



Carleton
UNIVERSITY

Faculty of
**Graduate and
Postdoctoral Affairs**

Professional Development Initiatives 2020/21

Graduate and Postdoctoral Professional Development

Professional Development

As you progress through your graduate program, it is tempting to focus only on your immediate future. But no matter how far along you are or how busy you may be, take the time to look ahead at what awaits you after graduation. If you develop a clear vision of your long-term career path, you will work with added focus and direction because you will be building a future for yourself and your ideas.

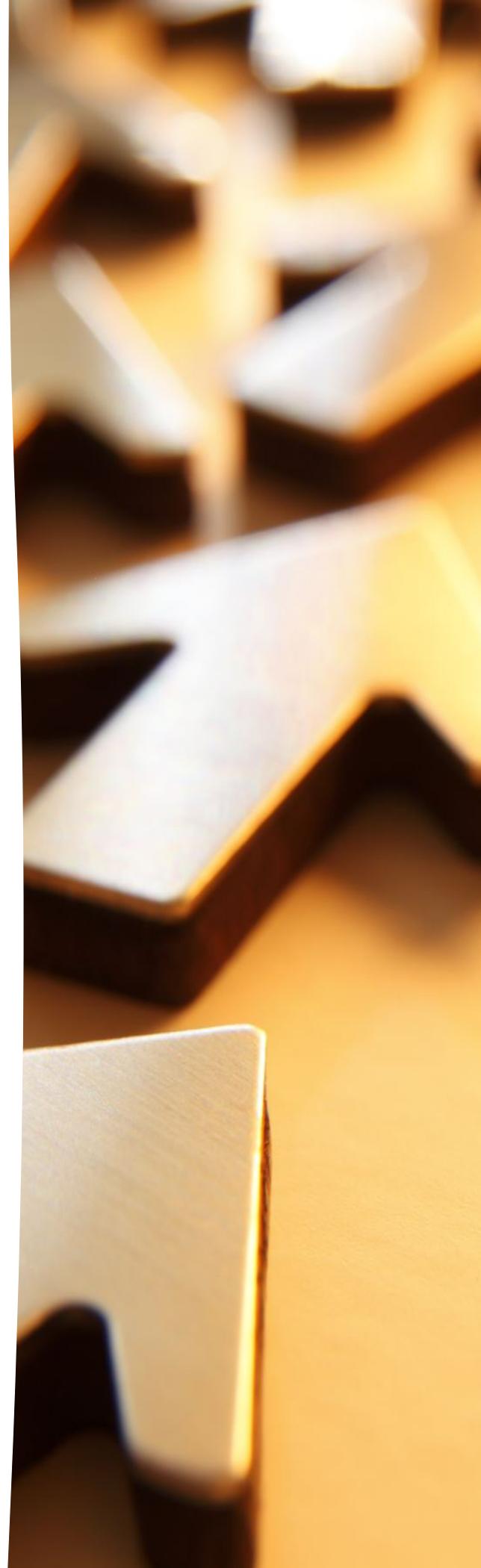
Remember that professional development is a holistic and strategic process that encompasses a wide variety of activities. The goal is the enhancement of your overall skillset and, ultimately, the improvement of your employability upon graduation. With the right approach and tools, professional development will help boost your chances of starting a rewarding career upon the completion of your program.

The next pages highlight our new professional development initiatives in **Career Planning, Networking and Community**, and **Professional Writing**. All initiatives are optimized for **virtual delivery**.

You'll also find information about our ongoing offerings.

Visit our website to register for activities, learn more about our new and ongoing programs, and add your email address to our mailing list if you wish to receive regular updates.

carleton.ca/gradpd



Career Planning

Establish Your Career Narrative is a comprehensive professional development program designed for graduate students and postdoctoral fellows. It provides you with the knowledge and guidance you need to prepare for the job market as you progress through your academic program.

This program helps you:

- Identify your existing skills
- Explore the job market
- Enhance your skills
- Brainstorm ideas and strategies
- Create your own Individual Development Plan
- Locate career guides and resources

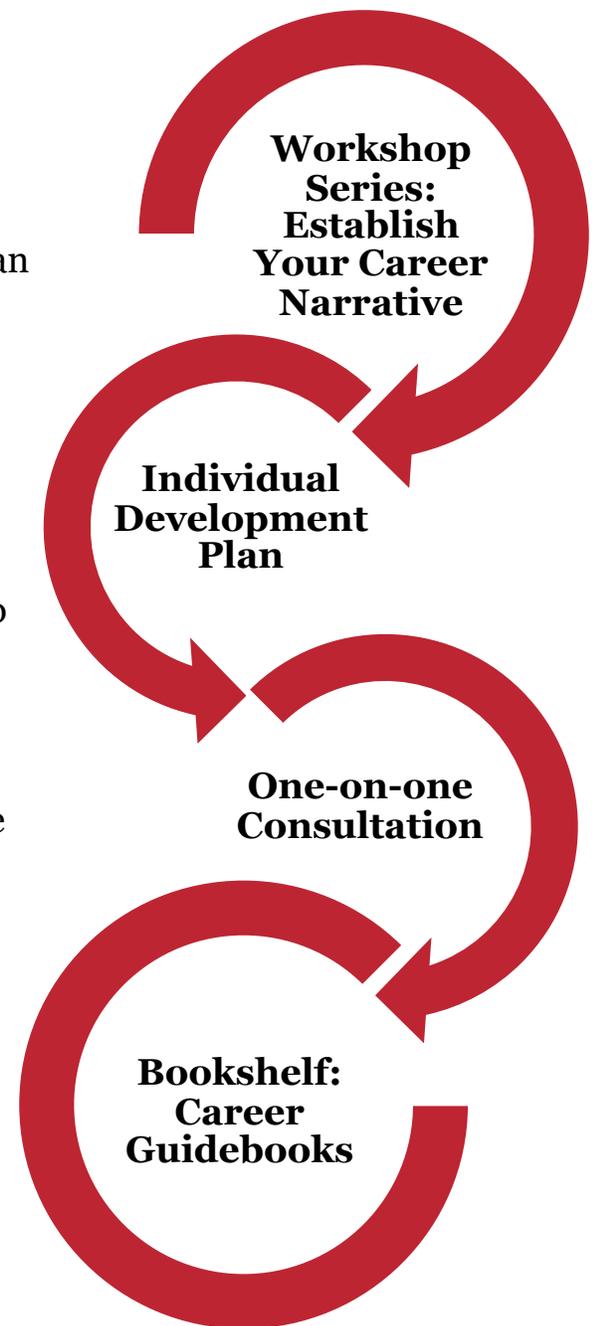
Program components:

Core Workshops: attend the workshops to learn how to translate your existing skills and past experiences into new professional contexts, set career goals based on your research of the job market, and select suitable professional development activities

Individual Development Plan (IDP): create your own IDP—a tool that allows you to track and evaluate the progress of your skill development

One-on-one Consultations: request an appointment to discuss the workshop material, receive assistance in creating and enhancing your IDP, and brainstorm ideas and strategies

Bookshelf: read our reviews of career guides for graduate students and academics



Networking and Community

Events: Conversations with Alumni

In this event series we interview Carleton alumni who hold positions in a wide range of organizations and sectors such as government, non-profit, and arts and entertainment. Learn about the skills required for particular careers and gain insight on how to secure a position. Expand your horizons by learning about careers you might not have considered before.

The conversations are followed by Q&A sessions during which you can engage directly with our guest speaker.

Events: Alt-Ac Career Series

Learn about the wide world of non-faculty or “alternative academic” (“alt-ac”) careers in higher education. Each session will consist of a brief overview of a specific alt-ac field, followed by an interview with a Carleton professional working in that field. Sessions will cover such fields as communications, research facilitation, advancement services, and more.

This series is not just for those who hope to work in higher education, as the professions covered are found in a range of other sectors as well.

Chat: The Grad Café

The Grad Café is a regular online chat typically scheduled on Friday afternoons. During each of the one-hour sessions, we cover various topics relating to graduate student and postdoc life, with a focus on thesis writing and professional development. Discussions are collegial and informal, so feel free to bring tea, coffee or a snack to your computer or device and join in.

Professional Writing

Many professions both inside and outside of academia demand a high level of writing skill. Our **Professional Writing Modules** are designed to develop your skills in common formats of professional writing.

Each module consists of two 90-minute sessions. Before attending the first session, participants read a selection of texts on the topic.

Session 1: participants focus on understanding and critiquing the writing principles and advice presented in the readings. For homework, they are asked to compose a short text applying the writing principles discussed.

Session 2: participants offer constructive critiques of the writing samples in order to gain further insight into the writing principles and techniques.

There are three Professional Writing Modules available:

Writing Academic Papers

A demystification of key aspects of academic writing. We will explore both the established conventions of academic writing and the methods authors use to write creatively within those constraints.

Writing Reports

An introduction to the process of report writing. We will begin by exploring various report writing principles and formats before examining both short and long forms, including progress and research reports.

Writing Grant Proposals

An introduction to grant proposal writing. We will discuss the basic components of grant proposals as well as explore the key elements of proposals, such as the articulation of problems, goals, and objectives.

Ongoing Offerings

- **Professional Skill Development Workshops:**

The skills workshops are designed to assist graduate students and postdocs in developing a variety of academic transferable skills as part of their professional development. They are offered regularly during the fall and winter terms.

- **Writing Consultations:**

Our one-on-one writing consultations are designed to assist you with writing-related challenges. Book a consultation to discuss the planning of your research project, ask questions about your academic papers and thesis, talk about your writing-related challenges and how to overcome them, and receive constructive feedback on your work.

- **Postdoc Consultations:**

Our one-on-one postdoc support consultations are intended to assist postdoctoral fellows in the planning and implementation of their professional objectives while at Carleton. Potential topics of discussion include planning and writing academic articles, the academic and non-academic job markets, review of job documents, and crafting a professional development plan.

- **Book Reviews:**

Access our reviews of books that address issues pertinent to graduate students and postdocs. The curated list includes writing and career guidebooks which tackle a variety of issues, including academic writing and career planning..

Ongoing Offerings, cont.

- **The Three Minute Thesis (3MT):**

The 3MT is a celebration of graduate student research. The competition challenges grad students to communicate the key concepts of their research in a compelling presentation lasting three minutes or less. A panel of judges evaluates each of the presentations. The winners receive both recognition and monetary prizes.

- **Mitacs Workshops:**

The Mitacs Training program offers a wide selection of online workshops that are open to all graduate students and postdocs. Mitacs curriculum seeks to enhance competencies in four key areas: Leadership & Management, Communication & Relationship Building, Personal & Professional Management, and Entrepreneurialism.

- **LinkedIn Learning:**

LinkedIn Learning is a self-service training site designed to help students gain new skills and advance their careers. It offers an on-demand customized learning experience that features instructional content relevant to the learner's professional interests and goals. As a Carleton student, you automatically have free access to the content.

- **Research Project Planner:**

Read our Research Project Planner for advice and tips on how to address the most common challenges graduate students face as they plan and write research papers and theses. Sections included: Organization, Research Topic, Research Proposal, Literature Review, and Methodology.

david.lafferty@carleton.ca

karim.abuawad@carleton.ca

@CarletonGradPD

carleton.ca/gradpd



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