

## **PROFESSIONAL DEVELOPMENT RESOURCES**

### **Organizations**

#### **DECADE**

The DECADE (Diverse Educational Community and Doctoral Experience) program, is jointly overseen by Dr. Frances Leslie, Vice Provost for Graduate Education and Dean of Graduate Division and Dr. Douglas Haynes, Vice Provost of Equity, Diversity, and Inclusion. DECADE, originally funded by the Department of Education, aims to increase the number of underrepresented students receiving doctoral degrees. Using the ADVANCE Equity Advisor model to improve diversity and climate amongst the faculty, postdoctoral scholars, and graduate student populations, the program provides support for the recruitment and retention of a diverse population of students through programming that focuses on professional development, networking opportunities, skills building, and improving campus climate within the graduate community. DECADE faculty mentors in each program work with admissions committees on processes for holistic review and with faculty and students to establish programs that ensure a climate for equity and inclusion. UC Irvine has institutionalized the DECADE program since federal funding ended in 2014. It has also recently expanded the network to include DECADE-PLUS (Partnering in Leadership of Undergraduate Students), which provides structured mentoring for underrepresented freshman undergraduate students, and which is funded by the Department of Education.

#### **Associated Graduate Students**

The UC Irvine Associated Graduate Students is a campus organization that serves UC Irvine graduate students. The governing council is comprised of elected graduate students. They provide funding for small travel grants for professional development and for student created events that improve graduate students life at UC Irvine. They also send graduate students to Sacramento to lobby on the behalf of graduate education. In addition to funding and advocacy, AGS organizes an annual graduate research symposium and other community building events for graduate students.

### **Health and Wellness**

#### **Graduate Counselor**

UC Irvine's Graduate Division is the first in the UC system to recruit a Graduate Counselor to improve retention of graduate students and postdoctoral scholars. The Graduate Counselor is a trained clinical psychologist, working in a non-clinical capacity to help students and postdoctoral scholars with personal difficulties that impact their academic progress. The counselor offers various services such as time management, confidence building, academic goal setting and problem solving. The counselor does not offer mental health services but, rather, connects students and postdoctoral scholars to resources in the community and offers assistance in conflict resolution, particularly with faculty advisors. Underrepresented students and women in science disproportionately use this service, as do students at key transition points in their academic careers. This model has been positively received by both students and faculty, and is now being replicated on other UC campuses.

#### **Health and Wellness Certificate Program**

This is a twelve hour program designed to help graduate students and postdoctoral scholars develop an understanding of the connection between physical health, mental well-being, and professional success. This program covers the following topics: mental, physical, financial, and social health; and healthy time management and professional success.

#### **Graduate Resource Center**

The Graduate Resource Center (GRC), which is run by Graduate Division, is the functional arm of graduate retention and professional development at UC Irvine. The GRC, which is located in over 3000 sq.ft. of space in the Gateway Study Center in the UC Irvine campus core, supports the academic, professional and career development of graduate students and postdoctoral scholars, and is the primary venue for our Graduate Professional Success (GPS) program (<https://grad.uci.edu/professional-success/index.php>). The GRC runs a full slate of programming geared to help students and postdocs with professional and personal development, including: professional and career development, writing, diversity programs through DECADE, funding workshops, and work/life balance. In addition to one-off workshops, the GRC offers certificate programs, such as Mentoring Excellence and Communications Programs, which are a series of comprehensive and interactive workshops. The GRC also houses writing consultants, senior graduate students who are trained to help students and postdoctoral scholars with academic publications and fellowship applications.

## **NIH BEST**

Professor David Fruman directs the GPS Biomedical Sciences Program, funded as one of 17 NIH BEST grants nationwide. The program offers workshops, networking events and training that prepare biomedical sciences graduate students and postdoctoral scholars for careers within and beyond academia. Programming is organized around 4 themes: explore, train, experience, and transition.

## **Mentoring Resources**

### Mentoring Excellence Program

Effective mentoring is a crucial part of the academic experience. Mentors provide support and connect students to academic and campus resources to aid in the trainees' success. The Graduate Division's Mentoring Excellence program consists of six- two hour sessions focusing on skills and resources related to mentorship. Trained mentors obtain a skill set sought after in the career marketplace both inside and outside of academia. Current Mentoring Excellence Program participants also report that completion of the program improves the quality of their experiences as mentees. The program, which is open to graduate students and postdoctoral scholars across the campus, consists of the following topics: Building a Mentoring Relationship, Effective Interpersonal Communication, Ethical Issues in Academia, Mentoring Across Differences, Resilience and Conflict Resolution and Balancing Academics and Wellness.

### DECADE PLUS

The DECADE PLUS program is a partnership between the Graduate Division, the Office of Financial Aid, and the Division of Undergraduate Education. Graduate students have the opportunity to serve as leadership coaches for Chancellor's Excellence Scholars, who are undergraduate students from low academic performance index high schools and demonstrate great academic promise. In addition to taking the Mentoring Excellence Program, graduate leadership coaches are given additional mentorship training. Graduate student leaders and their mentees participate in large and small events and individual mentoring sessions with the purpose of helping undergraduates to establish a successful college experience via skill building, promotion of campus resources, and building social communities.

## **Communication Resources**

### Activate to Captivate

Public Speaking certificate program, is eight-week program that meets once a week for two hours, participants will learn presentations skills and public speaking fundamentals. They learn these through a series of strategies named W.A.V.E.: W is for Warm Up, which is a routine actors rely on to warm up their body and voice for each performance; A is for Actions, which helps participants decide how they want to present every new idea during

a presentation; V is for vocal variety which includes pitch, pace and volume and helps participants learn how to use their voice to effectively portray ideas; E is for Experience, which great presenters use to re-experience stories as they tell them. After the eight-week program, participants will know how to use their body and voice effectively, command a room and bring any presentation to life. During the first session, participants share a brief overview of their research, which is filmed. This overview is re-filmed in session eight and evaluated for improvement in their communication skills. Public Speaking is led by Bri McWhorter, an alumna with an MFA in Drama from UC Irvine, and founder of the communications company, Activate to Captivate. In addition to establishing a quarterly Public Speaking by Activate to Captivate certificate program and other communications workshops and boot camps, Ms. McWhorter has been the presentation coach for TEDx UC Irvine and UC Irvine's Associated Graduate Student Symposium. She also coached the winner, from UC Irvine, of the first UC system-wide three-minute speech competition, Grad Slam.

### Interview Skills Boot Camp

Interview Skills Boot Camp is a three-day boot camp that covers the various situations an interviewee may encounter during the interview process. Each day focuses on a different aspect of the interview process and train participants to adapt to changing circumstances and handle surprises with confidence; practice effective small talk; and experience the difference among interviewing with an individual, a panel, during a meal, and on Skype. The program is led by Activate to Captivate, which also leads the Public Speaking certificate program.

### **Data Science Certificate Program**

The short courses offered by the Data Science Initiative form a basic foundation in modern tools and techniques. The Data Science certificate rather builds practical skills which are not well-represented in available academic courses. The only prerequisite is some familiarity with a programming language such as python, R, java, matlab, etc. After completing an initial workshop, UC Irvine graduate students and postdoctoral scholars can enroll in the certificate program here. Certified students and postdoctoral scholars must complete 4 short courses of at least 1 full day each--thirty two classroom hours in total. The courses typically have substantial interactive components during which participants work through practice exercises. Participants will take an Introduction to R, Predictive Modeling with Python, and choose any 2 other workshops of the following workshops: Introduction to Linux/HPC, Introduction to Big Data with Hadoop and Advanced R. The final requirement is to help instruct a course which they have already taken. The goal for this requirement is that the participant cement their own understanding of the basic concepts, while also practicing instruction of others. Ultimately, the participants will spread the skills that they have learned to their colleagues. By the end of the program, postdoctoral scholars and graduate students will have learned the following: calculating summary statistics; data cleaning and filtering; data visualization; regression models; classification models and familiarity with R; python; shell scripting and git & GitHub.

### **Teaching Resources**

#### CIRTL

UC Irvine belongs to the Center for Integration of Research, Teaching and Learning (CIRTL) network, a nationwide community of 41 doctoral research universities. The mission of CIRTL is to train graduate students and postdoctoral scholars in STEM fields for future faculty positions that will implement and advance teaching practices for diverse student populations. Graduate Division and the Division of Undergraduate Education are partnering to offer graduate students and postdoctoral scholars with teaching opportunities, pedagogy training, online learning communities, teaching as learning projects, and opportunities to present CIRTL-related research projects.

#### Teaching Excellence Certificate

The Center for Engaged Instruction, Division of Teaching and Learning offer a Teaching Excellence Certificate. The purpose of the program is to provide extended pedagogical training and experience for any graduate student or postdoctoral scholar. Upon completion of the program, participants will be able to design lessons and curricula using high-impact, best practices based on evidence based pedagogical principles; analyze and assess teaching practices; effectively present and facilitate learning; and analyze and write an accurate statement of teaching philosophy. The program is flexible and participants can earn their certificate multiple ways.

### Foundations of Teaching

The Foundations of Teaching certificate program consists of six-two hour interactive sessions. It is also one of the programs that can be taken to fulfill part of the Teaching Excellence Certificate. This program, which is open to graduate students and postdoctoral scholars across campus, offers insights into research-based teaching strategies to increase learning and maximize student engagement. Participants who complete all sessions and requirements will receive a Foundations of Teaching Certificate from the UC Irvine Graduate Division. The topics that are covered, include: How People Learn – Learning Theories, Learning Outcomes and Growth Mind-Sets; Communication for Teaching by Activate to Captivate; Active Learning and Student-Centered Instruction; Teaching and Learning in Diverse Environments; Alternatives to Lectures; and Teaching demonstrations.

### **Career Preparation**

#### Preparing for a Faculty Career

The Preparing for an Academic Career certificate program consists of eight-two hour interactive sessions. The program will focus on preparing graduate students and postdoctoral scholars for the academic job market. Topics will include how to search for academic positions, preparing an application for an academic position, crafting an effective teaching philosophy, and preparing for the job interview.