Selected Professional Development Toolkit for Underrepresented Graduate Students

GradPro for Students

GradPro helps Berkeley graduate students develop their skills, succeed in their programs and launch their careers. Along with our campus partners, we support graduate students in exploring and preparing for the full range of diverse careers available to them, within and beyond academia.

GradPro grew out of graduate student professional development initiatives undertaken by faculty, administrators, and students themselves. We are here to support you!

- Visit our website at grad.berkeley.edu/professional-development to:
  - Schedule a one-on-one peer consultation with our professional development liaisons (PDLs)
  - Subscribe to our biweekly newsletter, the GradPro Digest
  - Access our Professional Development Calendar

- Visit us at 307 Sproul Hall or contact the Professional Development Resource Coordinator, Linda Louie, Ph.D., at gradpro@berkeley.edu with further questions.

Office for Graduate Diversity

The Office for Graduate Diversity (OGD) provides support services for prospective and continuing students on the Berkeley campus in an effort to maintain a more diverse graduate student community. Their mission is to create a campus where all Berkeley students, faculty, and staff feel respected, supported, and valued.

- Read about out their initiatives. https://diversity.berkeley.edu/initiatives

- Read, Watch, Listen, Engage is a space where students, staff, and faculty can share books, podcasts, conferences, and more on Equity and Inclusion-related topics. https://diversity.berkeley.edu/rwle-talks

- Office of Graduate Diversity supports all UC Berkeley constituencies, while also building connections with a broad range of K-12 schools, community colleges, and external partners. https://diversity.berkeley.edu/programs-services

Berkeley
UNIVERSITY OF CALIFORNIA

GradPro
GRADUATE PROFESSIONAL DEVELOPMENT

Graduate Minority Student Project

The Graduate Minority Student Project (sponsored by the Graduate Assembly) advocates for underrepresented graduate students in all aspects of academic life, monitoring all affirmative action policies and procedures as they affect underrepresented students. GMSP also provides direct services to underrepresented graduate students through social receptions, lectures, workshops and educational forums. https://ga.berkeley.edu/project/gmsp/

Upcoming Events, Conferences, and Workshops

Stay up to date on events, conferences, and workshops throughout the year by reading the GradPro Digest, or consulting the Professional Development Calendar on the GradPro website.

Webinar: Mastering Academic Time Management
April 11; Presented by the National Center for Faculty Development & Diversity
This webinar is specifically designed to address time management issues in academia and provide participants with concrete skills to successfully transition from graduate student to professor.

Developing a Statement of Teaching Philosophy and Teaching Portfolio
April 19, 10:30am – 12:00pm; Presented by the GSI Teaching & Resource Center
Improve your teaching and prepare for the academic job search. Come find out what is typically addressed in a teaching philosophy statement and participate in activities that will help you get started.

Teaching and the Academic Job Market
April 22, 1:00 – 2:30pm; Presented by the GSI Teaching & Resource Center
Learn about the role teaching plays in applying for faculty positions and how to prepare for this aspect of the academic job search from graduate students who have accepted positions at a variety of colleges and universities.

Peer Exchange of Statements of Teaching Philosophy
April 26, 10:30am – 12:00pm; Presented by the GSI Teaching & Resource Center
This workshop is designed for graduate students who are interested in improving their statements of teaching philosophy through feedback from peers. Workshop participants will exchange statements of teaching philosophy & provide/receive input.

[Career Connections Series: Ph.D.s](#)
April 23, 6:00 – 8:00pm; Presented by the Career Center
This event offers graduate students the opportunity to talk with PhD Alumni and employers in a convivial setting. Meet, mingle and chat with professionals from an array of fields and employer organizations ranging from think tanks and nonprofits to government and tech sector.

[Leading and Negotiating Effectively](#)
May 10, 12:30 – 5:30pm; Presented by Science Leadership and Management (SLAM)
This career development workshop for women in science will teach the art of effective negotiation, the power of persuasion, and effective leadership skills. This workshop will be led by COACh facilitators and is co-sponsored by UC Berkeley SLAM and the Women in Chemistry Initiative (WICI). Graduate students, post-docs and visiting scholars are encouraged to attend.

Graduate Fellowships and Awards

The Grad Division collects information on their website about a variety of fellowships and awards available on campus. https://grad.berkeley.edu/financial/fellowships/

Below is a short list of some that may be of interest:

- Philip Brett LGBT Studies Fellowship
- Mentored Research Award
- University of California Dissertation-Year Fellowship
- Foreign Language and Area Studies Awards
- Jim Fahey Safe Homes for Women Fellowship
- Dr. and Mrs. James C.Y. Soong Fellowship
- Guru Gobind Singh Fellowship
- International Need-Based Tuition Awards and Graduate Student Family Grants
- Institute for the Study of Societal Issues Graduate Fellows Program
- The Paul & Daisy Soros Fellowships for New Americans
- American Association of University Women (AAUW) Fellowships
- Ford Foundation Dissertation Diversity Fellowships
- UC MEXUS-CONACYT Doctoral Fellowships for Mexican Students

Online Professional Development Resources

Berkeley's Graduate Professional Development online portal includes the Professional Development Guide (which lists six core competencies for multiple career paths, and concrete skills and steps you can take to develop your abilities), a calendar of local professional development events, and more. http://grad.berkeley.edu/professional-development/

Career Preparation Toolkit for Graduate Students & Postdoctoral Scholars
career.ucla.edu/Portals/14/Documents/PDF/Graduate_Services_Toolkit/Career_Preparation_Toolkit.pdf
Prepared by UCLA, this online toolkit includes professional development timelines, tips on networking and informational interviews, a "Job Search Action Plan," and sample application materials for both academic and non-academic careers.

edX | edx.org
Free courses from a large range of topics offered through major universities and institutions

Handshake | berkeley.joinhandshake.com
Networking tool for identifying internship and job opportunities, connecting alumni and employers with students

ImaginePhD | imaginephd.com
Individual Development Plan tool that includes values, skills, and interest inventories, has job exploration tools, and plan writing tool

Lynda | lynda.com
Online learning resource for large range of skills, primarily technology focused (programing, image/video editing/etc. Learning Java, Learning 3D printing, Educational Technology

MyIDP | myidp.sciencecareers.org
Primarily focused on STEM fields, another IDP tool that contains inventories and writing tools

National Center for Faculty Development and Diversity | facultydiversity.org
Online professional development focused on skills needed across academia (time and stress management, conflict resolution, etc.). Also includes writing development and a two week writing challenge.

Versatile PhD | versatilephd.com
Contains job listings and networking opportunities

On Campus Resources

Writing and Communication	Teaching and Mentoring	Research and Data Analysis	Leadership and Management	Career Exploration and Preparation	Professionalism
Berkeley Science Leadership and Management (SLAM)

CAL Facilitation Team

CAL Toastmasters

Dissertation Writer's Room

Graduate Writing Center (GWC)

Humanities and Social Sciences Association (HSSA)

UC Library Research Support

UC Berkeley Research Development Office | Berkeley Connect

Berkeley Science Leadership and Management (SLAM)

Getting into Graduate School (GiGS)

Graduate Writing Center (GWC)

GSI Teaching and Resource Center

Humanities and Social Sciences Association (HSSA)

Student Mentoring and Research Teams (SMART) | Berkeley Institute for Data Science

D-Lab

Research IT

UC Berkeley Library Research Support | Berkeley Connect

Berkeley Science Leadership and Management (SLAM)

Beyond Academia

Cal Facilitation

Getting into Graduate School (GiGs)

Humanities and Social Sciences Association (HSSA)

MCB 295 Post-Graduate School Life Sciences Seminar

Townsend Center for Humanities | Berkeley Career Center

Berkeley Science Leadership and Management (SLAM)

Beyond Academia

Cal Facilitation

Getting into Graduate School (GiGs)

Humanities and Social Sciences Association (HSSA)

MCB 295 Post-Graduate School Life Sciences Seminar

Townsend Center for Humanities | Berkeley Career Center

Berkeley Connect

Berkeley Science Leadership and Management (SLAM)

Beyond Academia

Cal Facilitation Team

Career Development Initiative for the Physical Sciences

Humanities and Social Sciences Association (HSSA)

MCB 295

Student Mentoring and Research Teams (SMART)

Townsend Center for Humanities |

Partner Spotlights

D-Lab
What is the D-Lab?
D-Lab helps Berkeley faculty, staff, and graduate students move forward with world-class research in data intensive social science. We think of data as an expansive category, one that is constantly changing as the research frontier moves. We offer a venue for methodological exchange from all corners of campus and across its bounds.

D-Lab provides cross-disciplinary resources for in-depth consulting and advising, access to staff support, and training and provisioning for software and other infrastructure needs. Networking with other Berkeley centers and facilities and with our departments and schools, we offer our services to researchers across the disciplines and underwrite the breadth of excellence of Berkeley's graduate programs and faculty research. D-Lab builds networks through which Berkeley researchers can connect with users of social science data in the off-campus world.

We are here to support you! All levels welcome! D-Lab public spaces are open Monday – Thursday 9am – 5pm and Fridays 9am – 4pm. Come by and co-work, check our calendar for upcoming workshops and events, or make an appointment to meet with a D-Lab consultant.

Getting Into Graduate School (GiGS)
Become a Getting into Graduate School (GiGS) Mentor
GiGS mentors are UC Berkeley graduate students from various disciplines who work with 2-3 undergraduates during the academic year. This includes, but not limited to, assisting and advising students in graduate program selection, graduate school/internship applications, funding opportunities, and research programs.

Mentors will receive a $1,000 stipend for the year ($500 per semester). Mentors will help increase diversity of students applying for graduate school by mentoring undergraduate students representing a range of ethnicities, socioeconomic classes, family college backgrounds and academic disciplines.

Hone advising, teaching, and mentoring skills as they provide advice and academic assistance to mentees.

Application Deadline: Late August | Notifications: Mid-September

Recommended Reading

Brunsma, D.L., D.G. Embrick, and J.H Shin (2017). "Graduate Students of Color: Race, Racism, and Mentoring in the White Waters of Academia." *Sociology of Race and Ethnicity* 3(1) 1–13.
https://journals.sagepub.com/doi/pdf/10.1177/2332649216681565

"How to Get the Mentoring You Want: A Guide for Graduate Students." Regents of the University of Michigan, Rackham Graduate School, 2015.
http://www.rackham.umich.edu/downloads/publications/mentoring.pdf

von Hoene, Linda. "Getting the Mentoring You Need." Graduate Division, University of California, Berkeley. February 16, 2017.
http://grad.berkeley.edu/news/featured/getting-mentoring/