

# PROFESSIONAL DEVELOPMENT TIMELINE

## A RESOURCE FOR DOCTORAL STUDENTS AT THE UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

	COURSEWORK PHASE	QUALIFYING AND PRELIMINARY EXAMS	DISSERTATION RESEARCH AND WRITING	DISSERTATION COMPLETION
GRADUATE DEGREE COMPLETION	<ul style="list-style-type: none"> <li>- Plan your course of study with your academic adviser.</li> <li>- Participate in department orientations/TA training.</li> <li>- Investigate possible research interests and topics.</li> <li>- Requirements vary widely between programs. Be certain you understand the requirements within your department.</li> <li>- Prepare a personal timeline for degree completion, being realistic about goals.</li> </ul>	<ul style="list-style-type: none"> <li>- Study, study, study!</li> <li>- Learn about the expectations, rules, and requirements for dissertation preparation and completion.</li> </ul>	<ul style="list-style-type: none"> <li>- Create a “project plan” for dissertation completion. Share this with your adviser and committee.</li> <li>- Attend a <a href="#">Dissertation Writing Workshop</a>.</li> <li>- Attend a formal or informal <a href="#">dissertation support group</a>.</li> <li>- Inform yourself about the <a href="#">thesis deposit process</a>.</li> </ul>	<ul style="list-style-type: none"> <li>- Learn about the requirements for graduation and incorporate these into your deadlines.</li> <li>- Be mindful of <a href="#">deadlines</a> pertaining to defense, graduation, deposit, and commencement.</li> <li>- Defend your dissertation and deposit it in the <a href="#">Thesis Office</a>.</li> </ul>
PROFESSIONAL DEVELOPMENT FOR ACADEMIC CAREERS	<ul style="list-style-type: none"> <li>- Gain teaching experience for a range of courses.</li> <li>- Work with the <a href="#">Center for Teaching Excellence</a> to improve teaching.</li> <li>- Gain <a href="#">academic service</a> experience.</li> <li>- Join professional organizations and attend meetings.</li> <li>- Apply for fellowships/grants.</li> <li>- Attend job talks and colloquia.</li> <li>- Consider non-academic opportunities, as well. Only about 50 percent of PhDs acquire tenure-track faculty positions.</li> </ul>	<ul style="list-style-type: none"> <li>- Begin reading the <a href="#">Chronicle of Higher Education</a> for a better understanding of academic job market.</li> <li>- Prepare your <a href="#">CV</a></li> <li>- Read books and articles on the academic job search.</li> <li>- Attend and present at professional meetings.</li> <li>- Pursue dissertation fellowship opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>- Ask your adviser for advice about pursuing an academic career.</li> <li>- Ask references to serve on your behalf. You may want to create a <a href="#">placement file</a>.</li> <li>- Attend <a href="#">workshops</a> on academic jobs and CV’s.</li> <li>- Try to get teaching experience as a primary instructor.</li> <li>- Explore postdoc options.</li> <li>- Explore job openings.</li> <li>- <a href="#">Network!</a></li> </ul>	<ul style="list-style-type: none"> <li>- Apply for jobs. If possible, have your adviser or committee members help you make contacts.</li> <li>- Prepare for <a href="#">interviews</a>.</li> <li>- Work with your department or the Graduate College to arrange <a href="#">mock job talks and interviews</a>.</li> <li>- Explore <a href="#">publication opportunities</a>.</li> </ul>
	NON-ACADEMIC CAREERS	<div style="border: 1px solid black; padding: 5px;"> <p>Spend time thinking about your professional goals:</p> <ul style="list-style-type: none"> <li>- Perform <a href="#">self-assessment</a> exercises and <a href="#">inventories</a>.</li> <li>- <a href="#">Explore</a> career options.</li> <li>- Attend <a href="#">Graduate College workshops</a> on academic and non-academic opportunities.</li> <li>- Meet with a <a href="#">career services counselor</a> and/or your adviser to discuss career options.</li> <li>- Take responsibility for planning your career.</li> </ul> </div> <ul style="list-style-type: none"> <li>- Gain pertinent work <a href="#">experience</a>, such as volunteer work, internships, and summer jobs.</li> <li>- Conduct some <a href="#">informational interviews</a>.</li> </ul>	<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>- Assess career goals and explore alternatives.</li> <li>- Complete <a href="#">self-assessment</a> exercises if haven’t yet done so.</li> <li>- <a href="#">Network!</a></li> </ul> </div> <ul style="list-style-type: none"> <li>- Read books on career options and discovering transferable skills.</li> <li>- Gain experience to expand your marketability and skills. Consider courses that might support your career goals.</li> <li>- Attend Graduate College <a href="#">workshops</a> on non-academic careers.</li> </ul>	<ul style="list-style-type: none"> <li>- Determine the career path you want to pursue.</li> <li>- Attend Graduate College <a href="#">workshops</a> related to non-academic careers.</li> <li>- Refine your <a href="#">resume</a>.</li> <li>- Develop a <a href="#">job search strategy</a>.</li> <li>- Obtain <a href="#">non-academic work experience</a>.</li> <li>- <a href="#">Network!</a></li> </ul>

# PROFESSIONAL DEVELOPMENT TIMELINE

## A RESOURCE FOR MASTER'S STUDENTS AT THE UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

	COURSEWORK PHASE	THESIS RESEARCH AND WRITING	THESIS COMPLETION
GRADUATE DEGREE COMPLETION	<ul style="list-style-type: none"> <li>- Plan your course of study with your academic adviser.</li> <li>- Participate in department orientations as available.</li> <li>- Investigate possible research interests and topics.</li> <li>- Requirements vary widely between programs. Be certain you understand the requirements within your department.</li> <li>- Prepare a personal timeline for degree completion, being realistic about goals.</li> </ul>	<ul style="list-style-type: none"> <li>- Create a “project plan” for thesis completion. Share this with your adviser.</li> <li>- Attend a <a href="#">Dissertation Writing Workshop</a>.</li> <li>- Inform yourself about the <a href="#">thesis deposit process</a>.</li> </ul>	<ul style="list-style-type: none"> <li>- Learn about the requirements for graduation and incorporate these into your deadlines.</li> <li>- Be mindful of <a href="#">deadlines</a> pertaining to defense, graduation, deposit, and commencement.</li> <li>- Defend your thesis and deposit it in the <a href="#">Thesis Office</a>.</li> </ul>
PROFESSIONAL DEVELOPMENT	<p>Spend time thinking about your professional goals and deciding whether you plan to pursue a nonacademic career or continue your education:</p> <ul style="list-style-type: none"> <li>- Perform <a href="#">self-assessment</a> exercises and <a href="#">inventories</a>.</li> <li>- Start to think about whether you wish to continue your education after your master’s degree. Investigate programs and the career options available with a more advanced degree. Talk to your adviser and other doctoral students in your department about degree options.</li> <li>- Explore nonacademic career options by conducting <a href="#">informational interviews</a>.</li> <li>- Attend <a href="#">Graduate College workshops</a> about job opportunities.</li> <li>- Meet with a <a href="#">Graduate College counselor</a> and/or your adviser to discuss career options.</li> <li>- Take responsibility for planning your career.</li> <li>- <b>Network!</b> Meet people who are in careers that you want to pursue.</li> <li>- Gain pertinent work <a href="#">experience</a>, such as volunteer work, internships, leadership experience, and summer jobs.</li> </ul>	<ul style="list-style-type: none"> <li>- Determine the career path you wish to pursue.</li> </ul> <p><i>If you plan to pursue a nonacademic career:</i></p> <ul style="list-style-type: none"> <li>- Attend Graduate College <a href="#">workshops</a> related to non-academic careers.</li> <li>- Refine your resume with help from the Graduate College Career Services Office and your adviser.</li> <li>- Develop a <a href="#">job search strategy</a>.</li> <li>- Obtain <a href="#">non-academic work experience</a>.</li> <li>- Continue to network!</li> </ul> <p><i>If you plan to continue your education:</i></p> <ul style="list-style-type: none"> <li>- Investigate potential doctoral programs</li> <li>- Begin the application processes.</li> <li>- Continue to learn more about job opportunities available to doctoral recipients in your field.</li> </ul>	<p><i>If you are pursuing a nonacademic career:</i></p> <ul style="list-style-type: none"> <li>- Begin to distribute your resume to potential employers.</li> <li>- Attend <a href="#">job fairs</a>.</li> <li>- Apply for jobs.</li> <li>- Participate in <a href="#">mock interviews</a>.</li> <li>- Talk it up – the most successful means of landing a satisfying job is by using your network!</li> </ul> <p><i>If you are continuing your education:</i></p> <ul style="list-style-type: none"> <li>- Learn more about the graduate programs you are accepted to, including average time to degree, graduation rates, and job placements of alumni. Visit the programs if possible to meet other graduate students and faculty members.</li> <li>- Make your decision and reject your other graduate school offers.</li> </ul>