# CAREER PLANNING TIMELINE AND RESOURCES FOR PENN DOCTORAL STUDENTS

## Your Department

<table>
<thead>
<tr>
<th>First- and Second-Year Students (&amp; Third Year Students in Some Programs)</th>
<th>Students in the Beginning Stages of the Dissertation</th>
<th>Students in the Final Stages of their Dissertation</th>
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</thead>
</table>
| **ACADEMIC CAREER:** Exploration/Networking:  
- Attend department orientations, training sessions.  
- Attend schooldepartmental 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.  
**OTHER CAREER OPTIONS:** Exploration/Networking:  
- 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.  
  **Mentoring:**  
  - Plan your course of study with your advisor. | **ACADEMIC CAREER:** Exploration:  
- 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.  
**Mentoring:**  
- Discuss your career plans with your advisor.  
- Scientists should begin researching postdoctoral options. Once accepted by a lab, consider funding resources (apply 6-10 months in advance).  
**Writing:**  
- Develop your publications.  
**OTHER CAREER OPTIONS:** Networking:  
- 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. | **ACADEMIC CAREER:** Mentoring:  
- Seek faculty advice and support (letters of recommendations). If teaching your own course, get faculty feedback.  
**Interviews:**  
- 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.  
**OTHER CAREER OPTIONS:** Exploration/Networking:  
- Attend industry seminars sponsored by your department.  
**Interviews:**  
- 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

| **ACADEMIC CAREER:** Exploration:  
- Attend Career Services’ program Insider’s Guide to Graduate Education at Penn.  
- Read “Navigating the Course of Your PhD.” here: [www.vpul.upenn.edu/careerservices/navigatingPhD.php](http://www.vpul.upenn.edu/careerservices/navigatingPhD.php)  
- Begin developing your CV.  
- Learn about Career Services resources, programs and services and meet with a career advisor.  
- Sign-up for a CS email distribution list.  
**OTHER CAREER OPTIONS:** Exploration:  
- Seek internships.  
- Attend panels on career opportunities.  
- Utilize CS library and read about career options.  
- Use self-assessment tools on website. | **ACADEMIC CAREER:** Purchase The Academic Job Search Handbook ($10 for Penn PhD students).  
- Attend workshops and panels on the applying for jobs and postdocs.  
**OTHER CAREER OPTIONS:** Exploration:  
- Meet with a career advisor to discuss your plans.  
- Attend “Leveraging your PhD” and other “expanded” careers programs.  
- Review the CS website to learn about potential career paths and relevant resources: [www.vpul.upenn.edu/careerservices/careerfields/Networking](http://www.vpul.upenn.edu/careerservices/careerfields/Networking)  
  - Use QuakerNet (Penn’s alumni career network) to find alumni to talk to while researching career fields.  
  - Attend presentations by employers. | **ACADEMIC CAREER:**  
- Attend Academic Career Conference and Faculty Conversations program sessions.  
- Make an appointment with a career advisor to look over your job search materials.  
- Arrange a mock interview to polish your interview skills.  
**OTHER CAREER OPTIONS:**  
- 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

| **ACADEMIC CAREER:**  
- Read the Chronicle of Higher Education regularly.  
- Scientists and engineers should start becoming familiar with the website [sciencecareers.org](http://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. | **ACADEMIC CAREER:**  
- Learn about social media. Create a LinkedIn profile and one at [academia.edu](http://academia.edu).  
- 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. | **ACADEMIC CAREER:**  
- 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. |

[http://www.vpul.upenn.edu/careerservices/](http://www.vpul.upenn.edu/careerservices/)
<table>
<thead>
<tr>
<th><strong>Counseling and Psychological Services</strong></th>
<th><strong>Student and International Marks Family Resources Center</strong></th>
<th><strong>Learning Weingarten Learning Teaching and Center for Library Groups</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACADEMIC CAREERS:</strong></td>
<td>• Join a support group, such as the Graduate Women’s Group.</td>
<td>• Attend a CAPS career workshop Finding Your Fit.</td>
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<td><strong>OTHER CAREER OPTIONS:</strong></td>
<td>• Attend CAPS career workshop Finding Your Fit.</td>
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<td><strong>Graduate Student Center</strong></td>
<td>• Access the Grad Center’s Navigating the Classroom, Dissertation and Grant programs and resources. <a href="http://www.gsc.upenn.edu/activities/">www.gsc.upenn.edu/activities/</a></td>
<td>• Access the Grad Center’s Navigating the Classroom, Dissertation and Grant programs and resources. <a href="http://www.gsc.upenn.edu/activities/">www.gsc.upenn.edu/activities/</a></td>
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<td><strong>Exploration/Networking:</strong></td>
<td>• Connect with the Grad Center: weekly email, Facebook, and Twitter. Exploration/Networking:</td>
<td>• Take advantage of two matching services: Dissertation Groups and Peer2Peer Grant Advice.</td>
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<td><strong>International Students:</strong></td>
<td>• Attend talks on various topics.</td>
<td>• Connect with the Grad Center: weekly email, Facebook, and Twitter. International Students:</td>
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<td><strong>OTHER CAREER OPTIONS:</strong></td>
<td>• Connect with peers from many departments.</td>
<td>• Improve your English at language chats.</td>
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<tr>
<td><strong>Student Governance such as SASGOV and GAPSA</strong></td>
<td>• Improve your English at language chats.</td>
<td>• Get a GAPSA travel grant to support your research, or for funding your student organization.</td>
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<td><strong>Student Career Groups</strong></td>
<td>• Join the Grad Center’s Navigating the Classroom, Dissertation and Grant programs and resources. <a href="http://www.gsc.upenn.edu/activities/">www.gsc.upenn.edu/activities/</a></td>
<td>• Gain valuable skills organizing meetings and conferences, serving on committees and overseeing budgets.</td>
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<tr>
<td><strong>Library</strong></td>
<td>• Join a dissertation support group.</td>
<td>• Attend meetings and workshops offered by the libraries.</td>
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<td><strong>Center for Teaching and Learning</strong></td>
<td>• Attend a CAPS career workshop Finding Your Fit.</td>
<td>• Make an appointment with a reference librarian to discuss your research needs.</td>
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<td><strong>Make an appointment (215-573-9235) to:</strong></td>
<td>• Develop a time management system that will balance your academic, professional and social commitments.</td>
<td>• <strong>OTHER CAREER OPTIONS:</strong></td>
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<tr>
<td><strong>Weingarten Learning Resources Center</strong></td>
<td>• Reflect on your learning style and study methods to develop additional reading/writing/study strategies</td>
<td>• Consider pursuing the CTL Teaching Certificate: <a href="http://www.upenn.edu/ctl/programs_services/graduate_students/programs/ctl_teaching_certificate">www.upenn.edu/ctl/programs_services/graduate_students/programs/ctl_teaching_certificate</a></td>
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<tr>
<td><strong>Marks Family Writing Center</strong></td>
<td>• Keep your presentation skills.</td>
<td>• Get feedback on your Statement of Teaching Philosophy.</td>
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<td><strong>Make an appointment with a senior tutor to get guidance and feedback on any stage of your writing.</strong></td>
<td>• Explore methods of managing the proposal and dissertation processes.</td>
<td><strong>Make an appointment (215-573-9235) to:</strong></td>
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<td><strong>International Student and Scholar Services, PennGlobal</strong></td>
<td>• Extend strategies for navigating the challenges of graduate reading and analysis.</td>
<td>• Develop a timeline and writing plan to meet final dissertation deadlines.</td>
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<tr>
<td><strong>F-1 and J-1 International Students:</strong></td>
<td>• Take advantage of services and workshops to improve your writing.</td>
<td>• Discuss presentation of the dissertation at the final hearing.</td>
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<td><strong>International Students:</strong></td>
<td>• Attend orientations to meet other students.</td>
<td><strong>Make an appointment with a senior tutor to get guidance and feedback on any stage of your writing.</strong></td>
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<td><strong>F-1 and J-1 International Students:</strong></td>
<td>• Check global.upenn.edu/issss regularly.</td>
<td>See: writing.upenn.edu/critical/wc</td>
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<td><strong>Check global.upenn.edu/issss regularly.</strong></td>
<td>• If you’d like to work in the U.S. prior to beginning your dissertation, consult an ISSS advisor to discuss your options.</td>
<td><strong>International Students:</strong></td>
</tr>
<tr>
<td><strong>Attend orientations to meet other students.</strong></td>
<td>• Check global.upenn.edu/issss regularly for important updates and events.</td>
<td>If you’d like to work in the U.S. after graduation, review relevant information on the ISSS website and consult an ISSS advisor to discuss your options.</td>
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<td><strong>If you’d like to work in the U.S. prior to beginning your dissertation, consult an ISSS advisor to discuss your options.</strong></td>
<td>• If you’d like to work in the U.S., consult an ISSS advisor to discuss your visa options.</td>
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