Professional Development Inventory

**Graduate School site’s resource pages for professional development**

**Writing, Research & Presentation section** [http://gradschool.missouri.edu/resources/writing-research-presentation/index.php](http://gradschool.missouri.edu/resources/writing-research-presentation/index.php)

- Research, Writing & Presentation Support
- MU Campus Research Support
- Research Compliance
- Grant & Proposal Writing
- Scholarly Posters and Presentation Resources

**Programs for Future Faculty section** [http://gradschool.missouri.edu/resources/preparing-faculty/index.php](http://gradschool.missouri.edu/resources/preparing-faculty/index.php)

- Preparing Future Faculty Program (PFF)
- International Teaching Assistants Program (ITAP)
- Minor in College Teaching Program (MICT)

**Preparing for the Job Market section**

- Job Search academic
- Job Search Beyond Higher Education
- Professional Development Seminars
- Learn About Interfolio
- Custom Career Seminars
- The Versatile PhD
- Graduate Leadership Program

**Financials**

[http://gradschool.missouri.edu/financials/financial-resources.php](http://gradschool.missouri.edu/financials/financial-resources.php)

- Graduate Awards & Travel Scholarships
- Managing Your Budget and Loan Repayment: Financial Help for Graduate Students

**Scholarly Integrity & Ethics**

[http://gradschool.missouri.edu/academics/scholarly-integrity-ethics/index.php](http://gradschool.missouri.edu/academics/scholarly-integrity-ethics/index.php)

- Copyright, Plagiarism & Intellectual Property
- Responsible Conduct of Research (RCR)
- Academic Honesty & professional Ethics
- Guideline for Good Practice in Graduate Education
- Intimate Relationships with Graduate Students
BlackBoard Sites related to Professional Development

Blackboard (Bb) is Mizzou's course management system used by faculty, staff and student groups to share course information and resources. The Graduate School manages several Bb organizations to meet students' needs. The following three sites have open enrollment to all graduate and professional students:

- **Grad Careers**: Designed for students exploring job opportunities in business, industry, government, nonprofit and/or higher education. Provides examples for competitive résumés, CV's and cover letters. Strategies for job search, interviewing and marketing your transferable skills (e.g., leadership, writing, public speaking, management) across job sectors. Open enrollment. Look for ID org_grad_careers Membership managed by Dr. Robin Walker. Membership managed by Dr. Robin Walker.

- **Grad Scholar**: Provides writing resources for abstracts, outlines, literature reviews, theses/dissertations, journal articles, scholarly presentations/posters and teaching the public about research findings. Open Enrollment. Look for ID org_grad_scholar Membership managed by Dr. Robin Walker.

- **Grad Proposal Writer**: Resources for developing grants or fellowship and scholarship proposals. Includes guides for getting organized and constructing effective proposals; step-by-step instructions; links for locating funders; proposal examples; basic budgeting and evaluation guides. Open Enrollment. Look for ID org_grad_proposal_writer Membership managed by Dr. Robin Walker.

*Please see attachments for a complete list of the resources found in each of these Bb organizations.*

Open to students enrolled in Graduate School Programs with professional development components:
- **International Teaching Assistants Program**. Membership managed by Liz Tummons.
- **McNair Scholars Program**. Membership managed by Dr. NaTashua Davis.
- **Preparing Future Faculty**. Membership managed by Dr. Mannie Liscum.
- **Graduate Student Leadership Program**. Membership managed by Dr. Robin Walker.

Career-Related Seminars

*Fall and spring semester seminars:*

LinkedIn: Optimize your Profile to Get Noticed
From CV to Résumé: Looking for Jobs Outside of Academia;
Competitive Résumés
Cover Letters
Job Interviews: How to Prepare, What to Expect
Job Search Networking & Perfecting your Elevator Pitch
Versatile PhD: Business, Government & Nonprofit Jobs

*Offered as part of Graduate Education Week:*

Before Accepting that Job Offer: Salary & Benefit Negotiation
In Search of Work-Life Balance: Faculty Perspectives
Grant Writing: A skill that can help you land a job
Custom Professional Development Seminars 2008-present

- Harry S Truman School for Public Affairs
- Association for Black Professional Graduate Students
- MU Postdoctoral Association
- IMSD Express Program (undergraduates)
- Academic Retention Services (undergraduates)
- MU Graduate School New Fellows
- Department of Educational Leadership
- Physics & Astronomy Graduate Student Association
- Sinclair School of Nursing
- International Student Career Services

### Professional Development Learning Materials

#### Job Search Handouts
- Analyzing a Job Announcement – academic
- Analyzing a Job Announcement – alt academic
- CV versus Resume: What’s the difference?
- Elements of an Academic CV
- CV templates; CV Sections - annotated
- Resume templates; ATS resume templates
- Parts of a Cover Letter – alt academic
- Developing Academic Network
- Making the most of Academic Conferences
- Top 5 Job Search Strategies
- US Job Search Engines (for international students)
- Job Search
- Handbills
- Elevator Statements

#### PowerPoint Presentations
- Elements of an Academic CV
- Academic Cover letters
- From CV to Resume
- Powerful Cover Letters (and Email Transmittals)
- Securing that Interview - Cover Letters that Work
- Applying for Academic Jobs in the US (for international students)
- LinkedIn Profiles
- Conversations in Professional Development
- Scientific Posters
- Scholarly Presentations
- Basics of Grant Writing
- Job Search Process
- Preparing for all types of interviews
- Networking
- Versatile PhD: Transferable Skills
- Handling Difficult Interviews

#### Professional Development Materials
- Individual Development Plan
- Leadership Theory & Transferable Skills Chart
- Professional Development Checklist
- Elevator Speech
- Research Concept Worksheet
- Writing a Teaching Philosophy
- Budgeting Basics
- Budget Worksheet (Excel)
- Evaluation Basics
- Proposal Writing Guide
- Logic Models
- Top 10 things to do before your graduate
Recruitment and Retention Handouts

- Why Pursue a Graduate Degree?
- Select a Graduate Program Right for You
- Recruiting & Mentoring Minority Students (faculty guide)
- GRFP Essay Insights – (nationally recognized)
- Fellowship Writing Guide
- 6 Tips for Getting into Graduate School
- Graduate Student Progress System (students)
- Graduate Student Progress System (faculty)
- Effective personal essays

Social Media

Twitter: @Career Savvy Grad For Mizzou grad students trekking a career path beyond the academy. Tweets on hot jobs, branding techniques, salary trends, interview pitfalls, employers' expectations and more. 73 followers.

Linked In: Forthcoming blog: robingwalkerphd
Also mange & am top contributor of NSF Graduate Research Fellowship group. 2,256 members