

International Graduate Students' Professional Development



What is professional development?

As a graduate student in the U.S., you will often hear the term “professional development.” For students this means learning about your future career choices, understanding the expectations of your chosen discipline, and gaining new skills that will help you become successful in the workplace after you graduate.

Your life as a graduate student will be very busy with classes, research, work and personal activities. Finding time for your own professional development is possible if you make a plan. For example, set an easy goal of attending 2-3 professional development workshops each semester to gain new skills. You should also meet with your mentor regularly to report on your academic progress and ask about opportunities to publish and present. Use free online resources to improve your skills and visit a career services office to improve your résumé or CV. If you complete one step at a time, you will be able to manage your time wisely. *Welcome to the University of Missouri!*

Step 1: Meet others (networking) and prepare your job search documents

- Practice a 30 second self introduction. Include your name, institution, mentor and area of study.
- Schedule a meeting with your new mentor(s). Take your CV or résumé . Ask how to improve it.
- Create a professional profile on LinkedIn <http://www.linkedin.com/> and join professional groups
- Join professional organizations (ask mentor) – many have student divisions/fees & leadership opportunities
- Attend events of the Missouri International Students Council <http://misc.missouri.edu/>
- If your discipline requires a portfolio, keep it current.
- Attend local, regional & national meetings as possible (seek travel funds; present or co-present frequently)
- Apply for summer research, internships, job shadowing opportunities, etc

Step 2a: For those Preparing for an Academic Career (teaching or administration)

- Improve your teaching skills by becoming a TA or instructor
- Apply for Preparing Future Faculty or attend free online CIRTL seminars See more at <http://gradstudies.missouri.edu/professional-development/build-your-skills/teach-mentor-preparing-faculty/>
- Consider a graduate Minor in College Teaching and/or complete teaching methods courses

Step 2b: For those Preparing for a Career in Government, Nonprofit, Business or Industry

- Use data learn about career options <http://gradstudies.missouri.edu/professional-development/find-your-career/job-search/career-exploration.php>
- If staying in the US, learn more about US culture and expectations for professionals in different careers
- Apply for summer research, internships, informational interviews, or job shadow opportunities
- Attend *free* career-related workshops on campus (sometimes called brown bag seminars)

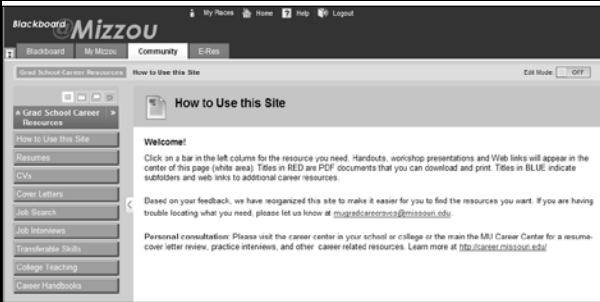
Step 3: Acquire the Professional Skills that Employers Seek

- Acquire the transferable skills employers seek such as leadership, communication, team work & more <http://gradstudies.missouri.edu/professional-development/chart-your-path/transferable-skills/>
- Learn effective communication skills for US culture, how to resolve conflicts, and to voice your opinion politely
- Improve your public speaking skills <http://gradstudies.missouri.edu/mizzou3mt>
- Learn about ethical expectations in the US – how to conduct research; work place honesty; avoiding plagiarism
- Take *free* software classes (MS Office, Adobe, programming, etc) <http://doit.missouri.edu/training/catalog.html>

Step 4: Monitor the Job Market (for the country you will be seeking employment)

- Go to <http://gradstudies.missouri.edu/professional-development/find-your-career/job-search/> to explore US jobs
- Create an account in GoinGlobal It's free for MU Students <http://online.goinglobal.com/createaccount.aspx>
- Organize your job search files (résumé, CV, transcript, etc) so that you may quickly apply for advertised jobs.

BlackBoard9™ Career Resources for Graduate Students



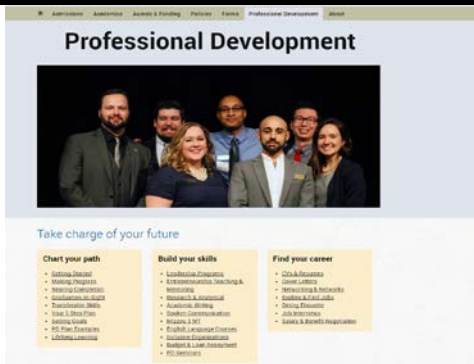
Name: **org_grad_careers**

Content Areas:

- CVs (examples and templates)
- Cover Letters (advice and examples)
- Job Search (search engines by discipline)
- Job Interviews (Powerpoint, advice)
- College Teaching (resources)

How to find org_grad_careers . 1. Login at <http://bblearn.missouri.edu>. 2. Click on the My Blackboard tab. 3. Under the Organization Catalog, select the Students folder. 4. On the line that reads Search Catalog, in the pull down menus select "ID" and "contains." 5. In the third box, type in the word "grad." Click Go. 6. Scroll to the ID called **org_grad_careers**. 7. Click the underlined organizational ID. 8. A new screen appears. 9. Click the gray Enroll bar. 10. The next time you login to Blackboard, the site will be listed under My Organizations.

Graduate Studies Site: Professional Development Site



URL: <http://gradsstudies.missouri./professionaldevelopment>

Content Areas:

- Chart your career path
- Build your professional skills
 - Communication, teaching, leadership, entrepreneurship, scholarly writing, analytical skills, and more!
- Find your career with these resources

Mizzou Career Service Offices That Serve Graduate Students

Career Service staff will give you feedback on your résumé! These offices welcome graduate students:

MU Career Center (main center, all disciplines)

<http://career.missouri.edu/>

Robert J. Trulaske College of Business

<http://business.missouri.edu/27/default.aspx>

College of Education

<http://education.missouri.edu/TDP/CAPS/>

College of Engineering

<http://engineering.missouri.edu/careers/>

Missouri School of Journalism

<http://journalism.missouri.edu/careers/>

Job Search Seminars (offered each semester)

Wednesday Brown Bag Seminars

(It's OK to bring your lunch!)

Open to graduate students & postdocs

Begins: 12:05 PM Ends: 12:55 PM

Presented by: Robin G. Walker, PhD

Typical Topics

Competitive Resumes Effective Cover Letters
Interviewing Strategies Salary & Benefit Negotiation
Social Media Job Search

-Two semesters before you graduate, register for seminars at <http://gradstudies.missouri.edu/professional-development/find-your-career/job-search/job-search-seminars.php>