### Professional Development Activities Checklist

#### Department and Discipline
- Read the key literature in your field
- Meet departmental milestones

#### Research
- Apply for grants and fellowships
- Participate in academic writing workshops
- Explore resources for internal and external grants and fellowships
- Sign up for PIVOT and register professional profile
- Create a research action plan to maximize opportunities
- Build international and interdisciplinary network
- Learn about engaged research and ways to apply to your scholarship

#### Teaching
- Attend Kaneb Center workshops
- Visit Kaneb Center web site for updates and announcements
- Explore Kaneb Center programs and resources
- Attend TA Orientation
- Begin working toward teaching certificates
- Start building portfolio
- Consider teaching a Social Concerns seminar
- Consider attending the Community Engagement Teaching Institute at the Center for Social Concerns

#### Career
- Identify transferable skills
- Attend job talks, lectures and seminars in your department
- Build your CV or Resumé
- Explore career opportunities for your field
- Draft application materials
- Determine use of Resumé or CV
- Seek internship opportunities

#### Ethics
- Reflect on the ethical dimensions related to your research
- Attend ethics and compliance lectures
- Attend Ethics Cafés
- Explore Office of Research, Reilly Center, and Center for Ethics and Culture
- Complete Responsible Conduct of Research (RCR) training
- Complete the required ethics workshop
- Attend workshops on work/life balance, time management, and goal-setting

#### All Stages
- Learn about programs and resources
- Synch to the professional development calendar
- Develop a strategic plan with your academic adviser
- Meet with your subject librarian
- Develop a network of faculty and advanced graduate students within your department
- Assess your strategic plan
- Pursue leadership and service options (e.g., GSU)
- Join professional organizations and build your external network
- Request references and identify job opportunities
- Write and practice your job talk
- Attend a dissertation defense
- Report placement to Graduate School

#### Early Stage
- Learn about programs and resources
- Synch to the professional development calendar
- Develop a strategic plan with your academic adviser
- Meet with your subject librarian
- Develop a network of faculty and advanced graduate students within your department
- Learn about engaged research and ways to apply to your scholarship
- Explore resources for internal and external grants and fellowships
- Sign up for PIVOT and register professional profile
- Create a research action plan to maximize opportunities
- Build international and interdisciplinary network
- Learn about engaged research and ways to apply to your scholarship
- Attend Kaneb Center workshops
- Visit Kaneb Center web site for updates and announcements
- Explore Kaneb Center programs and resources
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#### Mid Stage
- Attend and present at conferences
- Volunteer as a journal reviewer
- Present to public audiences and/or K-12 students
- Complete a mentored teaching experience
- Take a summer teaching course and join a summer reading group
- Arrange for teaching observation/consultation
- Draft a teaching philosophy statement
- Explore career opportunities for your field
- Draft application materials
- Determine use of Resumé or CV
- Seek internship opportunities

#### Late Stage
- Form a dissertation reading/writing group
- Publish your research
- Devise a 5-year research plan
- Apply for dissertation fellowships
- Identify funding sources for continued research
- Finalize job application materials
- Tap into your professional network for job opportunities
- Network with Notre Dame alumni
- Participate in a mock interview
- Prepare to negotiate

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