

CAREER PLANNING RESOURCES FOR PENN DOCTORAL STUDENTS

This will become a hyperlinked web page by late Sept. 2009.

<http://www.vpul.upenn.edu/careerservices/>

	First- and Second-Year Students (& Third Year Students in Some Programs)	Students in the Beginning Stages of the Dissertation	Students in the Final Stages of their Dissertation
Your Department	<p><u>ACADEMIC CAREER:</u> <i>Exploration/Networking:</i></p> <ul style="list-style-type: none"> Attend department orientations, training sessions. Attend school/departmental training for TA's and gain experience as a teaching assistant. Get faculty to know your teaching by having them attend your class and discussing your practices. This is valuable for strong letters Seek experience overseeing undergraduate research. <p><u>OTHER CAREER OPTIONS:</u> <i>Exploration/Networking:</i></p> <ul style="list-style-type: none"> If you are doing research that has industry applications, begin to build industry contacts. Gain experience presenting your work to people in industry. Attend career presentations. <p><i>Mentoring:</i></p> <ul style="list-style-type: none"> Plan your course of study with your advisor. 	<p><u>ACADEMIC CAREER:</u> <i>Exploration:</i></p> <ul style="list-style-type: none"> Begin attending conferences in your field (GAPSA provides travel funds). Participate in the hiring process for any new candidates for faculty positions in your department. Attend their job talks. <p><i>Mentoring:</i></p> <ul style="list-style-type: none"> Discuss your career plans with your advisor. Scientists should begin researching postdoctoral options. Once accepted by a lab, consider funding resources (apply 6-10 mo. in advance). <p><i>Writing:</i></p> <ul style="list-style-type: none"> Develop your publications. <p><u>OTHER CAREER OPTIONS:</u> <i>Networking:</i></p> <ul style="list-style-type: none"> Try to locate former students in your program who have left the academy and talk to them. Talk to faculty with contacts outside of academia. 	<p><u>ACADEMIC CAREER:</u> <i>Mentoring:</i></p> <ul style="list-style-type: none"> Seek faculty advice and support (letters of recommendations). If teaching your own course, get faculty feedback. <p><i>Interviews:</i></p> <ul style="list-style-type: none"> Actively pursue first interviews for faculty positions. Apply for postdocs. Arrange to practice your job talk for faculty members and graduate students. Participate in your discipline's annual conference. <p><u>OTHER CAREER OPTIONS:</u> <i>Exploration/ Networking:</i></p> <ul style="list-style-type: none"> Attend industry seminars sponsored by your department. <p><i>Interviews:</i></p> <ul style="list-style-type: none"> Participate in any department recruiting activities (with industry employers).
Career Services Career Services is located on the ground floor of the McNeil Building at 3718 Locust Walk	<p><u>ACADEMIC CAREER:</u> <i>Exploration:</i></p> <ul style="list-style-type: none"> Attend Career Services' <i>Insider's Guide to Graduate Education at Penn.</i> Begin developing your CV. Attend a CV writing workshop. Learn about Career Services resources, programs and services and meet with a career advisor. Sign-up for a CS e-mail distribution list. <p><u>OTHER CAREER OPTIONS:</u> <i>Exploration:</i></p> <ul style="list-style-type: none"> Seek internships. Attend panels on career opportunities. Utilize CS library and read about career options. Use Resources for Doctoral Students in the Early Stages of the Program at: www.vpul.upenn.edu/careerservices/gradstud/earlystages.html. Use assessment tools on web site. 	<p><u>ACADEMIC CAREER:</u></p> <ul style="list-style-type: none"> Purchase <i>The Academic Job Search Handbook</i> (\$10 for Penn Ph.D. students). Attend workshops and panels on the applying for jobs and postdocs. <p><u>OTHER CAREER OPTIONS:</u> <i>Exploration:</i></p> <ul style="list-style-type: none"> Meet with a career advisor to discuss your plans. Attend "Expanded Career Opportunities for Ph.D.'s" and other "alternative career" programs. Review web site to learn about potential career paths and relevant resources: http://www.vpul.upenn.edu/careerservices/gradstud/alternative_careers_grads.html <p><i>Networking:</i></p> <ul style="list-style-type: none"> Use PACNet (Penn Alumni Career Network) to find alums to talk to while researching career fields. Attend presentations by employers. 	<p><u>ACADEMIC CAREER:</u></p> <ul style="list-style-type: none"> Attend Academic Career Conference and Faculty Conversation sessions. Make an appointment with a career advisor to look over your job search materials. Arrange a mock interview to polish your interview skills. <p><u>OTHER CAREER OPTIONS:</u></p> <ul style="list-style-type: none"> Work with a career advisor to identify potential employers and sources of job listings in your fields of interest. Have resume(s) and cover letters critiqued. Use PennLink to apply for on-campus interviews. Attend workshops on interviewing and networking. Arrange a mock interview to polish your interview skills. Talk with employers at career fairs.
On Your Own	<ul style="list-style-type: none"> Read <i>the Chronicle of Higher Education</i> regularly. Scientists and engineers should start becoming familiar with the web site sciencecareers.org Struggling with the demands of graduate school, motivation issues, working under your potential, relationship/family demands and other stresses, see someone at CAPS. 	<ul style="list-style-type: none"> Create a LinkedIn profile. Join your scholarly association. Open an Interfolio file and request recommendations from professors. Struggling with motivation, feeling stuck, working under your potential, relationship/family demands and other stresses, see someone at CAPS. 	<ul style="list-style-type: none"> Update LinkedIn profile. Request updated recommendations. Struggling with motivation, feeling stuck, faced with relationship/family demands, transitioning from being a student to the "real" world and other stresses see someone at CAPS.

	First- and Second-Year Students (& Third Year Students in Some Programs)	Students in the Beginning Stages of the Dissertation	Students in the Final Stages of their Dissertation
Counseling and Psychological Services	<p><u>ACADEMIC CAREERS:</u></p> <ul style="list-style-type: none"> Join a support group, such as the Graduate Women's Group. <p><u>OTHER CAREER OPTIONS:</u></p> <ul style="list-style-type: none"> Take advantage of CAPS Career Testing Services. 	<p><u>ACADEMIC CAREERS:</u></p> <ul style="list-style-type: none"> Join a dissertation support group. Attend Career Development Workshops. <p><u>OTHER CAREER OPTIONS:</u></p> <ul style="list-style-type: none"> Take advantage of CAPS Career Testing Services. 	<p><u>ACADEMIC CAREERS:</u></p> <ul style="list-style-type: none"> Join a dissertation support group. Attend Career Development Workshops. <p><u>OTHER CAREER OPTIONS:</u></p> <ul style="list-style-type: none"> Take advantage of CAPS Career Testing Services.
Graduate Student Center	<ul style="list-style-type: none"> Attend Grad Center's Navigating the Classroom, Dissertation and Grant programs. Connect with the Grad Center: weekly e-mail, Facebook, and Twitter <p><i>Exploration/Networking:</i></p> <ul style="list-style-type: none"> Attend talks on various topics. Connect with peers from many departments. <p><i>International Students:</i></p> <ul style="list-style-type: none"> Improve your English at language chats. 	<ul style="list-style-type: none"> Attend Grad Center's Navigating the Classroom, Dissertation and Grant programs. Take advantage of two matching services: Dissertation Groups and Peer2Peer Grant Advice. Connect with the Grad Center: weekly e-mail, Facebook, and Twitter <p><i>International Students:</i></p> <ul style="list-style-type: none"> Improve your English at language chats. 	<ul style="list-style-type: none"> Attend Grad Center's Dissertation Boot Camp. <p><i>International Students:</i></p> <ul style="list-style-type: none"> Improve your English at language chats. Connect with the Grad Center: weekly e-mail, Facebook, and Twitter.
Student Governance such as SASGov and GAPSA	<ul style="list-style-type: none"> Connect with peers from many departments. Learn about the organization of the University. Sign up for the GAPSA listserv to get updates on University policies. Serve on a University Committee via GAPSA. 	<ul style="list-style-type: none"> Get a GAPSA travel grant to support your research, or for funding your student organization. Gain valuable skills organizing meetings and conferences, serving on committees and overseeing budgets 	
Student Career Groups	<ul style="list-style-type: none"> Subscribe to e-mail lists of groups that interest you such as Penn Biotech Group and Graduate Student Consulting Group. 	<ul style="list-style-type: none"> Attend meetings and do projects. Hold office and develop leadership skills. 	<ul style="list-style-type: none"> Take opportunities to practice interviewing, case interviews, presenting information.
Library	<ul style="list-style-type: none"> Attend an orientation during your first semester. Learn about workshops offered by the libraries. 	<ul style="list-style-type: none"> Make an appointment with a reference librarian to discuss your research needs. 	<p><u>OTHER CAREER OPTIONS:</u></p> <ul style="list-style-type: none"> Review Research Guides in various careers.
Center for Teaching and Learning	<ul style="list-style-type: none"> Attend teaching workshops, arrange to have a class observed or visit for a consultation to develop teaching skills and ability to talk about teaching. http://www.ctl.sas.upenn.edu Begin to develop your teaching portfolio. Consider pursuing the CTL Teaching Certificate: http://www.sas.upenn.edu/ctl/grad/certificate.html 	<p><i>Teaching/Interviews:</i></p> <ul style="list-style-type: none"> Have your teaching videotaped and critiqued. Polish your presentation skills. 	<ul style="list-style-type: none"> Consider pursuing the CTL Teaching Certificate: http://www.sas.upenn.edu/ctl/grad/certificate.html Get feedback on your Statement of Teaching Philosophy
Weingarten Learning Resources Center	<p><i>Make an appointment (573-9235) to:</i></p> <p>Develop a system of time management that will balance your academic, professional and social commitments</p> <p>Reflect on your learning style and study methods and develop additional reading, writing and study strategies</p> <p>Extend preparation strategies for Comprehensive and First Year exams</p> <p><i>International Students:</i> Attend the <i>Academics Plus</i> workshops to develop academic reading, writing, discussion, and listening skills</p>	<p><i>Make an appointment (573-9235) to:</i></p> <p>Explore methods of managing the proposal and dissertation processes</p> <p>Extend strategies for navigating the challenges of graduate reading and analysis</p> <p>Take advantage of services and workshops to improve your writing</p>	<p><i>Make an appointment (573-9235) to:</i></p> <p>Develop a timeline and writing plan to meet final dissertation deadlines</p> <p>Discuss presentation of the dissertation at the final hearing</p>

Writing Center	<ul style="list-style-type: none"> • Make an appointment with a senior tutor to get guidance and feedback on any stage of your writing. Visit our website: http://writing.upenn.edu/critical/help/ 	<ul style="list-style-type: none"> • Make an appointment with a senior tutor to get guidance and feedback on any stage of your writing. Visit our website: http://writing.upenn.edu/critical/help/ 	<ul style="list-style-type: none"> • Make an appointment with a senior tutor to get guidance and feedback on any stage of your writing. Visit our website: http://writing.upenn.edu/critical/help/
International Student and Scholar Services, Office of International Programs	<p><i>F-1 and J-1 International Students:</i></p> <ul style="list-style-type: none"> • Attend orientation programs to meet other students. • Check the OIP-ISSS web site at www.upenn.edu/oip/iss regularly for important updates and events. • If you'd like to work in the U.S. prior to beginning your dissertation, review relevant information on the OIP-ISSS website and consult an OIP-ISSS advisor to discuss your options. 	<p><i>F-1 and J-1 International Students:</i></p> <ul style="list-style-type: none"> • Attend orientation programs to meet other students. • Check the OIP-ISSS web site at www.upenn.edu/oip/iss regularly for important updates and events. • If you'd like to work in the U.S. prior to beginning your dissertation, review relevant information on the OIP-ISSS website and consult an OIP-ISSS advisor to discuss your options. 	<p><i>F-1 and J-1 International Students:</i></p> <p>If you'd like to work in the U.S. after graduation, review relevant information on the OIP-ISSS website and consult an OIP-ISSS advisor to discuss your options.</p>

University of Pennsylvania Career Services - <http://www.vpul.upenn.edu/careerservices/>