

Finding and Using Graduate Student Resources

Introduction

Getting into graduate school is quite a challenge. But once the whole application process is over and you've settled into your new program of study, there are several additional issues for consideration. Where will this new journey lead? What are you going to do after graduate school is over? How will you apply the wealth of knowledge and skills you have gained in your graduate school experience to the world of work?

You may have many questions regarding how to use your time in graduate school to effectively prepare for your future. There are a wealth of resources available. You just need to know how to find them and make use of them. This guide will assist you in identifying the tools available to help you make a smooth transition to the next stage of your career, the workplace. The Career Center has many resources to assist you in achieving your career-related goals as you follow your path through graduate school.

This guide can help you identify tools associated with the job search, financial aid resources, credentials, internships, job listings, career expos, marketing your skills, professional associations, relocation information, executive search firms, and life changes/transitions.

University-wide Resources

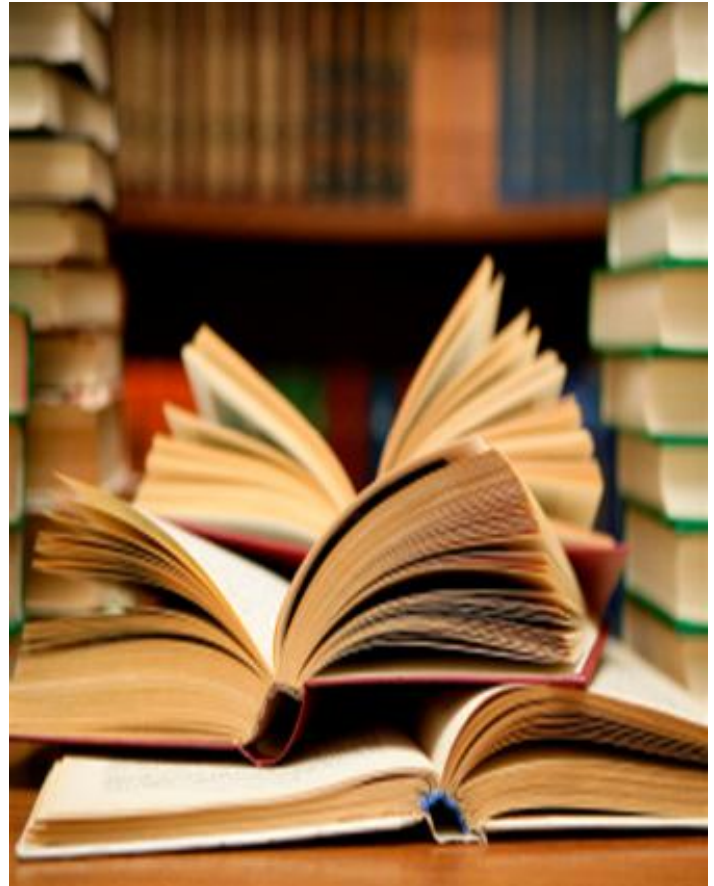
Florida State University provides a number of resources and programs for graduate students. There are some university-wide programs that specifically target the needs of graduate students, such as:

The Program for Instructional Excellence (PIE)

PIE offers many resources for graduate students who act as teaching assistants in their respective academic departments. Some of the opportunities that PIE provides include teaching conferences, workshops, a teaching associate program, individual consultation, observation, and an online resource center. The PIE Office is open from 9:00 a.m. until 5:00 p.m., Monday through Friday. The office is located at C3500, UCC MC 2500, and the telephone number is 644-8004. Visit the PIE Web site at learningforlife.fsu.edu/ctl/collaborate/PIE/.

Preparing Future Faculty (PFF)

Part of the Program for Instructional Excellence (PIE), PFF is a resource for graduate students who are interested in improving their skills in teaching, using technology, and professional communication. The program also provides an opportunity to learn more about the role of faculty members at various colleges and universities, and has an online discussion forum. For additional information about PFF, visit the Preparing Future Faculty section of the Graduate School's Web site at gradstudies.fsu.edu.



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The Congress of Graduate Students (COGS)

COGS is the student government organization for graduate students. COGS provides funding and support for participation in academic conferences, dissertation research, childcare, and graduate student organizations. The office is located in Room 244 of the Student Life Building. You may contact a COGS officer by calling 644-7166 or sending an e-mail to bspeck@admin.fsu.edu. Visit the COGS Web site at www.fsu.edu/~sga/cogs/.

International Student/Scholar Center

The International Student/Scholar Center, located at 945 Learning Way, offers an array of services for international students. Relocation information, conversation clubs, and academic advising are provided for interested international students. Please call 644-1702 or visit their Web site at www.internationalcenter.fsu.edu for more information.

Academic Departments

Various academic departments have graduate student organizations through which you may obtain a great deal of information and resources relevant to your particular field of study. Additionally, academic departments may have advisory groups and may schedule various workshops or tutorials on preparing for presentations or writing for publication. See gradstudies.fsu.edu for more information.

The Career Center

The Career Center is an excellent source of individual assistance, resources, and information as you embark on your graduate school journey. The remainder of this guide is a list of services and resources that the Career Center can offer as you navigate your path through graduate school. See career.fsu.edu for more information.

Job Hunting

The Career Center has a large number of resources for graduate students who are currently seeking employment or planning a future job search. Many resources are useful for all stages of the job search, while some more specialized resources are helpful for particular tasks. The Career Center Web site, career.fsu.edu, is an excellent source of information for online career guides, as well as external links to job search resources. Several Computer-Assisted Career Guidance (CACG) systems contain components related to the job search. These systems, SIGI³, CHOICES Planner, and e-DISCOVER, are available for use in the Career Center or online. See a career advisor for more details.

The Career Center Library also contains a number of books with additional information related to the job search process. Some titles that might be helpful include:

The Job Search

The Career Guide (FSU).....	V C33
Career Planning Today - Hire Me!	V P6
The Complete Job Search Handbook	VD F5
Kennedy's Pocket Guide to Working With Executive Recruiters	VD K42
How to Get a Job in Education.....	VD L4
Guide to Internet Job Searching.....	VIA R5
Job Hunter's Sourcebook	VIA L3

Developing Resumes, CVs, and Letters

The Curriculum Vitae Handbook.....	VA A5
Encyclopedia of Job Winning Resumes	VA F6
How to Prepare Your Curriculum Vitae	VA J31
The Complete Book of Contemporary Business Letters.....	VC S7
Cover Letters That Knock 'em Dead.....	VC Y2
Gallery of Best Cover Letters.....	VC N6
From CV to Resume.....	VA T45
Resumes for Creative Careers	VA D4

Interviewing, Negotiating, Networking, and Starting A New Job

Case in Point: Complete Case Interview Preparation	VB C6
Job Interviews that Mean Business.....	VB E9
The Smart Woman's Guide to Interviewing and Salary Negotiations.....	VB K4
Interview for Success.....	VB K7
Dynamite Salary Negotiations	VB K71
Dynamite Answers to Interview Questions.....	VB K72
Information Interviewing	VB S6
Interview Power: Selling Yourself Face to Face.....	VB W31
Job Interview Almanac.....	VB M6
Networking for Everyone: Connecting With People For Career and Job Success.....	VD T8

Financial Aid Resources

The Career Center has several resources that may be helpful to you in obtaining funding for your graduate education. Two books in the Career Center Library are:

Chronicle Financial Aid Guide IIF C45
Yale Daily News Guide to Fellowships
and Grants..... IIF M6

The CHOICES computer-assisted career guidance system offers users a search engine for financial aid resources. This system can be accessed in the computer lab at the Career Center or online at www.bridges.com/cpflorida

The Graduate School has information on funding, awards, and grants for students. See gradstudies.fsu.edu/funding-awards for more information.

For another source of information on financing graduate education and identifying fellowships and other sources of financial aid for graduate school, you may visit www.cgsnet.org and search under programs and awards.

Credentials

If you are applying for post-doctoral fellowships, professional positions in academia, or K-12 teaching opportunities, you may want to prepare a dossier of your credentials. This file may include unofficial transcripts, letters of recommendation, teaching evaluations, curriculum vitae, etc. Currently, the Career Center offers a fee-based credentials files service. For more information about credentials files, please call 850.644.3459 or view the information online at career.fsu.edu/credentials.

Internships

The Career Center has a number of resources for exploring and securing internships. We offer linkages to internship/co-op opportunities in numerous fields. Getting experience related to your career goals can be a great way to apply what you are learning in the classroom. It also allows you to see if you want to pursue a particular occupation and work in a particular industry or setting. In addition, you gain an edge in the job search process, because you will learn skills and experience that employers are seeking.

In order to search and apply for internships in SeminoleLink, the Career Center's online jobs database, you will need to register for *Plus!* services. Complete an online orientation at career.fsu.edu/seminolelink, and then create a student profile, upload your resume, and begin searching for opportunities. *Plus!* Services include access to internship, part- and full-time job listings, on-campus recruiting, job search agents, resume books, and mock interviews.

The Career Center also has a variety of print resources to assist you in securing an internship in your field of interest. Some of our titles include:

The History Internship BookIVB C32
Washington D.C.: Internships in Law & Policy.....IVB C3
National Directory of Arts InternshipsIVB C4
Peterson's 2005 Internships IVB I5
Yale Daily News Guide to Internships IVB S65

Job Listings

The Career Center receives hundreds of job postings on a weekly basis. Our electronic listings can be found online in SeminoleLink. Our hard-copy postings are available in the Career Center Library and are separated by industry categories. In addition, we have federal, state, county, and municipal government job listings. We also receive *The Chronicle of Higher Education*, *Black Issues in Higher Education*, *International Affairs Career Bulletin*, and *Federal Career Opportunities Bulletin*. Other print publications include:

- ArtSearch
- Current Jobs for Graduates (Education, Liberal Arts, Management/Business, Writing/Communication)
- Entertainment Employment Journal
- Human Services & Liberal Arts Careers
- O'Dwyers Public Relations Opportunities

We also encourage you to use the Internet to pursue job opportunities. Some web-based job search engines include

- www.monster.com
- www.academic360.com
- www.careerbuilder.com
- www.jobsonline.net

Career Expos

The Career Center offers several career expositions each year to assist in your job search. In addition, other local, regional, and national events occur to support your efforts. You may visit our Web site, career.fsu.edu/expos, for a complete listing of expos. The Career Center also offers workshops to make the most of your expo experiences. Consider attending

- Seminole Futures (once per semester)
- Engineering Day (once per semester)
- Education & Library Career Expo (once per semester)
- Grad and Professional School Expo (fall only)
- Communication Career Networking Day (Spring only)
- State University System Statewide Job Fair (Spring only)

Presentations and Publications

Before submitting an article for publication, you will want to check on the journal's manuscript requirements. These should be stated in the back of the journal, and most likely on the journal's web page if it is available online. You can only submit a work to one journal at a time. So, you must wait until you receive a response from one journal before you send your work to a different journal.

Making presentations at professional association conferences is a great way to share your work, meet other graduate students and professionals who share your interests, and develop your presentation skills. Also, collaborating with your major professor and assisting him/her with lectures, presentations, or workshops are other great ways to gain experience. Be sure to check with your department to see if there are any assistantship opportunities to become a lead teacher or teaching assistant. Your general presentation skills will be an important asset as will your grasp of the information you will be presenting.

Marketing Your Skills

Developing a portfolio is an excellent way to document and emphasize all of the skills that you have. The FSU Career Portfolio system (portfolio.fsu.edu) is an online tool to assist you in building your portfolio. In addition, a portfolio guide designed specifically for students seeking academic positions is available at career.fsu.edu/advising/guides.html. Other portfolio development resources in the Career Center include:

Designing Professional Portfolios for Change.....VA B8
Portfolio Power.....VA K5

Professional Associations

Becoming involved in an association specifically related to your discipline/career interests is key to your development as a colleague and contributor. The Career Center has several resources which contains relevant membership contact information including:

Encyclopedia of Associations:
National Organizations.....VIE G2
National Trade & Professional Associations
of the U.S.VIE N3

Additional information on professional associations is available online through the Gale Ready Reference Web site, galenet.gale.com (you must access this site through a computer that "recognizes" you as an FSU student or staff member).

Relocation Information

The Career Center has print- and web-based resources that may assist you in the relocation process. Learning about the geographical areas you are considering for employment possibilities will assist you in making a well-informed decision. Some of our print resources include:

Chamber of Commerce InformationFile 5
World Chamber of Commerce DirectoryVIC W71
(www.chamberofcommerce.com)
Places Rated AlmanacVID U.S. B6
Kiss, Bow or Shake HandsVIC M56

See also Web sites related to the topic of relocation:

- www.rileyguide.com/relocate.html#move
- www.employmentspot.com/moving
- www.homefair.com

Executive Search Firms

For those who are seeking mid-to-upper level positions, executive search organizations exist to aid in that process. While the Career Center does not endorse any particular firm, we can suggest helpful resources such as management.monster.com or www.searchfirm.com.

Kennedy's Pocket Guide to Working
with Executive RecruitersVD K42
Executive TempIB T45

Life Changes/Transitions

The Career Center also offers a variety of resources that pertain to life changes and career transitions. Listed below is a sample of our library's contents related to these topics:

What Color is Your Parachute?IA B6
The Internet: A Tool for Career Planning.....IA H3
Creating a Life Worth LivingIA L55
Wishcraft: How To Get What You Really Want.....IA S5
Life After GraduationIB A7
Career ChangeIB H4
The Road to Self Employment.....IIB 11-1021.02 N6
Outside the Ivory TowerIB N4
Women in Career & Life TransitionsIG4 A5



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