



A Professional Development Program
for Graduate Students and Postdoctoral Fellows
Offered by the Teaching Resource Center

**PREPARING FOR THE ACADEMIC JOB MARKET: A FOUR-PART
PROFESSIONAL DEVELOPMENT WORKSHOP SERIES***

*Sponsored by Graduate and Postdoctoral Professional Development
Programs and the TRC Tomorrow's Professor Today Program*

Session I: September 9

CV and Cover Letter Writing for Academic Audiences

Wendy Perry, *Director of Graduate and Postdoctoral Professional
Development Programs*

Learn about the elements of effective CVs and cover letters for academic job markets. This workshop draws on the latest literature regarding format, categories of information, changing styles and variations across the disciplinary spectrum. Participants collectively critique sample CVs and cover letters from a variety of fields and discuss them as marketing tools.

N.B. An optional, follow-up working session will be offered on Wednesday, September 16, 12:00-1:30pm in Newcomb Hall, Commonwealth Room. Ask lingering questions and get peer feedback on your CV or cover letters.

Session II: September 23

Reflective Teaching Statement: Effectively Communicating Your Work as a Teacher

Deandra Little, *TRC Faculty Consultant; English*
Michael Palmer, *TRC Faculty Consultant; Chemistry*

How do you teach? Why do you teach? How do you communicate the essence of your approach to teaching? In this workshop, we will consider these questions as we discuss reflective teaching statements, go over the nuts and bolts of structuring one, and review statements from different disciplines. You will then have the opportunity to

reflect on your own teaching goals and explore strategies for effectively presenting yourself as a thoughtful practitioner to a variety of audiences. **Note: This will be the only chance to fulfill the TPT RTS/Portfolio workshop requirement this year.**

N.B. An optional, follow-up working session will be offered on Wednesday, October 7, 12:00-1:30pm in Newcomb Hall, Commonwealth Room. Ask lingering questions and get peer feedback on your Teaching Statement.

Session III: September 30

Academic Interviewing

Wendy Perry, *Director of Graduate and Postdoctoral Professional
Development Programs*

Interviewing is a skill. Learn how to minimize the stress of interviewing and enhance your performance at campus interviews. Topics include the basics of what to expect at interviews as well as standard questions candidates may receive and questions they may wish to ask. Don't let other candidates out-do you on preparation. It makes a big difference.

Session IV: October 21

Talking About Teaching at an Academic Interview

Deandra Little, *TRC Faculty Consultant; English*
Michael Palmer, *TRC Faculty Consultant; Chemistry*

Often graduate students get more practice discussing their research than their teaching. This interactive workshop exposes participants to techniques for discussing teaching in formal and informal academic interview settings. Talking about your teaching in a scholarly way demonstrates your professionalism and dedication to the craft. This session will help prepare you for questions you may encounter and suggest ways to respond to them effectively.

*All workshops are held Wednesday afternoons from 12:00-1:30 pm in the Harrison Institute-Small Special Collections Library Auditorium. Participants are highly encouraged to attend all four sessions of the series but are welcome to attend individual sessions if schedules do not permit this. Pre-registration is required.