

CAREER PATHWAYS PROGRAM

Old Dominion University



OLD DOMINION
UNIVERSITY

Annual Report for AY 2019/20

Dr. Wie Yusuf

Chair, Career Pathways Steering Committee
Old Dominion University

For more information, contact Dr. Wie Yusuf

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<https://sites.wp.odu.edu/careerpathways/>

July 2020

PROGRAM OVERVIEW

Career Pathways launched in August 2017 as the university-wide initiative to provide graduate student professional development. It encompasses both the Preparing Future Faculty program and the Preparing Future Professionals Certificates. The Preparing Future Faculty Certificate was an existing program, started in 2007, while the Preparing Future Professionals Certificate was launched in 2017 concurrently with Career Pathways. The Career Pathways program prepares graduate students for successful transition into thriving careers. With the Preparing Future Professionals Certificate, specifically, the emphasis has been on filling the existing gap in career and professional development for master's students and doctoral students with career plans outside of academia. Career Pathways is a gateway to resources, programs, events, and planning tools for ODU graduate students and post-doctoral fellows. Career Pathways events are also available to NSU graduate students but in the last three years fewer NSU students have participated in Career Pathways. With the broader recognition of the need to support post-doctoral scholars at ODU, a focus has been on connecting post-doctoral scholars with Career Pathways and professional development programming.

Preparing Future Faculty (PFF)

The mission of the Preparing Future Faculty (PFF) Certificate at Old Dominion University (ODU) is to introduce graduate students and post-doctoral fellows to the diverse roles, responsibilities, and rewards of an academic career. In doing so, it focuses particularly on the teaching and service roles sometimes not included in doctoral training. Fundamental research skills, such as grant writing, publishing, and academic job searching, are also addressed.

The PFF Certificate is open to graduate students interested in preparing for an academic career. ODU adjunct faculty and post-doctoral fellows are also invited to complete the Certificate. For graduate students, completion of the Preparing Future Faculty Certificate is noted on their academic transcript. All Certificate awardees receive paper certificates.

Requirements for the PFF Certificate include completing a semester-long mentored teaching experience; developing an ePortfolio; creating a CV; participating in 6 professional development activities related to preparing for an academic career; and documenting completion of PFF Certificate requirements in the ePortfolio. More details about the PFF Certificate requirements are provided in the Appendix.

The professional development events include a combination of PFF events and non-PFF events. Three of the events must be academic career-related events offered directly by the Career Pathways Program and cover topics such as grant writing, classroom management, ethics, the

academic job search, and student assessment. All PFF events are offered live, on campus, and available synchronously online via WebEx. Events are also recorded, and the archived events are available in a publicly-available event repository.

Approved non-PFF events are offered by other departments and organizations on campus, allowing the Career Pathways Program to leverage additional campus resources while ensuring graduate students receive needed training not covered within their academic programs. Non-PFF events include workshops and training programs such as those offered by the Center for Learning and Teaching (CLT), the Office of Research, the University Libraries, and the Graduate Teaching Assistant Instructor Institute.

For each professional development activity, students completing the PFF Certificate must document participation by posting a reflection on the experience to their ePortfolio. The reflection must include the title of the professional development activity and a short description. The reflection must also answer the following questions: (1) What three lessons/key points did you take away from this activity? (2) What one question remains unanswered? If you have no unanswered questions, what one key piece of advice would you offer a colleague? (3) How has this improved your professional and/or career readiness?

Preparing Future Professionals (PFP)

The Preparing Future Professionals (PFP) Certificate at ODU was launched in August 2017. It is a professional development program open to all graduate students and post-doctoral fellows and designed especially for those interested in a non-academic career, such as in industry, non-profit or non-governmental organizations, or government agencies. For graduate students, completion of the Preparing Future Faculty Certificate is noted on their academic transcript. All Certificate awardees receive paper certificates.

Requirements for the PFP Certificate include creating an individual development plan (IDP) in conjunction with a faculty mentor or advisor; developing an ePortfolio; creating a resume and/or revising/updating a resume based on review by Career Development Services staff or faculty advisor; participating in 6 professional development activities related to preparing for a professional career (from three categories: Career development, professionalism, and leadership and communication); and documenting completion of PFP Certificate requirements in the ePortfolio. More details about the PFP Certificate requirement are provided in the Appendix.

For each professional development activity, students completing the PFP Certificate must document participation by posting a reflection on the experience to their ePortfolio. The

reflection must include the title of the professional development activity and a short description. The reflection must also answer the following questions: (1) What three lessons/key points did you take away from this activity? (2) What one question remains unanswered? If you have no unanswered questions, what one key piece of advice would you offer a colleague? (3) How has this improved your professional and/or career readiness?

Steering Committee

The Career Pathways program is overseen by the Career Pathways Steering Committee, and the Chair of the Steering Committee is responsible for the administration of the program and associated certificates. For AY 2019/20 the Steering Committee included faculty and student representatives from the different colleges, the Graduate School, Career Development Services, Strome Entrepreneurial Center, VMASC, and University Libraries (see Appendix B for the list of Career Pathways Steering Committee members for AY 2019/20). A representative from Norfolk State University also served on the Steering Committee. Seven graduate students served on the Steering Committee, ensuring that the student perspective is represented.

The Steering Committee met five times during the year to discuss Career Pathways events and programming and the PFF and PFP Certificates. In AY 2019/20 the Steering Committee was chaired by Dr. Wie Yusuf. The Chair of the Steering Committee received a one course download to administer the Career Pathways program.

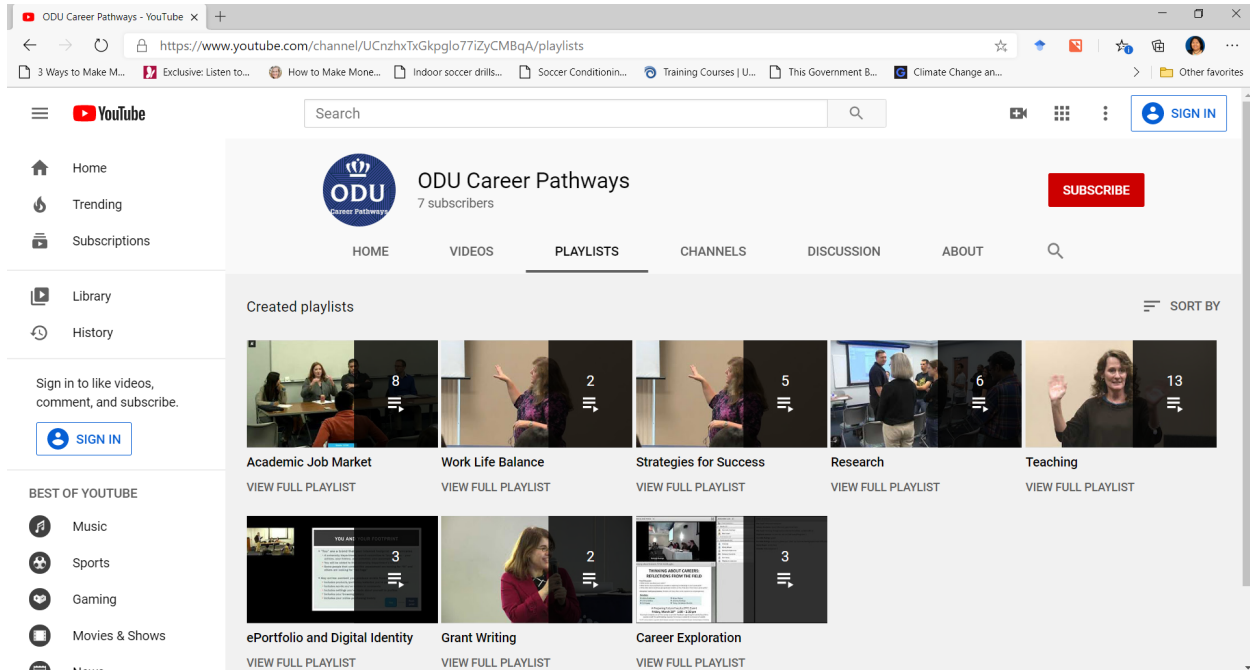
Budget

With the establishment of the Graduate School, the Graduate School and Academic Affairs committed to a budget of \$20,000 for the Career Pathways Program. However, in the last two years only \$10,000 was allocated to Career Pathways, and the majority of the funds were used to support a graduate assistant who provided ePortfolio training and assistance to graduate students (via the Center for High Impact Practices) broadly and not just students participating in Career Pathways. In this way, the Career Pathways budget supported graduate students across the university.

Career Pathways Website and Events Repository

A WordPress site was created for Career Pathways and launched in August 2017 that includes information about both the PFF and PFP programs. The website is located here: <https://sites.wp.odu.edu/careerpathways>. There is also a video archive/repository that now includes 40 videos of previous PFF and PFP events. The repository is located here: https://vs.prod.odu.edu/kvs/interface_reach/?cid=201510_PreparingFutureFacultyVS_94013. In

AY 2019/20 a Career Pathways YouTube channel was created to provide a public-facing and more organized repository of Career Pathways videos (The Career Pathways YouTube channel is available here: <https://www.youtube.com/channel/UCnzhxTxGkpglo77iZyCMBqA>). The YouTube channel also includes several “playlists,” organized by topic, to assist graduate students and post-doctoral scholars in finding relevant content.



The Career Pathways YouTube channel organizes video content into topical playlists

PROGRAMMING FOR 2018/19 AND MAJOR ACCOMPLISHMENTS

The focus of the Steering Committee for AY 2019/20 was three-fold. First, the Committee continued to emphasize introducing Career Pathways as the university-wide initiative to support graduate student professional development, encompassing both the PFF and PFP Certificates. Much of the focus has been on broadly disseminating information about Career Pathways, including communication with and information dissemination to GPDs, information sharing during the Graduate Administrators’ Council meetings, presenting at Graduate Student Orientation, and providing information in the Graduate School Newsletter. A monthly professional development newsletter was developed and disseminated to all graduate students (see sample newsletter in Appendix D). Informational and promotional videos were also developed and shared on the Career Pathways website and YouTube channel. Introductory information about Career Pathways was shared with the Office of Graduate Admissions for inclusion in admissions letters for graduate students.

Information about Career Pathways included in admissions letters:

In addition to excellent graduate programs, ODU is committed to supporting graduate student success by providing career and professional development programs to help you bridge graduate school and career success. Through the Career Pathways program, ODU provides resources, programs, events, and planning tools to help graduate students transition into thriving careers upon completion of their graduate degree programs. The Career Pathways program is free, and is available to all ODU graduate students. More information about Career Pathways is available at <http://sites.wp.odu.edu/careerpathways>

Second, the programming focus was on offering career and professional development events that address the needs of graduate students pursuing a wider range of career paths. For example, the workshops on mentoring and ePortfolio would have broad appeal across a wide range of master's and doctoral students, while workshops on developing an effective resume and transferable skills would benefit students considering non-academic careers. For students pursuing research or academic careers, the copyright and authors' rights workshop and the teaching workshop of developing effective writing assignments were intended to better prepare these students for their career paths.

Third, the Steering Committee was committed to the concept of continuous improvement and meeting the needs of ODU graduate students and post-doctoral scholars. In AY 2018/19 the Committee reviewed results of the ODU Graduate Student Quality of Life Survey to identify issues and concerns regarding career and professional development needs of graduate students. In AY 2019/20, the Committee discussed the possibility of expanding Career Pathways programming to include entrepreneurship and leadership skills, especially given the career trend towards being independent contractors, consultants, and/or starting businesses and clinical practices. The Committee reviewed and discussed the proposal developed by Dr. Wie Yusuf for a Preparing Future Entrepreneurs program (see Appendix C for the action plan that was developed as part of the Program Acceleration for Collegiate Entrepreneurship (PACE) program in May 2019). The Committee considered how entrepreneurial skills and other organizational skills required to 'be your own boss' can currently be incorporated as 'specialized skills' under the Preparing Future Professionals Certificate, and students interested in entrepreneurial and related careers can do so under the PFP program.



January/February 2020

Welcome and Introduction

Welcome to the monthly newsletter focusing on professional and career development needs of ODU graduate students. This newsletter is brought to you by the [ODU Career Pathways](#), a university-wide career and professional development program for graduate students and post-doctoral scholars. The goal of Career Pathways is to provide professional development and serve as a gateway to resources, programs, events, and planning tools to help bridge graduate school and career success. Career Pathways offers two Certificates:

- Preparing Future Faculty (PFF) Certificate – [More info](#).
- Preparing Future Professionals (PFP) Certificate - [More info](#).

Watch a [short overview](#) video about the Career Pathways program

Upcoming Events

Career Pathways events

- Interested in non-academic career? Attend the [Transferable Skills Workshop](#) (March 5) and learn how to translate what you do as a doctoral student into skills, abilities, and expertise that employers look for.

Sample first page of professional development newsletter sent to all ODU graduate students

Career Pathways events and programming highlights for AY 2019/20 include:

1. Creation of ODU Career Pathways YouTube channel that includes videos organized into different playlists including:
 - Career Exploration

- Academic Job Market
 - Research
 - Teaching
 - Grant Writing
 - ePortfolio and Digital Identity
 - Work-life Balance
 - Strategies for Success
 - Accessible here: <https://www.youtube.com/channel/UCnzhxTxGkpglo77iZyCMBqA>
2. Creation of informational and promotional videos that are posted on the Career Pathways website and YouTube channel. These videos
 - Provide information about the Career Pathways program and associated certificates
 - Feature Career Pathways alumni providing testimonials about how the programs helped them and offering advice to other students about undertaking professional development activities
 3. Dissemination of a monthly Professional Development Newsletter to all ODU graduate students
 - In October 2019, the first Professional Development Newsletter was sent to approximately 4,000 ODU graduate students
 - A web version of the newsletter is also available on the Career Pathways website
 4. Career Pathways offered a **combination of events** to support career exploration and planning, prepare students for the job search, and build skills needed to succeed in graduate school and beyond. These events include:
 - Copyright and Authors' Rights (September 17, 2019)
 - Cultivating Your Network of Mentors, Sponsors, and Collaborators (October 17, 2019)
 - Developing Effective Writing Assignments: How to Design Assignments for Courses you Teach (November 1, 2019)
 - Resume Workshop for Graduate Students (February 4, 2020)
 - Introduction to ePortfolio (September 24, October 22, November 12, 2019 and February 12, 2020)
 - CV Workshop (February 13, 2020)
 - Transferable Skills: Learn to Talk about What You Do (March 5, 2020)
 - Developing your ePortfolio (March 18 and April 8, 2020)

Planned events that were canceled due to COVID-19, included:

 - Success in the Academic Job Market: Creating an Impactful Application Packet
 - Career Exploration Roundtable: Careers in Federal Agencies
 5. **Certificates Awarded.** As of the beginning of AY 2019/20 academic year, 119 PFF Certificates had been awarded and three PFP Certificates had been awarded. In AY 2019/20, an additional three PFF Certificates were awarded.

LOOKING AHEAD TO ACADEMIC YEAR 2020/21

Given resource constraints and greater demands on faculty time for formal teaching in the classroom, Career Pathways will be temporarily suspended for AY 2020/21. Professional development content will continue to be available via the Career Pathways website, video repository, and YouTube channel, but the program will not be actively managed and no new programming will be provided. Dr. Wie Yusuf will process completed Certificates, on a volunteer basis, as needed. The Graduate School Dean, Associate Dean, and staff will manage other issues as they arise. Once the budgetary situation and teaching load issues are resolved, the Career Pathways Steering Committee will be reconvened and programming reactivated.

ACKNOWLEDGEMENTS

Career Pathways is a collaborative effort, and successful Career Pathways programming hinges on the support of many organizations and individuals on campus.

The Career Pathways Steering Committee Chair extends thanks to:

- Steering Committee members who worked tirelessly to support Career Pathways programming;
- The Graduate School – Dean Robert Wojtowicz, Associate Dean Bryan Porter, and Program Manager Missy Barber – for support and guidance;
- The Student Learning Commons for providing workshop space;
- The Office of Distance Learning for WebEx and video archiving assistance;
- Academic Affairs – Provost Austin Agho, Associate Vice President Elaine Pearson, and Maria Bowman – for resources and support;
- And all GPDs, faculty, staff, and students who have supported the Career Pathways program.

APPENDIX A: CERTIFICATE REQUIREMENTS

PFF Certificate Requirements (updated Fall 2017)

Version: November 27, 2017

- Develop a CV, obtain feedback from a faculty mentor, and revise the CV based on feedback.
- Develop an ePortfolio that, at a minimum, will include your CV, reflection on your mentored teaching experience, and reflection on your participation in the 6 professional development activities.

- Complete a semester-long mentored teaching experience.

The teaching-related experience must be a mentored experience lasting a minimum of one semester during which the student works with a faculty member to focus on teaching issues and processes. You must document completion of the mentored teaching experience by posting to your ePortfolio a description of the teaching activities completed and your reflection on the experience.

The requirement may be met in ONE of the following ways:

- Serving as a Teaching Assistant or Course Instructor (teaching a course or serving as a TA for a lecture, discussion group, or lab class).
- Working under a teaching mentor for one semester (including activities such as developing a course syllabus, identifying course readings, developing assignments or class activities, giving guest lectures, visiting classrooms at ODU and other institutions, and reading teaching-related literature).
- Completing a course on teaching in your discipline. The course should be related specifically to the process of teaching and not to specific content in the discipline. Pre-approval to count a course towards the PFF certificate should be obtained from the PFF Steering Committee Chair.
- Completing the 6-week long course Foundational Strategies for Effective Online Teaching offered by ODU's Center for Learning and Teaching (see clt.odu.edu for more information),

The PFF Steering Committee is aware that not all graduate students serve as GTAs involved in teaching. Students who want to complete the PFF certificate should identify a teaching mentor in their department who would be willing to work with them to complete the PFF certificate requirement. The PFF Steering Committee Chair may assist students in identifying or arranging a mentored teaching experience.

- Participate in 6 professional development activities related to preparing for an academic career

Required: Participate in at least three PFF-sponsored events. Two PFF-sponsored events are offered each semester. You may use more than three PFF events to fulfill the requirement of six professional development activities.

The remaining events may be any of the following non-PFF workshops or activities.

- Attend the ODU Graduate Teaching Assistant Institute organized by the Graduate School (restricted to funded GTAs)

- Complete the Certificate on College Teaching offered by the Virginia Tidewater Consortium for Higher Education (for a fee, more information here: <http://vtc.odu.edu/development/CCTP.html>)
- Attend workshops offered by the Office of Research
- Attend workshops offered by the Center for Learning and Teaching (CLT) or Center for Faculty Development
- Attend teaching workshops such as the ODU Summer Institute on Teaching and Learning, The Teaching Professors Conference (www.magnapubs.com/conferences), the Lilly Conference on College Teaching (lillyconferences.com), or teaching workshops offered in your discipline. Approval to count an event towards the PFF certificate should be obtained from the Career Pathways Steering Committee Chair
- Complete GRAD700: Professional Development, a 1-credit hour faculty development course offered by ODU's PFF program, or an equivalent course offered by an accredited doctoral institution. Approval to count a non-ODU faculty development course should be obtained from the Career Pathways Steering Committee Chair. Completion of GRAD700 will count as two non-PFF events for the PFF Certificate.

For each professional development activity, you must document participation by posting to your ePortfolio a reflection on the experience. Your reflection must include the title of the professional development activity and a short description. Your reflection must also answer the following questions: (1) What three lessons/key points did you take away from this activity? (2) What one question remains unanswered? If you have no unanswered questions, what one key piece of advice would you offer a colleague? (3) How has this improved your professional and/or career readiness?

- Document completion of PFF Certificate requirements in an ePortfolio
- Send an e-mail to Dr. Wie Yusuf (jyusuf@odu.edu) indicating you have completed the PFF Certificate requirements along with a link to your ePortfolio

PFP Certificate Requirements

Version: January 16, 2018

- Develop an individual development plan (IDP), in conjunction with a faculty mentor or advisor.
- Develop an ePortfolio that, at a minimum, will include your IDP, resume, and reflection on your participation in the 6 professional development activities.
- Create a resume or update your existing resume based on feedback by CDS staff, faculty advisor, or outside mentor.
- Participate in 6 professional development activities related to your IDP and professional readiness needs

Required: Participate in events/activities from three categories: Career development, professionalism, and leadership and communication.

Below are some selected events/activities that fall under the three categories. You should select activities/events that address your professional readiness needs as identified in your IDP.

Career Development

- Resume development
- Career exploration workshops (e.g., ONR, local governments, nonprofits, etc.)
- Mock interview
- Informational interview
- Attend a career fair or information session
- Working Wednesdays

Professionalism

- Social networking
- Digital identity
- Complete an internship
- Working Wednesdays
- Join a professional organization, learn about career resources, or attend a conference/networking event

Leadership and Communication

- Cultural competence
- Leadership
- Effective presentations
- Science communication
- Emotional intelligence
- DiversABILITY training (Offices of Educational Accessibility & Intercultural Relations)

Optional: Depending on your IDP, the professional development activities could also include those related specialized skills such as high performance computing, grantwriting, statistics and data analysis, entrepreneurship and innovation, or GIS.

For each professional development activity, you must document participation by posting to your ePortfolio a reflection on the experience. Your reflection must include the title of the professional development activity and short description. Your reflection must also answer the following questions: (1) What three lessons/key points did you take away from this activity? (2) What one question remains unanswered? If you have no unanswered questions, what one key piece of advice would you offer a colleague? (3) How has this improved your professional and/or career readiness?

- Document completion of PFP Certificate requirements in an ePortfolio
- Send an e-mail to Dr. Wie Yusuf (jyusuf@odu.edu) indicating you have completed the PFP Certificate requirements along with a link to your ePortfolio

Appendix B: Steering Committee Members

PFF Steering Committee for 2019/2020

1. Dr. Wie Yusuf, ODU, Public Service, Chair
2. Oge Agim, ODU, Public Service (PHD STUDENT)
3. Abbie Basile, Libraries
4. Dr. Orlando Ayala, ODU, Engineering Technology
5. Murat Balci, ODU, Engineering Management and Systems Engineering (PHD STUDENT)
6. Dr. Abby Braitman, ODU, Psychology
7. Dawn Driesbach, ODU, GPIS (PHD STUDENT)
8. Nancy Grden, ODU, Strome Entrepreneurial Center
9. Dr. Desi Hacker, NSU, School of Graduate Studies and Research
10. Hannah Hou, ODU, Higher Education (PHD STUDENT)
11. Alice Jones, ODU, Career Development Services
12. Dr. Regina Karp, ODU, GPIS
13. Briana Morris, ODU, ePortfolio/CHIP (STUDENT)
14. Dr. Chris Osgood, ODU, Biology
15. Sarah Pedigo, ODU, Criminal Justice (PHD STUDENT)
16. Dr. Ariel Pinto, ODU, Engineering Management and Systems Engineering
17. Dr. Phil Reed, ODU, Stem Education and Professional Studies
18. Kelly Romano, ODU, Psychology (PHD STUDENT)
19. Dr. Patrick Sachs, ODU, Medical Diagnostics and Translational Sciences
20. Dr. Sachin Shetty, ODU, VMASC & Modeling & Simulation
21. Elizabeth Smith, ODU, Graduate School

Appendix C: Plan for the Creation of a Preparing Future Entrepreneurs
Certificate Program



PROGRAM ACCELERATION for COLLEGIATE ENTREPRENEURSHIP (PACE) at ODU

ACTION PLAN

Name	Wie Yusuf	UIN	00758106
Department	School of Public Service	College	Business
Phone (preferred)	3-4437	Email	jyusuf@odu.edu

1. Plan Overview | Briefly describe the entrepreneurial plan that you would like to pursue in the near future:

- Develop a Preparing Future Entrepreneurs certificate program to parallel the Preparing Future Faculty and Preparing Future Professional certificates offered to graduate students across the University. Through this certificate program students will explore entrepreneurial opportunities, identify resources to help them be more entrepreneurial, determine needed entrepreneurial skills, and participate in activities to develop entrepreneurial skills.

2. Plan Impact | How will this plan impact the entrepreneurial ecosystem at Old Dominion University?

- Provide professional and career development for ODU graduate students via an extra-curricular and co-curricular route. There are currently some academic coursework in entrepreneurship available to graduate students (e.g., I periodically teach a Social Entrepreneurship class in the MPA program), but for the most part the courses are at the undergraduate level. The certificate will expand the entrepreneurial ecosystem to be more inclusive of graduate students.

3. Plan Goals | List at least two plan goals that are you want to accomplish upon program implementation:

- (1) Development of a program concept that has broad buy-in across graduate students, GPDs, graduate faculty, staff, etc.
- (2) Resources from the University to successfully launch the certificate program
- (3) Graduate students completing the certificate and indicating it was an important element of their professional and career development

4. PACE Concepts | Briefly describe 2-3 concepts from the PACE institute that are most relevant to the success of your plan:

5. Application | Describe how these PACE concepts can help you realize the plan goals that you identified.:

For Q4 & 5 combined -

- (1) Entrepreneurship as decision making – provides list of decision making skills that graduate students should consider; Gives starting point for a diagnostics tool for students interested in the pursuing the certificate

(2) Entrepreneurship isn't just a B-School thing – emphasizes the importance of helping graduate students from across colleges and disciplines be entrepreneurial; reinforces that this is important and should be supported as a university-wide program

6. Resources | What resources will you need to accomplish your plan goals?

- (1) Time (i.e., summer stipend or course release) to explore what, if any, other institutions are doing to support graduate students' entrepreneurial needs via extra/co-curricular routes;
- (2) Travel funds to attend conferences (I'm thinking USASBE) to learn what others are doing in terms of education/preparation for entrepreneurial careers;
- (3) Support from the Graduate School, Career Development Services, etc. to develop a program that has wide reach across the university
- (4) Once certificate program is launched, need resources to support a program administrator and funding to manage/run the program

7. Timeline | Sketch a feasible timeline for accomplishing these goals:

- Fall 2019 – Study/investigate what has been done by other institutions; Assess ODU landscape to identify potential partners, resources, challenges, etc.
- Spring/Summer 2020 – Develop concept, shop concept around, get buy-in
- Fall 2020 – Set-up program, materials, website, marketing, etc. for launch in Fall 2021.
- Fall 2021 – Launch program

8. Moving Forward:

The Strome Entrepreneurial Center staff and Entsminger eFellows are available to assist you. Would you like to meet further with the center about your plan? If so, when?

- Don't know yet.

Appendix D: Brochures and Event Flyers, Sample Newsletter

CAREER PATHWAYS

Professional development to bridge graduate school and career success

Cultivating Your Network of Mentors, Sponsors, & Collaborators

Join other graduate students and faculty discussants for a webinar offered by the National Center for Faculty Development and Diversity

- Want to learn how to find mentors, sponsors, and collaborators that are appropriate for your needs?**
 - What is the difference between a mentor and sponsor?**
 - Why do you need both?**
 - Want to develop a strong network of mentors and sponsors?**
 - Struggling to cultivate mentors?**
- This webinar and discussion will help you:**
 - Map your current network**
 - Identify your unmet needs**
 - Plan how to expand your existing network to meet your needs**

Thursday, October 17, 2019

2.00 to 3.30pm in Monarch 2100 (Graduate School Multipurpose Room)
Snacks provided. BRING A FRIEND!

Questions? Contact Dr. Wie Yusuf
Chair, Career Pathways Steering Committee
E-mail: jyusuf@odu.edu Phone: 757-683-4437
Web: <https://sites.wp.odu.edu/careerpathways/>





**OLD DOMINION
UNIVERSITY**

THE GRADUATE SCHOOL - CAREER PATHWAYS AND
CAREER DEVELOPMENT SERVICES

RESUME WORKSHOP

FOR GRADUATE STUDENTS

FEBRUARY 4, 2020

3:00-4:00 PM

2100 MONARCH HALL

**BRING YOUR
RESUME FOR
FEEDBACK FROM
EMPLOYERS AND
FACULTY.**



**THIS WORKSHOP WILL HELP YOU DEVELOP AND
STRENGTHEN YOUR RESUME TO HIGHLIGHT YOUR
GRADUATE EDUCATION AND EXPERIENCE**

CAREER PATHWAYS

Professional development to bridge graduate school and career success

Transferable Skills: Learn to Talk about What You Do

Identifying transferable skills can be one of the most difficult processes in preparing for a job search. PhDs are trained to talk about what they know, not what they do. Employers want to know what you can do for their organization and hire based on a combination of skills, knowledge, and experience. Once you can identify the skills you have that are in demand by employers of interest, you can begin to write professional documents, network, and prepare for interviews.

This recorded webinar by Beyond the Professoriate, you will learn:

- How to conduct a Skills Inventory to identify the skills and abilities you have learned during your graduate education
- How to identify key skills and core competencies employers are looking for
- How to communicate your skills and subject matter expertise in a way that makes sense to employers

**Thursday, March 5, 2020 from 12.00 – 1.30 pm
Monarch Hall Room 2100**

**Can't make it to the workshop? Want to access the webinar on your own time?
The recorded webinar is available in the Career Pathways events archive
(<https://sites.wp.odu.edu/careerpathways/2018/05/21/transferableskills/>)**

Questions?
Contact Dr. Wie Yusuf, Chair, Career Pathways Steering Committee
E-mail: jyusuf@odu.edu Web: <https://sites.wp.odu.edu/careerpathways/>



DEVELOPING YOUR EPORTFOLIO

The Library Learning
Commons 1313

Online via Zoom:
<http://bit.ly/epgrad>

MAR 18 12:00PM

APR 8 3:00PM

What is an ePortfolio?

An ePortfolio is a collection of academic and professional work in an electronic format that showcases learning over time

This workshop will cover ways graduate students can develop their ePortfolios, including how to keep them professional and geared towards their academic fields.

INTRO TO EPORTFOLIO for Graduate Students

THE LEARNING COMMONS ROOM 1313

Online via Zoom: bit.ly/gradepf19



SEPTEMBER 24th at 12:00 PM

OCTOBER 22nd at 3:00 PM

NOVEMBER 12th at 3:00 PM



CAREER PATHWAYS

Professional development to bridge graduate school and career success

CV Workshop

Come out for this hands-on workshop and get a jump start on **CREATING AN EFFECTIVE CV**

- ❖ New to CVs? Learn about why you need a CV
- ❖ Don't have a CV? Create your CV using the workshop template
- ❖ Have a CV that needs work? Work on or update your CV

Get one-on-one faculty feedback on your CV!

This workshop is open to all graduate students but is targeted at early PhD students (1st and 2nd years)

- Come prepared with a draft CV. If you don't have one, use the template available here: <http://bit.ly/35XAQba>

Thursday, February 13, 2020

12.00 to 1.30pm in Learning Commons LC 1310-1311

Snacks provided. BRING A FRIEND!

Questions? Contact Dr. Wie Yusuf
Chair, Career Pathways Steering Committee
E-mail: jyusuf@odu.edu Phone: 757-683-4437
Web: <https://sites.wp.odu.edu/careerpathways/>



CAREER PATHWAYS

Professional development to bridge graduate school and career success

Workshop on Copyright and Authors' Rights

How does copyright affect you as a user of materials? Do you use copyrighted materials for your classes? For your scholarly or creative works?

- Can I use this photo for my online course? Can I show this video in class? Can I post these journal articles for my students to read?

Do you produce copyrighted materials? Do you (or plan to) publish journal articles, book chapters or books?

- What are my rights as an author?
- Can I publish my work on my website?
- What's an author's addendum? How can it help me?

Ms. Karen Vaughan (University Libraries) will address these questions and many more.

Tuesday, September 17, 2019

Noon-1pm in Monarch Hall 2111

Also available via WebEx at bit.ly/PFF_WebEx

Snacks and drinks will be provided. BRING A FRIEND!

Questions? Contact Dr. Wie Yusuf
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E-mail: jyusuf@odu.edu Phone: 757-683-4437
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CAREER PATHWAYS

Professional development to bridge graduate school and career success

Developing Effective Writing Assignments: How to Design Assignments for Courses You Teach

Learn how to develop writing assignments that help your students learn, while making your job as a teacher easier

- How do you link the writing assignment to course contents and learning objectives?
- How do you build in low stakes assignments and activities to improve student success?
- How can you provide more useful student feedback?

*****Bring a sample course syllabus (from a class that you're taking or that you would like to teach) to work on*****

A hands-on interactive workshop led by Remica Bingham-Risher and Wie Yusuf

Friday, November 1, 2019

Noon-2pm in Monarch 2100 (Graduate School Multipurpose Room)

Also available online: bit.ly/CP_zoom

Snacks and drinks will be provided. BRING A FRIEND!

Questions? Contact Dr. Wie Yusuf
Chair, Career Pathways Steering Committee
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January/February 2020

Welcome and Introduction

Welcome to the monthly newsletter focusing on professional and career development needs of ODU graduate students. This newsletter is brought to you by the [ODU Career Pathways](#), a university-wide career and professional development program for graduate students and post-doctoral scholars. The goal of Career Pathways is to provide professional development and serve as a gateway to resources, programs, events, and planning tools to help bridge graduate school and career success. Career Pathways offers two Certificates:

- Preparing Future Faculty (PFF) Certificate – [More info](#).
- Preparing Future Professionals (PFP) Certificate - [More info](#).

Watch a [short overview](#) video about the Career Pathways program

Upcoming Events

Career Pathways events

- Interested in non-academic career? Attend the [Transferable Skills Workshop](#) (March 5) and learn how to translate what you do as a doctoral student into skills, abilities, and expertise that employers look for.

- Looking to go on the academic job market soon? Come to the [Success in the Academic Job Market Workshop](#) on March 20.
- Need assistance with your ePortfolio for completing the Preparing Future Faculty and/or Preparing Future Professionals Certificate? Or want to learn more about how an ePortfolio can help showcase your academic and professional work? Come to the [Developing Your ePortfolio Workshop](#) on March 18 or April 9.
- Explore career opportunities in the federal governments. Come to the [Career Exploration Roundtable: Careers in Federal Agencies](#) event on April 3. Representatives from federal agencies will share insights about graduate career pathways in the federal government

Other events

- [Spring 2020 Career Fair](#) (March 24) – Keep an eye out for a list of employers interested in recruiting graduate students
- [Science Pub – Graduate Student Lightning Talks](#) (April 8)

Resources

- [GRAD700: Professional Development](#) is being offered in Summer 2020. Sign up for this 1-credit hour asynchronous online course if you are interested in preparing for an academic career or want to spend some time preparing your academic job application packet. This class intended to help graduate students become better prepared for and able to take charge of their graduate education and the planning of their future academic careers as researchers, teachers, and productive members of both their institutional and disciplinary communities.
- The **ODU Writing Center** provides free individual tutorials to and graduate students. Writing Center tutors are not editors or proofreaders, but they provide coaching on writing aspects such as proofreading your work, getting writing projects started, and developing a strong writing process.

Appointments are available in the Writing Center (1208 Perry Library) and online (for distance students). [More info](#).

- Do you know that the **ODU Career Pathways events repository** has videos of more than 40 professional development events? [Access the repository here](#). Login using your MIDAS ID and password, and check out the recordings on topics such as work-life balance, transferable skills, research collaboration, project-based learning, and ethical dilemmas in teaching.

Professional Development Spotlight: **Grant Writing Essentials**

Career Exploration: Entrepreneurial Career Opportunities Outside Academia

Have you considered how your graduate degree can be useful in pursuing entrepreneurial opportunities? This panel discussion (originally hosted by the Strome Entrepreneurial Center on January 30, 2018) highlights career paths of entrepreneurs who saw opportunities to leverage their graduate education in innovative and entrepreneurial ways. [Watch the recorded event](#).

Contact Wie!

Have suggestions for career or professional development events? E-mail Dr. Wie Yusuf, Career Pathways Steering Committee Chair at jyusuf@odu.edu

