



**PHYS 7891
 Special topics: Professional Development for Graduate Students
 Spring 2020**

Week 1	Course Introduction and Expectations Mentoring and managing a team
Week 2	Managing stress; At-risk-training
Week 3	Respect in the workplace/Bias training
Week 4	How to write a resume/CV; cover letters
Week 5	Individual Development Plan (IDP)
Week 6	Preparing for the job search
Week 7	Preparing for the interview
Week 8	PRACTICE SESSION Review each other's resumes 3-minute elevator speech
Week 9	NO CLASS
Week 10	NO CLASS
Week 11	Negotiating your salary and employment terms
Week 12	LinkedIn, social media, and networking
Week 13	Company comparison: Alumni panel discussion (networking)
Week 14	Teaching as a career
Week 15	Mock interview