

# PROFESSIONAL DEVELOPMENT TIMELINE FOR PhD STUDENTS

This chart suggests a rough chronology for how a PhD student could use the professional development services of Mercer University's Career Services Office during the various stages of academic progress. Details of the sequence will vary by discipline, and there is no one sequence that works best for everyone. Working with your department faculty and other campus resources can help you balance professional development and the demands of your program.

	Coursework	Qualifying Exam/ Candidacy	Dissertation Research	Dissertation Writing
<b>Within Department</b>	<ul style="list-style-type: none"> <li>➤ Meet with academic advisor and make a coursework plan, if not predetermined</li> <li>➤ Participate in departmental orientation</li> <li>➤ Observe faculty and peer teaching methods</li> <li>➤ Attend departmental seminars and colloquia; network with peers and faculty</li> <li>➤ Pay close attention to communications from departmental Dean and administrators, and Dean of Students</li> <li>➤ Begin developing a Teaching Philosophy</li> </ul>	<ul style="list-style-type: none"> <li>➤ Read job bulletins and announcements in field</li> <li>➤ Develop ideas for poster display, conference presentation, and/or journal article</li> <li>➤ Attend and present at professional conferences and meetings; network</li> <li>➤ Participate in departmental committees and events</li> <li>➤ Continue attending seminars and networking</li> <li>➤ Develop a teaching bibliography</li> <li>➤ Identify and assess teaching skills</li> <li>➤ Start teaching portfolio in LiveText</li> </ul>	<ul style="list-style-type: none"> <li>➤ Continue attending departmental seminars and events; network with visiting scholars</li> <li>➤ Continue reading job bulletins and announcements in field</li> <li>➤ Start acquiring letters of recommendation</li> <li>➤ Consider teaching a course where you are the primary instructor</li> <li>➤ Begin publishing</li> <li>➤ Attend workshops and programs on academic and post - academic careers</li> <li>➤ Continue work on teaching portfolio; collect sample syllabi; save teaching evaluations from faculty and students</li> <li>➤ Refine/update Statement on Teaching Philosophy</li> <li>➤ Continue to seek opportunities for teaching and to practice teaching</li> <li>➤ Attend workshops on publishing networking, etc.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Practice 60-second commercial</li> <li>➤ Find out about departmental support for entering the academic job market (mock interviews, sample application materials, etc.); seek input from faculty on job search materials</li> <li>➤ Develop ideas for post-dissertation research</li> <li>➤ Explore post-doctoral opportunities</li> <li>➤ Continue work on teaching portfolio</li> <li>➤ Refine/update Statement on Teaching Philosophy</li> <li>➤ Continue to seek opportunities for teaching and to practice teaching</li> <li>➤ Attend workshops on publishing, networking, getting a job in academia, etc.</li> </ul>

	Coursework	Qualifying Exam/ Candidacy	Dissertation Research	Dissertation Writing
<b>Career Services Office</b>	<ul style="list-style-type: none"> <li>➤ Explore Career Services' resources and services: <a href="http://www.mercer-professional.org">www.mercer-professional.org</a></li> <li>➤ Meet with a professional career counselor to discuss how to get the most out of the graduate school experience and plan for your future career; for an appointment, call (678) 547-6023</li> <li>➤ Begin developing academic and professional CVs and resumes</li> <li>➤ Begin reading <i>The Chronicle of Higher Education</i> online for a better understanding of academia and the job market</li> </ul>	<ul style="list-style-type: none"> <li>➤ Keep up-to-date on PhD student resources on Career Services website: <a href="http://www.mercer-professional.org">www.mercer-professional.org</a></li> <li>➤ Do career exploration with a professional career counselor to assess your career-related skills, interests and values</li> <li>➤ Update and maintain CV and/or resume and other job search materials</li> <li>➤ Consult career counselor on professional development goals and priorities; seek help with building networking skills</li> <li>➤ Choose summer and other employment/internships for professional development</li> </ul>	<ul style="list-style-type: none"> <li>➤ Continue networking and maintain connections; learn about alumni databases</li> <li>➤ Practice interviewing skills</li> <li>➤ Update and maintain CV and/or resume and other job search materials</li> <li>➤ Consult with career counselor about career goals</li> </ul>	<ul style="list-style-type: none"> <li>➤ Consult with career counselor about job search</li> </ul> <p><b>Academic</b></p> <ul style="list-style-type: none"> <li>• Update file in LiveText</li> <li>• Prepare targeted CVs and/or resumes, cover letters, research statements, applications, and other supportive documentation</li> <li>• Obtain letters of recommendation from faculty</li> </ul> <p><b>Post-academic</b></p> <ul style="list-style-type: none"> <li>➤ Attend career fairs, company information sessions, and other events</li> <li>➤ Seek advice on self-directed search and job postings</li> <li>➤ Speak with alumni in various industries of interest</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>➤ Develop technological and computer proficiency</li> <li>➤ Use Counseling Services for help with time-management, academic skills assessment, and personal issues; for an appointment, call (678) 547-6060 <a href="http://counseling.merceratlanta.org/">http://counseling.merceratlanta.org/</a></li> <li>➤ Seek assistance with disability accommodations (678) 547-6823 <a href="http://campuslife.merceratlanta.org/disabilityservices.html">http://campuslife.merceratlanta.org/disabilityservices.html</a></li> </ul>	<ul style="list-style-type: none"> <li>➤ Maintain hobbies and friendships for balance and stress relief</li> </ul>	<ul style="list-style-type: none"> <li>➤ Seek out dissertation support from peers and faculty</li> <li>➤ Meet with faculty to learn more about requirements, deadlines, and resources</li> </ul>	<ul style="list-style-type: none"> <li>➤ Seek out dissertation support from peers and faculty</li> <li>➤ Meet with faculty to learn more about requirements, deadlines, and resources</li> <li>➤ Seek support from family members, friends, and other supportive associates</li> </ul>

This timeline was adapted from the *Professional Development Begin Today: A Guide to Services for GSAS Students*, published by the Office of Career Services, Harvard University, and the *Professional Development Timeline*, published by the Graduate Schools of Arts and Sciences, Washington University in St. Louis, MO.