PROFESSIONAL DEVELOPMENT RESOURCES

Office of Postdoctoral Affairs and UC Irvine Postdoctoral Association

To support postdoctoral scholars, the Graduate Division houses the Office of Postdoctoral Affairs (OPA). The director and coordinator of the OPA supports postdoctoral scholars by providing resources on all issues related to postdoctoral training. The OPA also hosts New Postdoctoral Scholar Orientations to educate new incoming scholars on personal and professional development resources on campus. The OPA works with the GRC to ensure programming includes postdoctoral needs. The OPA sends outs a weekly postdoctoral newsletter with information on professional development offerings through the GRC and across the campus, and other available resources. In addition, the director and coordinator work with the UC Irvine's Postdoctoral Scholar Association (PDA) and postdoctoral community to develop, implement, and advertise career development workshops and events for postdoctoral scholars. The PDA also offers a variety of social and recreational activities throughout the year. The UC Irvine Postdoctoral Scholars Webpage (https://grad.uci.edu/about-us/postdoctoral-scholars/index.php) and UC Irvine PDA Webage (http://pda.grad.uci.edu/) provide an extensive list of postdoc-related resources.

ADVANCE

The ADVANCE program coordinates the campus commitment to equity and diversity for faculty and graduate students and is housed under Academic Affairs. The ADVANCE director and Vice Provost for Equity, Diversity, and Inclusion, Professor Douglas Haynes, works with a team of senior faculty Equity Advisors who are tasked with monitoring regular recruitments and coordinating career advising for advancement in academic units on the general campus. Their efforts have contributed to steady growth in the diversity of the professoriate, expanded work-life balance policies, and augmented career advising in support of faculty retention and advancement. Noteworthy recent campus initiatives--led by UC Irvine ADVANCE--include the Scholarship on Diversity faculty FTE competition, the Dependent Care Travel Program, and increasing participation in the UC President's Postdoctoral Fellowship Program.

Health and Wellness

Graduate Counselor

The UC Irvine's Graduate Division is the first campus in the UC system to recruit a Graduate Counselor to improve retention of graduate students and postdoctoral scholars. The Graduate Counselor is a trained clinical psychologist, working in a non-clinical capacity to help students and postdoctoral scholars with personal difficulties that impact their academic progress. The counselor offers various services such as time management, confidence building and academic goal setting. The counselor does not offer mental health services but, rather, connects students and postdoctoral scholars to resources in the community and offers assistance in conflict resolution, particularly with faculty advisors. This model has been positively received, and is now being replicated on other UC campuses.

Health and Wellness Certificate Program

This is twelve hour program is designed to help graduate students and postdoctoral scholars develop an understanding of the connection between physical health, mental well-being, and professional success. This program covers the following topics: mental, physical, financial, and social health; and healthy time management and professional success.

Graduate Resource Center

The Graduate Resource Center (GRC), which is run by Graduate Division, is the functional arm of graduate retention and professional development at UC Irvine. The GRC, which is located in over 3000 sq.ft. of space in

the Gateway Study Center in the UC Irvine campus core, supports the academic, professional and career development of graduate students and postdoctoral scholars, and is the primary venue for the UC Irvine Graduate Professional Success (GPS) program (https://grad.uci.edu/professional-success/index.php). The GRC runs a full slate of programming geared to help students and postdocs with professional and personal development, including: professional and career development, writing, diversity programs through DECADE, funding workshops, and work/life balance. In addition to one-off workshops, the GRC offers certificate programs, such as the Mentoring Excellence Program and Communications Program, which are a series of comprehensive and interactive workshops. The GRC also houses writing consultants who are trained to help students and postdoctoral scholars with academic publications and fellowship applications.

NIH BEST

Professor David Fruman was recently awarded one of 17 NIH BEST grants to fund the GPS program for scientists in the Biomedical Sciences. The program will provide workshops, internships, events and training that will prepare biomedical sciences graduate students and postdoctoral scholars for research careers. Programming is organized around 4 themes: explore, train, experience, and transition.

Mentoring Resources

Mentoring Excellence Program

Effective mentoring is a crucial part of the academic experience. Mentors provide support and connect students to academic and campus resources to aid in the trainees' success. The Graduate Division's Mentoring Excellence program consists of six- two hour sessions focusing on skills and resources related to mentorship. Trained mentors obtain a skill set sought after in the career marketplace both inside and outside of academia. Current Mentoring Excellence Program participants also report that completion of the program improves the quality of their experiences as mentees. The program, which is open to graduate students and postdoctoral scholars across the campus, consists of the following topics: Building a Mentoring Relationship, Effective Interpersonal Communication, Ethical Issues in Academia, Mentoring Across Differences, Resilience and Conflict Resolution and Balancing Academics and Wellness.

Communication Resources

Activate to Captivate

Public Speaking certificate program, is eight-week program that meets once a week for two hours, participants will learn presentations skills and public speaking fundamentals. They learn these through a series of strategies named W.A.V.E.: W is for Warm Up, which is a routine actors rely on to warm up their body and voice for each performance; A is for Actions, which helps participants decide how they want to present every new idea during a presentation; V is for vocal variety which includes pitch, pace and volume and helps participants learn how to use their voice to effectively portray ideas; E is for Experience, which great presenters use to re-experience stories as they tell them. After the eight-week program, participants will know how to use their body and voice effectively, command a room and bring any presentation to life. During the first session, participants share a brief overview of their research, which is filmed. This overview is re-filmed in session eight and evaluated for improvement in their communication skills. Public Speaking is led by Bri McWhorter, an alumna with an MFA in Drama from UC Irvine, and founder of the communications company, Activate to Captivate. In addition to establishing a quarterly Public Speaking by Activate to Captivate certificate program and other communications workshops and boot camps, Ms. McWhorter has been the presentation coach for TEDx UC Irvine and UC Irvine's Associated Graduate Student Symposium. She also coached the winner, from UC Irvine, of the first UC system-wide three-minute speech competition, Grad Slam.

Interview Skills Boot Camp

Interview Skills Boot Camp is a three-day boot camp that covers the various situations an interviewee may encounter during the interview process. Each day focuses on a different aspect of the interview process and train participants to adapt to changing circumstances and handle surprises with confidence; practice effective small talk: and experience the difference among interviewing with an individual, a panel, during a meal, and on Skype. The program is led by Activate to Captivate, which also leads the Public Speaking certificate program.

Data Science Certificate Program

The short courses offered by the Data Science Initiative form a basic foundation in modern tools and techniques. The Data Science certificate rather builds practical skills which are not well-represented in available academic courses. The only prerequisite is some familiarity with a programming language such as python, R, java, matlab, etc. After completing an initial workshop, UC Irvine graduate students and postdoctoral scholars can enroll in the certificate program here. Certified students and postdoctoral scholars must complete 4 short courses of at least 1 full day each--thirty two classroom hours in total. The courses typically have substantial interactive components during which participants work through practice exercises. Participants will take an Introduction to R, Predictive Modeling with Python, and choose any 2 other workshops of the following workshops: Introduction to Linux/HPC, Introduction to Big Data with Hadoop and Advanced R. The final requirement is to help instruct a course which they have already taken. The goal for this requirement is that the participant cement their own understanding of the basic concepts, while also practicing instruction of others. Ultimately, the participants will spread the skills that they have learned to their colleagues. By the end of the program, postdoctoral scholars and graduate students will have learned the following: calculating summary statistics; data cleaning and filtering; data visualization; regression models; classification models and familiarity with R; python; shell scripting and git & GitHub.

Teaching Resources

CIRTL

UC Irvine belongs to the Center for Integration of Research, Teaching and Learning (CIRTL) network, a nationwide community of 41 doctoral research universities. The mission of CIRTL is to train graduate students and postdoctoral scholars in STEM fields for future faculty positions that will implement and advance teaching practices for diverse student populations. Graduate Division and the Division of Undergraduate Education are partnering to offer graduate students and postdoctoral scholars with teaching opportunities, pedagogy training, online learning communities, teaching as learning projects, and opportunities to present CIRTL-related research projects.

Teaching Excellence Certificate

The Center for Engaged Instruction, Division of Teaching and Learning offer a Teaching Excellence Certificate. The purpose of the program is to provide extended pedagogical training and experience for any graduate student or postdoctoral scholar. Upon completion of the program, participants will be able to design lessons and curricula using high-impact, best practices based on evidence based pedagogical principles; analyze and asses teaching practices; effectively present and facilitate learning; and analyze and write an accurate statement of teaching philosophy. The program is flexible and participants can earn their certificate multiple ways.

Foundations of Teaching

The Foundations of Teaching certificate program consists of six-two hour interactive sessions. It is also one of the programs that can be taken to fulfill part of the Teaching Excellence Certificate. This program, which is open to graduate students and postdoctoral scholars across campus, offers insights into research-based teaching strategies to increase learning and maximize student engagement. Participants who complete all sessions and requirements will receive a Foundations of Teaching Certificate from the UC Irvine Graduate Division. The topics

that are covered, include: How People Learn – Learning Theories, Learning Outcomes and Growth Mind-Sets; Communication for Teaching by Activate to Captivate; Active Learning and Student-Centered Instruction; Teaching and Learning in Diverse Environments; Alternatives to Lectures; and Teaching demonstrations.

Career Preparation

<u>Preparing for a Faculty Career</u>

The Preparing for an Academic Career certificate program consists of eight-two hour interactive sessions. The program will focus on preparing graduate students and postdoctoral scholars for the academic job market. Topics will include how to search for academic positions, preparing an application for an academic position, crafting an effective teaching philosophy, and preparing for the job interview.