



Spring 2019
Professional Development
Graduate Workshops

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Spring 2019 Professional Development Graduate Workshops

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, mentor relationships, internships, summer opportunities, graduate grant application opportunities and curriculum vitae (resume) development.

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

Event Date: Thursday, January 17th, 2019 at 12:30 to 1:30 pm

Event Location: Willis Library 250H

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

How to Maintain 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: UNT Counseling and Testing Services

Event Date: Tuesday, January 22nd, 3:30 to 4:30 pm.

Event Location: TBD

PREP Stage: Resilience (early, middle and late)

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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 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: Thursday, January 24th, 2019 at 1:00 to 2:30 pm.

Event Location: Willis Library 136

PREP Stage: Planning, Resilience, Engagement (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 January 30th, 2018 at 3:00 to 4:30 pm.

Event Location: Willis Library 250H

PREP Stage: Professionalism (early, middle and late)

Spring 2019 Professional Development Graduate Workshops

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: Tuesday, February 5th, 2019 at 10:30 to 11:30 pm.

Event Location: Willis Library 136

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

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: Wednesday, February 6th, 3:30 to 4:30 pm.

Event Location: TBD

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

Event Date: Thursday, February, 7th, 2:30 to 4 pm

Event Location: Willis Library 136

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

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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, February 11th, 3:00 to 4:30 pm

Event Location: Willis Library 250H

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

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, *Assistant Professor*, Information Technology and Decision Sciences

Event Date: Tuesday, February 12th, 1:00 to 2:30 pm.

Event Location: Willis Library 340

PREP Stage: Planning, Resilience, Engagement and Professionalism (*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: Tuesday, February 19th, 3:30 to 4:30 pm.

Event Location: TBD

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

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Introduction to Scopus

The Libraries' newest literature resource is Scopus, a database that lets you discover information from ~36,000 journals, ~1400 book series, and ~700 conference proceedings. Scopus includes more international and interdisciplinary publications than most of the Libraries' other electronic resources. At this workshop, you'll learn how to search effectively in this powerful resource to find the literature you need to support your research. We'll also introduce the citation analysis features and author profiles in Scopus.

Presented by: Erin O'Toole, Librarian, UNT Libraries

Event Date: Wednesday, February 20th, 3:00 to 4:30 pm.

Event Location: TBD

PREP Stage: Professionalism (early, 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: January 23rd - 25th

February 20th - 22nd

March 23rd - 25th

April 17th - 19th

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

Event Location: Willis Library

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

Spring 2019 Professional Development Graduate Workshops

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: Tuesday, February 26th, 9:00 to 11:00 am.

Event Location: Willis Library 250H

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

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: Dr. Jennifer Rowe, *Social Sciences & Community Engagement Librarian, UNT Libraries*

Event Date: Monday, March 4th, 2:00 to 4:00 pm.

Event Location: Willis Library 443

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

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: UNT Career Center

Event Date: Tuesday, March 5th, 3:30 pm to 4:30 pm.

Event Location: TBD

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

Spring 2019 Professional Development Graduate Workshops

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

Event Date: Wednesday, March 6th, 3:00 to 4:30 pm.

Event Location: Willis Library 443

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

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 to successfully navigate these obstacles.

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

Event Date: Monday, March 11th, 2:30 to 4:30 pm.

Event Location: TBD

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

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How to Land a Tenure Track Faculty Job

Tenure provides you a secure job for life, but getting a tenure track job is not an 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 shares 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: Monday, March 18th, 2:30 to 4:30 pm.

Event Location: Willis 250H

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

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: UNT Career Center

Event Date: Tuesday, March 26th, 3:30 to 4:30 pm.

Event Location: TBD

PREP Stage: Engagement (early, middle and late)

Spring 2019 Professional Development Graduate Workshops

3MT Prep Workshop

Come and learn all you need to know in order to compete in the 3MT. In this workshop, Dr. Opping 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 Opping, Professor, Geography; Academic Associate Dean, Toulouse Graduate School

Event Date: March 27th, 3:30 to 4:30 pm.

Event Location: TBD

PREP Stage: Resilience (late) Engagement (late) Professionalism (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: UNT Career Center

Event Date: April 3rd, 3:30 to 4:30 pm.

Event Location: TBD

PREP Stage: Professionalism (middle and late)

3MTPreliminaries

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

Event Date: April 2nd, 3rd and 4th

Event Location: TBD

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

Spring 2019 Professional Development Graduate Workshops

Writing the Dissertation/Thesis Proposal for the Humanities and Social Sciences

Not sure how to get started on your dissertation or thesis proposal? Faculty members will give you an overview of how to prepare for and write your proposal. Graduate students in the first two years of their programs will benefit most from the workshop. Attendees will be divided into humanities and social science groups for the instruction. Consider attending the two other workshops offered on the same day: Literature Searching for the Humanities and Social Sciences and Introduction to RefWorks. Note: this is not a writing workshop.

Presented by: UNT Libraries

Event Date: Saturday, April 6th, 9:00 to 10:30 am.

Event Location: Willis Library 250H

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

Literature Searching for the Humanities and Social Sciences

Whether you need to write a research paper for a course or start your dissertation thesis proposal this workshop is for you. Subject librarians will introduce you to the most important literature resources in your discipline and teach you how to effectively search the resources for the most relevant literature on your topic. Attendees will be divided into humanities and social science groups for the instruction. Consider attending the two other workshops offered on the same day: Writing the Dissertation Thesis Proposal for the Humanities and Social Sciences and Introduction to RefWorks.

Presented by: UNT Libraries

Event Date: Saturday, April 6th, 10:45 am to 12:15 pm.

Event Location: Willis Library 250H

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

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: Saturday, April 6th, 1:15 to 2:45 pm.

Event Location: Willis Library 136

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

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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, Professor, Information Technology and Decision Sciences

Event Date: Monday, April 8th, 3:00 to 4:30 pm

Event Location: Willis Library 250H

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

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 Masters 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, April 13th, 2019

Event Location: TBD

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

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: UNT Career Center

Event Date: Thursday, April 18th, 3:30 to 4:30 pm.

Event Location: TBD

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

Spring 2019 Professional Development Graduate Workshops

Writing the Dissertation/Thesis Proposal for the Humanities and Social Sciences

Not sure how to get started on your dissertation or thesis proposal? Faculty members will give you an overview of how to prepare for and write your proposal. Graduate students in the first two years of their programs will benefit most from the workshop. Attendees will be divided into science and engineering groups for the instruction. Consider attending the other workshops offered on the same day: Literature Searching for the STEM Disciplines Introduction to Refworks or LaTeX for beginners. Note: this is not a writing workshop.

Presented by: UNT Libraries

Event Date: Saturday, April 20th, 9:00 to 10:30 am.

Event Location: Willis Library 250H

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

Literature Searching for the Humanities and Social Sciences

Whether you need to write a research paper for a course or start your dissertation/thesis proposal, this workshop is for you! Subject librarians will introduce you to the most important literature resources in your discipline, and teach you how to effectively search the resources for the most relevant literature on your topic. Attendees will be divided into science and engineering groups for the instruction. Consider attending the other workshops offered on the same day: Writing the Dissertation/Thesis Proposal for the STEM Disciplines ([hyperlink?](#)), Introduction to RefWorks, or LaTeX for Beginners.

Presented by: UNT Libraries

Event Date: Saturday, April 20th, 10:45 am to 12:15 pm.

Event Location: Willis Library 250H

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

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: Saturday, April 20th, 1:15 to 2:45 pm.

Event Location: Willis Library 136

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

Spring 2019 Professional Development Graduate Workshops

LaTeX for Beginners

New to LaTeX? If you want to learn more about this typesetting system used for technical or scientific documents (or any other kind of publication), join us for a workshop on the basics of LaTeX. We'll cover how to structure a document, format equations, use discipline-specific packages, insert and format bibliographies with Refworks, as well as how to use external resources for more intermediate or advanced questions. At the end of this workshop, attendees will leave with a working LaTeX document of their own creation. This workshop will use Overleaf, an online, collaborative LaTeX editor and attendees should register for a free account prior to the workshop. Attendees are encouraged to bring their own laptops, but laptops will be made available. Consider attending the two other workshops offered on the same day: Writing the Dissertation/Thesis Proposal for the STEM Disciplines and Literature Searching for the STEM Disciplines.

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

Event Date: Saturday, April 20th, 1:15 to 2:45 pm.

Event Location: Willis Library 250H

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

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, April 25th, 3:00 to 4:30 pm.

Event Location: TBD

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