



Fall 2018

Professional Development Graduate Workshops

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Now I'm in Grad School, What's Next?

Do you worry about your future plans? Should you? This workshop will address how to develop a strategic plan for your career trajectory to best take advantage of the opportunities available to you while in graduate school. Dr. Victor Prybutok, Vice Provost for Graduate Education and Dean of the Toulouse Graduate School, will examine the concept of planned happenstance to better prepare students to leverage themselves to be competitive in the post-graduate market, regardless of whether you plan on entering industry, following an academic path or applying for a post-doctorate position. Topics of discussion will include networking, mentorship relationships, internships, summer opportunities, graduate grant application opportunities and curriculum vitae (resume) development.

Presented by: Victor Prybutok, *Vice Provost for Graduate Education and Dean of the Toulouse Graduate School*, Toulouse Graduate School

Event Date: Thursday, August 30th, 3:00 to 5:00 pm.

Event Location: Willis 250H

PREP Stage: Planning, Resilience, Engagement and Professionalism (*early*)

What the Libraries Can Do for You

You pay a student fee to use the library, so we want you to get your money's worth. This workshop will give you an overview of library services that help you identify and obtain research materials – book holds, renewals, interlibrary loan, subject librarians. You'll also discover the wealth of research materials we offer – books, journals, databases, music, and more. We'll tailor this workshop to the disciplines of the attendees.

Presented by: Erin O'Toole, Pamela Andrews and John Martin, *Librarians*, Willis Library

Event Date: Tuesday, September 4th, 10:00 to 11:30 am.

Event Location: Willis 136

PREP Stage: Planning, Resilience, Engagement (*early*)

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Setting the Stage for Success

This workshop is designed to provide a winning strategy for maximizing your experience as a graduate or PhD student. Learn how to strategically plan and execute your graduate program while simultaneously learning how to teach, how to publish, and how to prepare yourself for your first job after graduation.

Presented by: Dr. Gayle Prybutok, *Associate Professor, Information Technology and Decision Sciences*

Event Date: Wednesday, September 5th, 3:00 to 5:00 pm.

Event Location: Willis 340

PREP Stage: Planning, Resilience, Engagement and Professionalism (*early*)

Research Ethics: Who? Me?

Ethical conduct is foundational to the credibility of science itself, but few students think about ethics when conducting research. They simply do what they are told. But doing as you're told can damage your future as a scholar when your colleagues and collaborators are engaged in research misconduct. So what is research misconduct? Whether in reporting research findings or citing previously published research, how do you ensure Responsible Conduct of Research (RCR)? Come and learn all you need to know about how RCR affects your research and face your research career with confidence. Expect an engaging and fun, eye-opening discussion about your responsibility to ensure that research is credible.

Presented by: Dr. Joseph Oppong, *Professor, Geography; Academic Associate Dean, Toulouse Graduate School*

Event Date: Monday, September 10th, 3:00 to 5:00 pm.

Event Location: Willis 250H

PREP Stage: Professionalism (*early, middle and late*)

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Keys to a Healthy Work-Life Balance

Maintaining a proper and healthy state of mind is vital for graduate school success. With an array of due dates, group projects, class meetings, and personal lives to balance, there tends to be precious little time for unwinding or disengaging. This workshop seeks to encourage participants to carve out space in their busy lives for relaxation and mental focus. Whether it's casual or competitive exercise, a quick trip to the playground with your child, or a night off for a ballgame or movie night, it's critical to make time for the outside world. Sometimes, all it takes is your favorite song blasting through your earbuds to regain your focus. Learn about finding that harmony and then gain tips for making it part of your everyday routine.

Presented by: Joshua Edwards, *Licensed Professional Counselor*; UNT Counseling and Testing Services

Event Date: Tuesday, September 11th, 3:30 to 4:30 pm.

Event Location: Union 394

PREP Stage: Resilience (*early, middle and late*)

Introduction to Refworks

Make writing your dissertation or thesis a more pleasant process with RefWorks, a cloud application that makes it easy for you to collect, organize and make bibliographies from references you find in your research. Anyone affiliated with UNT can establish an account free of charge. At this workshop, we'll cover these basic functions of the newest version of RefWorks, and move onto the advanced features of capturing documents and using Write-N-Cite as time allows.

Presented by: Erin O'Toole, *Science Reference Librarian*, Willis Library

Event Date: Thursday, September 13th, 1:00 to 2:30 pm.

Event Location: Willis 136

PREP Stage: Planning and Resilience (*early, middle and late*)

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Winning Resumes, Cover Letters, and CVs

In the competitive job market, you have to present your professional experience, accomplishments, expertise, and qualities in the most persuasive manner so that your CV or résumé stands out from the sea of applicants. This workshop is designed to help you to develop a CV, résumé, or cover letter that gets noticed and opens the door for a job interview. You will receive important insights about what a search committee looks for and how to write your way into an interview. Participants should bring a copy of their curriculum vitae.

Presented by: Dr. Tara Lewis, *Graduate Student Advisor*, UNT Career Center

Event Date: Tuesday, September 18th, 3:30 to 4:40 pm.

Event Location: Union 381

PREP Stage: Planning (*middle and late*), Engagement (*middle and late*), Professionalism (*late*)

How to Land a Tenure Track Faculty Job

Tenure provides you a secure job for life, but getting a tenure track job is no easy task. How do you present yourself to land a tenure track position in these difficult economic times? Join Dr. Victor Prybutok, Regents Professor and Vice Provost for Graduate Education, Dean of Toulouse Graduate School, as he share critical information for landing a tenure track job. Come and learn everything you need to secure a tenure track position and a secure future. Topics covered include the tenure track job interview, the research and teaching presentation, and salary negotiation.

Presented by: Dr. Victor Prybutok, *Vice Provost for Graduate Education, Dean of Toulouse Graduate School*

Event Date: Tuesday, September 18th, 1:00 to 3:00 pm.

Event Location: Willis 340

PREP Stage: Planning (*late*) Professionalism (*early, middle and late*) Engagement (*late*)

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Success Strategies for International Students

Besides the normal academic challenges graduate students face, international graduate students face the extra obstacles of climate differences, cultural confusion, communication barriers, and unclear expectations and priorities. How do you navigate these challenges to have a successful graduate experience? In this workshop Dr. Charles Blankson will provide ideas for successfully navigating these obstacles.

Presented by: Dr. Charles Blankson, *Associate Professor, Marketing & Logistics*

Event Date: Tuesday, September 18th, 3:00 to 5:00 pm.

Event Location: Willis 250H

PREP Stage: Planning (*early, middle*) Engagement (*early*)

Making the Most of a Career Fair

Learn about how to maximize your time at a career fair. With several upcoming employment fairs on the horizon here at UNT, now is the perfect opportunity to gain insight into how to present yourself, how to engage employers, and how to leave a positive impression.

Presented by: Deidre Leslie, *Associate Director, UNT Career Center*

Event Date: Thursday, September 20th, 3:30 to 4:30 pm.

Event Location: Union 381

PREP Stage: Engagement (*early, middle and late*) Professionalism (*early, middle and late*)

Introduction to Mendeley

This is a hands-on workshop to learn the basic functions of Mendeley, a free reference manager and research community. You'll learn how to store your references and articles, and create bibliographies in the style of your choice. We'll also cover how to install Mendeley Cite-O-Matic in Word, which lets you insert in-text citations into papers as you write them, and then produce a matching bibliography. Mendeley is a product independent of UNT, so you can keep your account indefinitely.

Presented by: Erin O'Toole, *Science Reference Librarian, Willis Library*

Event Date: Friday, September 21th, 10:30 am to 12:00 pm.

Event Location: Willis 136

PREP Stage: Planning (*early, middle and late*) Resilience (*early, middle and late*)
Professionalism (*early, middle and late*)

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Research Grants and Fellowships in the Social Sciences

Do you know that some agencies and organizations are eager to pay you to do your research and studies in the Social Sciences? Where do you find and access such research and scholarship funding agencies? Can you imagine completing your degree or research project totally debt-free? If you're looking to fund a thesis, a dissertation, or any other kind of research project you won't want to miss this workshop. Remember, if you don't apply you won't be considered. Come and learn from Dr. Lee Walker, former program Director at the National Science Foundation, as he shares intriguing and very helpful insights.

Presented by: Dr. Lee Walker, *Associate Professor and Associate Chair*, Political Science

Event Date: Monday, September 24th, 3:00 to 5:00 pm

Event Location: Willis 250H

PREP Stage: Planning (*middle and late*) Engagement (*early, middle and late*) Professionalism (*middle and late*)

Eagle Thesis & Dissertation Boot Camp

The Eagle Thesis & Dissertation Boot Camps are designed to provide an environment and support for intense, focused writing time, as well as structure and motivation to overcome typical roadblocks in the dissertation process. It is an interruption-free, stress-free, no-excuses-just-do-it writing time for Master's and Ph.D. students.

Event Date: August 15th to 17th

September 26th to 28th

October 20th to 22nd

November 28th to 30th

8:30 am to 3:00 pm; *additional time 3:00 pm to 6:00 pm.*

Event Location: Willis 250H

PREP Stage: Planning (*middle and late*) Resilience (*late*) Engagement (*late*) Professionalism (*early, middle and late*)

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Acing the Interview

Congrats! Your resume and job application was recognized as a success. However, in order to land that job, you must embark on the interview process. It's time to calm your nerves and focus on how to make a great impression. Learn how to properly present yourself, recognize and answer difficult and common questions, and what to wear. The interview is your time to shine and make things happen!

Presented by: Deidre Leslie, *Associate Director, UNT Career Center*

Event Date: Tuesday, October 2nd, 3:30 pm to 4:30 pm.

Event Location: Union 381

PREP Stage: Planning (*late*) Professionalism (*early, middle and late*)

Ethical Conduct in Research for Engineers

Ethical conduct is foundational to the credibility of science itself, but few students think about ethics when conducting research. They simply do what they are told. But doing as you're told can damage your future as a scholar when your colleagues and collaborators are engaged in research misconduct. So what is research misconduct for Engineers? Whether in reporting research findings or citing previously published research, how do you ensure Responsible Conduct of Research (RCR)? Come and learn all you need to know about how RCR affects your research and face your career with confidence. Expect an engaging and fun, eye-opening discussion about your responsibility to ensure that research in engineering is credible.

Presented by: Nandika D'Souza, *Professor and Associate Dean of Undergraduate Studies, College of Engineering*

Event Date: Wednesday, October 3rd, 3:00 to 5:00 pm

Event Location: Willis 340

PREP Stage: Engagement (*early, middle and late*) Resilience (*early, middle and late*)

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Scholarly Writing Style

In this workshop, we will discuss academic writing style: writing in an academic voice, unpacking complex ideas clearly, avoiding wordiness, signposting, using effective transitions, and correctly integrating paraphrases and quotations.

Presented by: Jim Redmond and Erica Peterson, *Graduate Writing Tutor*, UNT Writing Lab

Event Date: Thursday, October 4th, 3:00 to 5:00 pm.

Event Location: Willis 250H

PREP Stage: Planning (*early, middle and late*) Resilience (*late*) Professionalism (*early*)

Proposal Preparation Workshop for Humanities and Social Science Students

The Proposal Preparation Workshop is designed to prepare graduate students to research and write their dissertation or thesis proposals. This workshop will focus on the needs of students in the humanities and social sciences. We are scheduling a number of speakers who will explain how to: 1. Write proposals for the two broad disciplines 2. Do research for your literature review 3. Organize your research with RefWorks.

Presented by: Erin O'Toole, *Science Reference Librarian*, Willis Library

Event Date: Saturday, October 6th, 9:00 am to 3:00 pm.

Event Location: TBD

PREP Stage: Planning (*early and middle*) Engagement (*late*) Resilience (*late*)

Using Pivot to Find Funding

UNT subscribes to several powerful resources that can help individuals find funding for general educational support, artistic or research projects, travel and professional development, dissertation and thesis research, and more. Please join us to learn more about how to use Pivot and the Foundation Grants to Individuals databases, to find funding.

Presented by: Jennifer Rowe, *Social Sciences & Community Engagement Librarian*, UNT Libraries

Event Date: Tuesday, October 9th, 3:00 to 5:00 pm.

Event Location: Willis 340

PREP Stage: Engagement (*middle*) Planning (*early and middle*)

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Using Technology to Improve Your Presentation Skills

Dr. Dan Peak, Professor of Information Technology and Decision Sciences, will help students hone their oral presentation skills and use technology tools in their presentations. The workshop will cover electronic presentation design and construction, and how to apply several hardware and software tools. Students will need to be familiar with the basic operation of Windows 7, Photoshop, and PowerPoint. If you need a refresher in these tools, we can arrange online training in advance of the class.

Presented by: Dr. Dan Peak, *Associate Professor*, Information Technology and Decision Sciences

Event Date: Thursday, October 11th, 3:00 to 5:00 pm.

Event Location: Willis 250H

PREP Stage: Planning (*early*) Resilience (*middle*) Professionalism (*early*)

Networking and Social Media for the Job Search

With an endless array of websites, apps, and technology available, it's becoming increasingly confusing to keep things straight. However, falling behind in connectivity could cause you to miss out on wonderful opportunities. Learn how to effectively market yourself and how to best utilize social media as a job searching tool.

Presented by: Dr. Tara Lewis, *Graduate Student Advisor*, UNT Career Center **Event Date:** Thursday, October 11th, 3:30 to 4:30 pm.

Event Location: Union 381

PREP Stage: Engagement (*early, middle and late*)

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Navigating the Ph.D.: Managing Academic Relationships

Do you know what it takes to best position yourself as a PhD student or how to prepare to be an assistant professor? Dr. Lou Pelton, Associate Professor of Marketing, will discuss how to select and work with committees and will provide a space for sharing about and learning how to communicate with faculty members about participants' research and writing. Come learn about disciplinary positioning, networking at conferences, and the DNA of academic relationships.

Presented by: Dr. Lou E. Pelton, *Associate Professor, Marketing & Logistics*

Event Date: Monday, October 15th, 3:30 to 5:00 pm.

Event Location: Willis 250H

PREP Stage: Planning (*early and middle*) Engagement (*early*) Resilience (*early and middle*) Professionalism (*early and middle*)

Introduction to the Scholarly Publishing Process

This workshop will offer an introduction to scholarly publishing for graduate students or early-career academics who would like to learn more about the typical process of submitting, revising, and publishing a scholarly journal article, some tips on securing author's rights, and resources available through the University Libraries for identifying journals for publication, sharing your work, and determining scholarly impact.

Presented by: John Martin, *Scholarly Communication Librarian, Willis Library*

Event Date: Tuesday, October 16th, 2:00 to 3:30 pm.

Event Location: TBD

PREP Stage: Planning (*early, middle*) Resilience (*early, middle*) Professionalism (*early, middle*)

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How to Write a Literature Review: Foundation for Your Research

The literature review or review of literature is an important component of most theses, dissertations, and academic articles. In this workshop you will learn what a literature review is and where it fits into your research writing. You will also get tips on how to write a literature review that effectively summarizes and synthesizes other researchers' contributions to your topic.

Presented by: Jim Redmond and Erica Peterson, *Graduate Writing Tutor*, UNT Writing Lab

Event Date: Thursday, October 18th, 3:00 to 5:00 pm.

Event Location: Willis 250H

PREP Stage: Planning (*early, middle*) Resilience (*early*) Professionalism (*early*)

3MT Prep Workshop

Come and learn all you need to know in order to compete in the 3MT. In this workshop, Dr. Oponng will review the rules and eligibility requirements for the 3MT Competition and provide students with helpful hints and tips to prepare a 3 minute oration of their research.

Presented by: Dr. Joseph Oponng, *Professor, Geography; Academic Associate Dean*, Toulouse Graduate School

Event Date: October 23rd, 3:00 to 5:00 pm.

Event Location: Willis 250H

PREP Stage: Resilience (*late*) Engagement (*late*) Professionalism (*middle and late*)

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Publishing for the Humanities

This workshop will address topics such as publishing in your field, selecting the right topic and publisher, publication quality, how the submission process works, the importance of networking and its relation to publishing, and publishing and the job market. Come and learn about publishing and how you can use it in your field!

Presented by: Dr. Cristina Sánchez-Conejero, Associate Professor, Spanish **Event**

Date: Thursday, October 25th, from 1:00 to 2:00 pm.

Event Location: Willis 340

PREP Stage: Resilience (*late*) Engagement (*late*) Professionalism (*middle and late*)

3MT Preliminaries

Presented by: Dr. Joseph Oppong, *Professor, Geography; Academic Associate Dean, Toulouse Graduate School*

Event Date: October 25th, 27th and 29th

Event Location: TBD

PREP Stage: Resilience (*late*) Engagement (*late*) Professionalism (*middle and late*)

Three Minute Thesis 3MT[®] Final Competition

An 80,000 word thesis would take 9 hours to present. Their time limit... 3 minutes. From numerous preliminary contestants, all PhD and DMA students, finalists have emerged to compete for top honors. They will present their thesis research methods, findings, and its significance in non-technical language. The audience is asked to vote on who they thought gave the most convincing presentation. A finalist can be the winner or runner-up and still receive the People's Choice award.

Event Date: Saturday, November 17th, 2018

Event Location: UNT Union, Lyceum

PREP Stage: Resilience (*late*) Engagement (*late*) Professionalism (*middle and late*)

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Navigating and Utilizing LinkedIn for Growth

Do you have a LinkedIn account and aren't sure what to do with it?
Have you heard about LinkedIn, but haven't signed up yet?
Join us and learn how LinkedIn can boost your ability to network and effectively job search.

Presented by: Dr. Tara Lewis, *Graduate Student Advisor*, UNT Career Center

Event Date: Tuesday, October 23rd, 3:30 to 5:00 pm.

Event Location: Union 339

PREP Stage: Early (*early, middle and late*) Resilience (*early, middle and late*) Engagement (*early, middle and late*) Professionalism (*early, middle and late*)

Building an Online Academic Profile

Have you heard about ORCID, Research Gate, Academia.edu, or the numerous other networking and academic profile websites and wondered how to successfully use them to promote your research and professional experience? Building your academic profile online can help demonstrate your expertise, research interests, and enhance discoverability of your work. In this workshop, learn more about emerging tools, setting up accounts, maintaining your online profile, and increasing the impact of your research.

Presented by: Pamela Andrews, *Repository Librarian for Scholarly Works*, UNT Libraries

Event Date: Wednesday, October 31st, 2:30 to 4:00 pm.

Event Location: Willis 136

PREP Stage: Planning (*early, middle*) Engagement (*early, middle*) Professionalism (*early*)

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How to Craft a Winning Grant Application

Looking for money to support graduate education and your research? Learn how to craft a winning grant application! Dr. Joseph Oppong, Associate Vice Provost and Academic Associate Dean, Toulouse Graduate School will share knowledge and advice on the entire application process, from research to completion. Give yourself the best possible chance at winning funding in the upcoming grant season! As Dr. Oppong says, "If you're smart enough to go to graduate school, you're smart enough to get somebody else to pay for it." We will show you how using the essentials of successful proposals funded by the National Science Foundation and the National Institutes of Health. We will also discuss UNT resources that you can utilize in your search for funding, such as the Office for Nationally Competitive Scholarships.

Presented by: Pamela Andrews, *Repository Librarian for Scholarly Works*, UNT Libraries

Event Date: Thursday, November 1st, 3:00 to 5:00 pm.

Event Location: Willis 250H

PREP Stage: Planning (*early, middle and late*) Professionalism (*early, middle and late*)

Writing Statements of Teaching Philosophy

Worried about the job market? This workshop covers the essential components of an effective teaching philosophy statement, while also providing strategies for tailoring your statement to the particularities of specific positions and universities. Sample statements will be provided for reference and group discussion will follow.

Presented by: Jim Redmond and Erica Peterson, *Graduate Writing Tutors*, UNT Writing Lab

Event Date: Monday, November 5th, 3:00 to 5:00 pm.

Event Location: Willis 250H

PREP Stage: Resilience (*late*) Planning (*early, middle and late*)

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How to Win the NSF Graduate Research Fellowship

Looking for money to support graduate education and your research? Have you heard about this prestigious fellowship? Fellows benefit from a three-year annual stipend of \$34,000 along with a \$12,000 cost of education allowance for tuition and fees (paid to the institution), opportunities for international research and professional development, and the freedom to conduct their own research at any accredited U.S. institution of graduate education they choose. Come join Dr. Joseph R. Oppong, Associate Dean for Research and Professional Development, Toulouse Graduate School and Dr. James Duban, Professor of English & Director for Nationally Competitive Scholarships, to learn about the National Science Foundation Graduate Research Fellowship Program. This workshop will provide valuable advice on how to write a compelling and competitive proposal for the GRFP.

Presented by: Dr. Joseph Oppong, *Professor, Geography; Academic Associate Dean, Toulouse Graduate School*

Event Date: Wednesday, November 7th, 3:00 to 5:00 pm.

Event Location: Willis 340

PREP Stage: Planning (*early, middle and late*) Professionalism (*early, middle and late*)

Salary Negotiation

Learn about common negotiating tactics that can help you be in control of your proper worth. Discuss and explore web and print resources that maintain accurate descriptions of company pay and benefits. Avoid selling yourself short and learn to negotiate a fair and balanced salary and benefits package.

Presented by: Deidre Leslie, *Associate Director, UNT Career Center*

Event Date: Thursday, November 8th, 3:30 to 4:30 pm.

Event Location: Union 381

PREP Stage: Professionalism (*middle and late*)

Fall 2018 Professional Development Graduate Workshops

Proposal Preparation Workshop for STEM Students

The Proposal Preparation Workshop is designed to prepare graduate students to research and write their dissertation or thesis proposals. The workshop will focus on the needs of students in the STEM disciplines. We have scheduled a number of speakers who will explain how to 1) write proposals for the two broad disciplines (Engineering and Sciences), 2) do research for your literature review, and 3) organize your research with RefWorks.

You will need to follow up with your faculty and graduate advisors to get the specific proposal requirements for your department. This event is not a writing camp; see the TGS website for other options.

Presented by: Erin O'Toole, *Science Reference Librarian*, Willis Library

Event Date: Saturday, November 10th, 9:00 am to 3:00 pm.

Event Location: Discovery Park Library

PREP Stage: Planning (*early, middle and late*) Resilience (*early, middle and late*) Professionalism (*early and middle*)

How to Interview for an Academic Position

After the long job search, you have finally secured an on campus interview for that elusive tenure track faculty position at your dream university. How do you prepare and perform so that you land your dream job? What is expected in the talk? Am I expected to teach a class? If yes, what do I teach? How do I prepare? What should I do during the interview lunch/dinner? What are the No Nos? Join us as Steve Cobb, Associate Dean of CLASS, who interviewed every faculty member hired by CLASS in the last 6+ years as he shares unique insights.

Presented by: Dr. Steve Cobb, *Associate Dean*, College of Liberal Arts and Sciences

Event Date: Monday, November 12th, 3:00 to 5:00 pm.

Event Location: Willis 250H

PREP Stage: Professionalism (*middle and late*)

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Why Can't Scholarship Be Free?

This presentation looks at models of open access scholarly publishing and examines the costs and value of such publication models for scholars, journals, libraries, and universities. We'll address some of the persistent questions and myths about open access publishing (Is it "predatory"? Is it "self-publishing"? Is it peer-reviewed?) and look at how various disciplines have embraced it as a model of scholarly dissemination.

Presented by: John Martin, *Scholarly Communication Librarian, Willis Library*

Event Date: Tuesday, November 13th, 2:00 to 3:30 pm.

Event Location: Willis 340

PREP Stage: Planning (*early and middle*) Resilience (*early*)

Dealing with Anxiety During Your Transition

Transitions are expected life events, some more challenging than others. Moving from a graduate student on to a professional career is typically a very exciting time for individuals, an end to a lengthy process of devoting yourself to your discipline and moving onto the fruits of your labor. However, there is also some angst associated with this transition. Come join us as we explore ways to navigate this transition and flourish during the process!

Presented by: Dr. Pam Flint, *Licensed Psychologist*

Event Date: Thursday, November 29th, 3:30 to 4:30 pm.

Event Location: Union 339

PREP Stage: Planning (*early, middle and late*) Resilience (*early*) Engagement (*early*)