

# UIC Graduate College Professional Development Activities Checklist

	Department and Discipline	Research	Teaching	Career
<b>All Stages</b>	<ul style="list-style-type: none"> <li>○ Read the key literature in your field</li> <li>○ Meet departmental milestones</li> <li>○ Seek out mentors</li> <li>○ Connect with advanced students</li> </ul>	<ul style="list-style-type: none"> <li>○ Apply for grants and fellowships</li> <li>○ Participate in academic writing workshops</li> </ul>	<ul style="list-style-type: none"> <li>○ Attend workshops related to teaching and presenting</li> </ul>	<ul style="list-style-type: none"> <li>○ Identify transferable skills</li> <li>○ Attend job talks, lectures and seminars in your department</li> <li>○ Build your CV or resume</li> <li>○ Informational Interviews</li> </ul>
<b>Early Stage</b> (coursework; pre-doctoral)	<ul style="list-style-type: none"> <li>○ Learn about programs and resources</li> <li>○ Develop a strategic plan (IDP) with your academic adviser</li> <li>○ Meet with your subject librarian</li> <li>○ Join campus committees</li> <li>○ Join student organizations</li> <li>○ Explore, what are the variety of things someone could do with my degree?</li> </ul>	<ul style="list-style-type: none"> <li>○ Explore resources for internal and external grants and fellowships</li> <li>○ Apply for grants and fellowships</li> </ul>	<ul style="list-style-type: none"> <li>○ Attend TA Orientation</li> <li>○ Take GC 593 Foundations of College Teaching</li> <li>○ Take GC 594 Practicum in College Teaching</li> <li>○ Request teaching evaluations &amp; create your own</li> <li>○ Start building portfolio</li> </ul>	<ul style="list-style-type: none"> <li>○ Explore Graduate College &amp; Career Services programs and resources</li> <li>○ Complete a self-assessment</li> <li>○ Build your campus network</li> <li>○ Build your CV</li> <li>○ Attend job talks in your department</li> <li>○ Start career exploration</li> </ul>
<b>Mid Stage</b> (master's research; candidacy exams)	<ul style="list-style-type: none"> <li>○ Assess and alter your strategic plan</li> <li>○ Meet departmental milestones</li> <li>○ Develop a network within your department</li> <li>○ Pursue leadership and service options</li> <li>○ Join professional organizations and build your external network</li> <li>○ Departmental progress evaluation</li> </ul>	<ul style="list-style-type: none"> <li>○ Participate in academic writing workshops</li> <li>○ Attend and present at conferences (Find out which ones are good for your discipline)</li> <li>○ Apply for grants and fellowships</li> <li>○ Volunteer as a journal reviewer</li> </ul>	<ul style="list-style-type: none"> <li>○ Complete a mentored teaching experience</li> <li>○ Arrange for teaching observation / consultation</li> <li>○ Strengthen portfolio</li> </ul>	<ul style="list-style-type: none"> <li>○ Explore career opportunities in your field</li> <li>○ Identify your transferable skills</li> <li>○ Draft application materials</li> <li>○ Seek internship opportunities</li> <li>○ Attend job talks in your department</li> </ul>
<b>Late Stage</b> (dissertation; job search)	<ul style="list-style-type: none"> <li>○ Request references and identify job opportunities</li> <li>○ Mentor junior students</li> <li>○ Meet all deadlines</li> <li>○ Write and practice your job talk</li> <li>○ Attend a dissertation defense</li> <li>○ Attend invitational Associate Professor Interviews</li> </ul>	<ul style="list-style-type: none"> <li>○ Form or join a dissertation reading/writing group</li> <li>○ Build international and interdisciplinary network</li> <li>○ Publish your research</li> <li>○ Apply for dissertation fellowships</li> <li>○ Develop a 5-year research plan</li> <li>○ Identify potential funding sources for continued research</li> </ul>	<ul style="list-style-type: none"> <li>○ Pursue "Instructor of Record" opportunities where you are the instructor for the course</li> <li>○ Finalize portfolio</li> <li>○ Develop teaching demonstration for academic interview</li> </ul>	<ul style="list-style-type: none"> <li>○ Finalize job application materials</li> <li>○ Tap into your professional network for job opportunities</li> <li>○ Learn how to interview</li> <li>○ Attend job talks in your department</li> </ul>