright fellowships can cover expenses for a year of research or teaching in a foreign country.

GRANT WRITING SERIES FOR POSTDOCTORAL SCHOLARS

THURSDAYS FROM 4 - 5PM BEGINNING MARCH 31

Co-sponsored with the Office of Research and Postdoctoral Association (PDA)

Successful applicants, faculty, and research development staff will discuss how to apply for National Institute of Health K Awards (scientist development awards). These sessions will review the components of the award application review process, and provide tips for success. Working group sessions will be scheduled for postdoctoral scholars to conduct peer reviews of the different application components, and receive feedback from successful applicants and research development staff.

This series will be held on Thursdays from March 31 - May 19 from 4-5PM

LOCATION: Medical Ed Building, Telemedicine Theatre (B001)

REGISTER FOR THESE WORKSHOPS:

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LOCATION:

Graduate Resource Center (GRC)

3100 Gateway Study Center

GRC WRITING PROGRAM

Graduate Division recognizes writing assistance as a top priority for graduate students and postdoctoral scholars.



WRITING CONSULTANTS

Writing consultants provide 60-minute meetings for writing in all disciplines. Writing consultants can review:

- Academic writing (publications, dissertations, conference papers, etc.)
- Funding applications including grants and fellowships
- Job application materials (Curriculum Vitae, resume, cover letter, teaching statement, etc.)

Appointments are available daily and can be scheduled online or by contacting the GRC at 949-824-3849.

DISSERTATION BOOT CAMP (DBC) – APRIL 8 – 10 (FRIDAY – SUNDAY)

The Dissertation Boot Camp (DBC) provides an intensive three-day writing opportunity for graduate students during any stage of the dissertation writing process. The DBC format includes:

- Three days of structured writing time in a quiet, distraction-free setting
- Brief lessons on goal setting, creating a sustainable writing practice, and maintaining wellness
- Individual writing consultation meetings to address specific writing needs

The GRC offers a DBC every quarter and during the summer.

MASTER'S THESIS BOOT CAMP – APRIL 29 (FRIDAY)

The Master's Thesis Boot Camp is a day-long writing opportunity for graduate students writing a thesis or other major project needed for their degree program. The Master's Thesis Boot Camp provides:

- One full day of structured writing time in a quiet, distraction free setting
- Short, daily lesson writing and goal setting
- Individualized consultation opportunities to address specific writing needs

Interested? Register for the Master's Thesis Boot Camp online at <https://booknow.appointment-plus.com/7y1bx87c/>

WRITING GROUP

Writing groups encourage motivation and provide opportunities for feedback throughout the writing process. The GRC offers several writing groups:

- Tuesdays from 10 AM – 2 PM
- Wednesdays from 3 – 5 PM
- Fridays from 1:30 – 3 PM

If you want to form your own writing group, the GRC can provide a meeting space and promote your writing group to the graduate community.

WRITE-INS

Write-ins provide dedicated times to write in a distraction-free environment and promote the development of healthy writing habits. Participants set goals for the session and are often surprised by how much they can accomplish.

- April 15 (Friday) from 9 AM – 5 PM
- May 27 (Friday) from 9 AM – 3 PM

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LIFE SKILLS

GRADUATE DIVISION COUNSELOR – PHONG LUONG, PSY.D.

When he's not running the distance, teaching yoga, or fighting in Jiu-Jitsu and MMA matches, Phong Luong, Psy.D., lends support to graduate students who find themselves at a road bump. As UCI's Graduate Academic Counselor, Phong provides mentoring and guidance to these students while advising them on ways to overcome challenges they may be facing during graduate school.

Phong's office is located in the Graduate Division, Aldrich Hall 120. He is available between 8am–5 pm, or by appointment, Monday – Friday and may be reached via email at pbluong@uci.edu or phone at 949-824-0246.



WORKSHOP SCHEDULE

PRODUCTIVITY SOFTWARE: METHODS AND APPLICATIONS FOR TIME MANAGEMENT

MONDAY, APRIL 11, 3-4PM

Graduate students often find that they struggle with time management. This workshop will teach you about Getting Things Done, the Pomodoro method, and a number of other ways of improving your organization and prioritization skills. We will provide brief tutorials for some of the most popular to-do list and general productivity software applications.

"NO ONE TOLD ME THIS ABOUT GRAD SCHOOL." – LET'S TALK ABOUT IT.

WEDNESDAY, APRIL 20, 11AM-12:30PM

"Graduate school is easy," no one has ever said. Whether pursuing a Master's or a Ph.D., there are several things in the graduate school experience that weren't exactly covered in the recruitment materials. Graduate life is real life and it's much more than academics, research, and work. In this interactive experience, participants will gain new perspective and engage with fellow grad students, post-docs, and faculty in conversations about factors outside of the classroom that influence grad life, including personal well-being, work-life balance, and relationships.

STRENGTHEN YOUR RIGHT BRAIN TOWARDS GRADUATE SUCCESS

WEDNESDAY, MAY 11, 12:30-1:30PM

As graduate students and post-doc scholars, you may be accustomed to using your left brain activities for research done in a much linear and logical form. However, nurturing your right-brain activities can stimulate creative thought and play, impacting your mental wellness and work-life balance. Come to the GRC for outdoor creative projects aimed to relieve stress and foster creativity.

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