CAREERS & ENTREPRENEURSHIP

CAREER ADVISING:
The GRC provides weekly drop-in career advising for postdoctoral scholars and graduate students for academic and non-academic positions. This includes discussing job search strategies, preparing for interviews, and CV or resume review. Meetings are on a first-come, first-serve basis. For more information, contact the GRC at grc@uci.edu.

- Tuesdays from 10:00 AM to 12:00 PM
- No appointments required

WORKSHOP SCHEDULE

ARE YOU LINKEDIN?
Thursday, January 14 from 2:00 – 3:00 PM
Part of the challenge of networking is finding the right people and making connections with people in your field. LinkedIn is a valuable resource you can use to research industries, meet recruiters, find other academics, and get connected.

SPECIAL EVENT - INTERVIEW SKILLS BOOT CAMP
Monday, February 1 from 9:30AM – 4:00 PM
This one-day boot camp provides the tools for participants to enter any interview situation with confidence including how to:
- Adapt to changing circumstances and handle surprises with confidence
- Practice effective small talk
- Interview in any setting including an individual, a panel, during a meal, and on Skype

TRANSFORMING YOUR CV INTO A RÉSUMÉ
Thursday, February 4 from 5:30 – 7:00 PM
Communicate the skills you develop in graduate school into a broader job search market. Tailor your content to the job description so employers see how your background suits their needs.

SPECIAL EVENT - $TART $MART: SALARY NEGOTIATION TRAINING
CO-SPONSORED WITH AMERICAN ASSOCIATION OF UNIVERSITY WOMEN (AAUW)
Thursday, February 11 from 3:00 – 6:00 PM
Start $mart is an interactive workshop designed to provide participants with the confidence and skills needed to earn fair compensation. This workshop provides benchmarks for salary and benefits, offers salary negotiation skill-building exercises, and teaches participants how to develop a personal budget to determine salary needs.

ENHANCING YOUR CV AND COVER LETTER
Thursday, March 3 from 5:30 – 7:00 PM
If you want to make the short list you need a strong CV. We will explore the purpose, format, content and structure of the Curriculum Vitae. Learn how to tailor it to different institution types and how to highlight your best assets.

REGISTER: grc.uci.edu/services/grc – Click “Book Now”
QUESTIONS? Email grc@uci.edu or call 949-824-3849

LOCATION: Graduate Resource Center (GRC)
3100 Gateway Study Center

www.grad.uci.edu/services/grc
COMMUNICATIONS & CULTURAL FLUENCY

COMMUNICATIONS CONSULTANTS
GRC communications consultants provide strategies to reduce stress, increase interaction with an audience, and help you deliver more impactful talks about your research, prepare for interviews, or reduce anxiety when speaking with others. Appointments are 30 minutes and available daily.

WORKSHOP SCHEDULE

POPULAR CITATION AND WRITING SOFTWARE
Thursday, January 21 from 12:00 – 1:00 PM
Learn about the major citation and writing programs used by academics including Endnote, Scrivner, Mendeley, Zotero, and other programs as well to stay organized and progress with your writing.

STRUCTURING A STEM JOURNAL ARTICLE
Tuesday, February 2 from 12:00 – 1:00 PM
Got the data but stuck on the paper? Learn ways to structure an academic paper, as well as techniques to communicate your ideas more effectively and overcome procrastination.

TIPS FOR LIVE PRESENTATIONS
Monday, February 8 from 6:00 – 7:00 PM and Tuesday, February 16 from 11:00 AM – 12:00 PM
Whether you are participating in Grad Slam or other pitch competition, having a concise and engaging description of your research is critical in today’s world. Learn the techniques to breathe life into your presentation and stay confident in front of a crowd.

MAKING MEETINGS WORK FOR YOU
Thursday, February 18 from 12:00 – 1:00 PM
Do meetings bore you? Find out how meeting formats and simple facilitation skills can encourage more discussion and increase participant involvement in your next lab meeting or discussion group.

PROCRASTINATORS, BEWARE!
Monday, February 22 from 1:00 – 2:00 PM
Overcome procrastination in your writing and research. You can enhance your ability to make significant research progress, overcome writing blocks, and reduce stress and anxiety.

SHARE YOUR RESEARCH: CONNECT YOUR RESEARCH WITH THE COMMUNITY
Thursday, March 3 from 12:00 – 1:00 PM
Tailor your message to engage persons of any age or background in a conversation about your research and leave them excited about your field of study! Find out how to practice your skills in an outreach event in the community.

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www.grad.uci.edu/services/grc
DOCTOR, I THINK I MAY HAVE “IMPOSTER SYNDROME”
Monday, January 25, 12:30 – 2:00 PM
Academia is comprised of brilliant researchers and scholars. As graduate students and postdoctoral scholars interact with faculty and colleagues, some question their academic pursuits and intellect. Learn more about the condition known as “Imposter Syndrome” and how to overcome this barrier.

GRADUATE STUDENT HEALTH – STUDENT HEALTH CENTER & THE STUDENT HEALTH INSURANCE PLAN (SHIP)
Thursday, February 18, 11:00 AM – 12:00 PM
Learn about the Student Health Center (SHC) services and the Student Health Insurance Plan (SHIP) - from deductibles and co-pays to coverage for dependents. Bring your questions and get answers.

FINDING YOUR BREATH: STRESS MANAGEMENT FOR GRAD STUDENTS
Monday, February 29, 1:00 – 2:00 PM
Relaxation and stress management are important no matter the obligation or deadline you face. In this interactive session, you will learn and practice breathing and meditation exercises for catching your breath and relaxing to stay on track.

REGISTER FOR THESE WORKSHOPS:
grc.uci.edu/services/grc – Click “Book Now”
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LOCATION:
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TEACHING & PEDAGOGY

CALIFORNIA COMMUNITY COLLEGE INTERNSHIP PROGRAM (CCCIP)

Discover firsthand what teaching in a community college environment is all about. CCCIP participants will be partnered with faculty at community colleges for a period of two to three consecutive quarters. The core of the internship consists of teaching experiences, curriculum development and enhancement, and a variety of other activities involved in a community college career.

WORKSHOP SCHEDULE

EXPLORING OPPORTUNITIES WITH COMMUNITY COLLEGES
Wednesday, January 27 from 10 – 11:30 AM and Thursday, February 4 from 3 PM – 4:30 PM
With more than 120 locations in California alone, community colleges can be an excellent opportunity for professional development as well as future employment. Learn about the California Community College Internship Program (CCCIP) and several community colleges in the area.

CONFIDENT COMMUNICATION IN THE CLASSROOM
Tuesday, February 23 from 12:00 – 1:00 PM
Effective communication is essential for successful teaching. This interactive workshop challenges participants to sharpen their communication skills in order to have an impact when leading discussions, presenting lectures, and engaging students.

REGISTER FOR THESE WORKSHOPS:
grc.uci.edu/services/grc – Click “Book Now”

QUESTIONS? Email grc@uci.edu or call 949-824-3849
GRADUATE DIVISION recognizes writing assistance as a top priority for graduate students and postdoctoral scholars.

WRITING CONSULTANTS
Writing consultants provide 60-minute meetings for writing in all disciplines. Writing consultants can review:
- Academic writing (course papers, publications, dissertations, conference papers, etc.)
- Funding applications including grants and fellowships
- Job application materials (Curriculum Vitae, resume, cover letter, teaching statement, etc.)
Appointments are available daily and can be scheduled online or by contacting the GRC at 949-824-3849.

DISSERTATION BOOT CAMP (DBC)
The Dissertation Boot Camp (DBC) provides an intensive three-day writing opportunity for graduate students during any stage of the dissertation writing process. The DBC format includes:
- Three days of structured writing time in a quiet, distraction-free setting
- Brief lessons on goal setting, creating a sustainable writing practice, and maintaining wellness
- Individual writing consultation meetings to address specific writing needs
The Dissertation Boot Camp is offered every quarter and during the summer.

ESL/ELL ACADEMIC WRITING SERIES
This series addresses the specific grammar and mechanics issues confronted by writers whose first language is not English. Taught in tandem with native speakers who excel in English writing, these workshops target the unique needs of first language speakers of Korean, Chinese, Farsi, and Spanish to address writing problems common to their language group.

WRITING GROUP
Writing groups encourage motivation and provide opportunities for feedback throughout the writing process. The GRC offers several writing groups:
- Wednesdays from 9:00 AM – 12:00 PM
- Wednesdays from 3:00 – 5:00 PM
- Fridays from 12:00 – 1:30 PM
If you want to form a group, the GRC can help with scheduling a meeting space, arranging a writing consultant to help the group get started, and promote the writing group to the graduate community.

WRITE-INS
Write-ins provide dedicated times for students to quietly write in the same room. Students set goals for the write-in and keep one another accountable to their goals. Write-ins promote the development of healthy writing habits—students are often surprised by how much they can accomplish when they are free of distractions.

WORKSHOPS
Every quarter the GRC offers workshops on writing articles, telling the story through the literature review, incorporating sources and avoiding plagiarism, and more.

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QUESTIONS? Email grc@uci.edu or call 949-824-3849

LOCATION: Graduate Resource Center (GRC)
3100 Gateway Study Center

www.grad.uci.edu/services/grc
Participate in our next Dissertation Boot Camp (DBC), an intensive 3-day writing opportunity for graduate students in the writing stage of their dissertation. The DBC helps writers overcome blocks, make significant progress in a short period of time, and develop skills for future academic writing.

**Dissertation Boot Camp provides:**

- Three days of structured writing time in a quiet, distraction free setting
- Short, daily lessons on dissertation writing and goal setting
- Individualized consultation opportunities to address specific writing needs
- Opportunities for continued, peer-driven dissertation writing sessions
- Free refreshments including breakfast, lunch, coffee and snacks

**REQUIREMENTS TO ATTEND THE DBC:**

- Must register via email (grc@uci.edu)
- Must attend all three days (9am-5pm on the first two days and 9am-1pm on the last day)
- First time attendees will have priority and returning attendees will be placed on a waitlist

**LOCATION:**

Graduate Resource Center (GRC)
3100 Gateway Study Center

**Testimonials:**

“The DBC answered many questions I had about writing my dissertation. It should be a requirement for every PhD student.”

“Previously I struggled with time management and motivation. The Dissertation Boot Camp helped me enormously with both.”

Interested? Register for the Dissertation Boot Camp via: email grc@uci.edu. For questions and information, call 949.824.3849.
This series addresses the specific grammar and mechanics issues facing graduate student writers whose first language is not English. Taught with native speakers who have strongly developed their English writing, these workshops target the unique needs of first language speakers of Korean, Chinese, Spanish, and Farsi to address writing problems common to their language group.

**English Grammar Review for Chinese Speakers**
Tuesday, January 12 from 12:00 – 1:00 PM

**English Grammar Review for Farsi Speakers**
Tuesday, January 19 from 12:00 – 1:00 PM

**English Grammar Review for Korean Speakers**
Tuesday, January 26 from 11:00 AM – 12:00 PM

**English Grammar Review for Spanish Speakers**
Tuesday, February 2 from 11:00 AM – 12:00 PM

**INTERESTED? REGISTER FOR THESE WORKSHOPS:**
grc.uci.edu/services/grc – Click “Book Now”

**QUESTIONS?** Email grc@uci.edu or call 949-824-3849

**LOCATION:**
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