

Professional Development Activities Checklist



	Department and Discipline	Research	Teaching	Career	Ethics
All Stages	<ul style="list-style-type: none"> <input type="checkbox"/> Read the key literature in your field <input type="checkbox"/> Meet departmental milestones 	<ul style="list-style-type: none"> <input type="checkbox"/> Apply for grants and fellowships <input type="checkbox"/> Participate in academic writing workshops 	<ul style="list-style-type: none"> <input type="checkbox"/> Attend Kaneb Center workshops <input type="checkbox"/> Visit Kaneb Center web site for updates and announcements 	<ul style="list-style-type: none"> <input type="checkbox"/> Identify transferable skills <input type="checkbox"/> Attend job talks, lectures and seminars in your department <input type="checkbox"/> Build your CV or Resumé 	<ul style="list-style-type: none"> <input type="checkbox"/> Reflect on the ethical dimensions related to your research <input type="checkbox"/> Attend ethics and compliance lectures <input type="checkbox"/> Attend Ethics Cafés
Early Stage (coursework; pre-doctoral)	<ul style="list-style-type: none"> <input type="checkbox"/> Learn about programs and resources <input type="checkbox"/> Synch to the professional development calendar <input type="checkbox"/> Develop a strategic plan with your academic adviser <input type="checkbox"/> Meet with your subject librarian <input type="checkbox"/> Develop a network of faculty and advanced graduate students within your department 	<ul style="list-style-type: none"> <input type="checkbox"/> Explore resources for internal and external grants and fellowships <input type="checkbox"/> Sign up for PIVOT and register professional profile <input type="checkbox"/> Create a research action plan to maximize opportunities <input type="checkbox"/> Build international and interdisciplinary network <input type="checkbox"/> Learn about engaged research and ways to apply to your scholarship 	<ul style="list-style-type: none"> <input type="checkbox"/> Explore Kaneb Center programs and resources <input type="checkbox"/> Attend TA Orientation <input type="checkbox"/> Begin working toward teaching certificates <input type="checkbox"/> Start building portfolio <input type="checkbox"/> Consider teaching a Social Concerns seminar <input type="checkbox"/> Consider attending the Community Engagement Teaching Institute at the Center for Social Concerns 	<ul style="list-style-type: none"> <input type="checkbox"/> Explore Career Center programs and resources <input type="checkbox"/> Acquire a professional outfit <input type="checkbox"/> Complete a self-assessment <input type="checkbox"/> Build your campus and professional network 	<ul style="list-style-type: none"> <input type="checkbox"/> Explore Office of Research, Reilly Center, and Center for Ethics and Culture <input type="checkbox"/> Complete Responsible Conduct of Research (RCR) training <input type="checkbox"/> Complete the required ethics workshop <input type="checkbox"/> Attend workshops on work/life balance, time management, and goal-setting
Mid Stage (master's research; candidacy exams)	<ul style="list-style-type: none"> <input type="checkbox"/> Assess your strategic plan <input type="checkbox"/> Pursue leadership and service options (e.g., GSU) <input type="checkbox"/> Join professional organizations and build your external network 	<ul style="list-style-type: none"> <input type="checkbox"/> Attend and present at conferences <input type="checkbox"/> Volunteer as a journal reviewer <input type="checkbox"/> Present to public audiences and/or K-12 students 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete a mentored teaching experience <input type="checkbox"/> Take a summer teaching course and join a summer reading group <input type="checkbox"/> Arrange for teaching observation/consultation <input type="checkbox"/> Draft a teaching philosophy statement 	<ul style="list-style-type: none"> <input type="checkbox"/> Explore career opportunities for your field <input type="checkbox"/> Draft application materials <input type="checkbox"/> Determine use of Resumé or CV <input type="checkbox"/> Seek internship opportunities 	<ul style="list-style-type: none"> <input type="checkbox"/> Mentor junior students <input type="checkbox"/> Explore resources of the Center for Social Concerns <input type="checkbox"/> Complete a course or graduate student fellowship through the Center for Social Concerns
Late Stage (dissertation; job search)	<ul style="list-style-type: none"> <input type="checkbox"/> Request references and identify job opportunities <input type="checkbox"/> Write and practice your job talk <input type="checkbox"/> Attend a dissertation defense <input type="checkbox"/> Report placement to Graduate School 	<ul style="list-style-type: none"> <input type="checkbox"/> Form a dissertation reading/writing group <input type="checkbox"/> Publish your research <input type="checkbox"/> Devise a 5-year research plan <input type="checkbox"/> Apply for dissertation fellowships <input type="checkbox"/> Identify funding sources for continued research 	<ul style="list-style-type: none"> <input type="checkbox"/> Apply for an advanced teaching certificate <input type="checkbox"/> Pursue "Instructor of Record" opportunities <input type="checkbox"/> Finalize portfolio <input type="checkbox"/> Develop teaching demonstration for academic interview 	<ul style="list-style-type: none"> <input type="checkbox"/> Finalize job application materials <input type="checkbox"/> Tap into your professional network for job opportunities <input type="checkbox"/> Network with Notre Dame alumni <input type="checkbox"/> Participate in a mock interview <input type="checkbox"/> Prepare to negotiate 	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in an ethics class <input type="checkbox"/> Reflect on the ethical implications of your dissertation topic <input type="checkbox"/> Acquaint yourself with the integrity and ethics statements of each of the professional societies you are a member of