Director of Graduate Studies

Orientation
Program
& Handbook

Friday, August 21, 2015
Sabatini Multicultural Resource Center
The Commons, Spooner Hall

Graduate Studies
The University of Kansas
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Dear Colleague,

As a Director of Graduate Studies (DGS), you perform a vital role in your department and on this campus. As an often unrecognized contributor to the success of your degree program, we thank you for your dedication to graduate education at the University of Kansas. I hope you find this service to be a rewarding experience in your faculty career at KU.

The activities of a DGS require a set of expertise that may not be necessarily obvious or immediately intuitive. We have created today’s orientation session and this handbook to assist you to become familiar with and prepare for the demands of this position. Some of those calls on your time and attention you will already have anticipated, and some may surprise you.

Besides the Office of Graduate Studies, there are many other resources inside your department and across campus of which you can avail yourself as you meet the challenges and the opportunities of your new role. My hope is that we can connect you to some of these resources, and that the presentations and discussions in the orientation, along with the information provided in this handbook will enhance your effectiveness in your graduate leadership role.

I appreciate your willingness to support KU’s graduate students and encourage you to call on us in the Office of Graduate Studies if you need help. If there are ways in which this handbook or any other work that we do can be improved, please let us know.

Sincerely,

Michael C. Roberts
Dean, Graduate Studies
Program

Welcome & Introductions .................................................. 9:00 am
Michael Roberts, Dean of Graduate Studies

Recruitment and Retention of URMs .................................. 9:30 am
Nate Thomas, Vice Provost for Diversity and Equity

Break ............................................................................ 10:15 AM

Graduate Studies Initiatives & Updates ......................... 10:30 AM
Michael Roberts, Dean & Amanda Ostreko, Assistant Dean

Break for Lunch .............................................................. 11:30 am
The Commons, Spooner Hall

Lunch and Conversation:
Psychological Resources for Graduate Students ............... 12:00 pm
Pamela Botts, Associate Director, Clinical Director, & Licensed Psychologist, Counseling and Psychological Services (CAPS)

Who’s Who & School Sessions ...................................... 1:00 pm – 2:30 pm
CLAS: Kristine Latta, Director, College Office of Graduate Affairs; Cindy Lynn, Program and Policy Coordinator; and, Morgan Swartzlander, Graduate Student Services Manager

Professional Schools: Amanda Ostreko, Assistant Dean; Amber Roberts Graham, Policy Coordinator; and, Damon Talbott, Program Coordinator
What is a DGS?

What is the role of a director of graduate studies (DGS) at KU? A director of graduate studies is a faculty member from a respective program who serves as the representative of all things graduate for that unit. While the individual duties vary from program to program, this may encompass any and all aspects of the graduate student trajectory – from recruitment to admission and matriculation, from first year transitions to dissertation completion, and into placement and alumni relations. Graduate directors will become familiar during their tenure with a host of school, graduate studies, and university policies and processes that support graduate education at KU. Whether you are a seasoned veteran or a first-time director, welcome to your role!

Notes
Calendar of Anticipated Graduate Studies Events
for Faculty, Fall 2015

September 24, 2015
1:30 pm – 3:30 pm
Graduate Studies Campus-Wide Informational Meeting
for Chairs and Directors of Graduate Study
Big 12 Room, Kansas Union

To be Announced
Graduate Student Retention Survey (focus on URMs)
Presentation of Results
Lisa Wolf-Wendel, 2014-15 Faculty Fellow
Associate Dean, School of Education
Professor of Educational Leadership and Policy Studies

To be Announced
Prospect CRM Review meetings
Mid-September
(Multiple options)

To be Announced
Developing Graduate Program Metrics
Monica Biernat, Graduate Studies Faculty Fellow

To be Announced
KU and Comparison Data
Tableau Dashboards
Amanda Ostreko, Assistant Dean
Recruitment

A variety of resources are available to programs and departments to support recruitment efforts.

**Office of Public Affairs, Marketing Communications**
Graduate departments and programs may utilize the resources of marketing communications to create recruitment materials. Marketing Communications is, “a team of experts in all areas of marketing communications — branding, writing and editing, design, Web, social media, video, and photography.” Examples of recent projects, and KU themed logos and templates are available on their website, http://publicaffairs.ku.edu/marketing.

**Prospect CRM**
In support of graduate program recruitment, Graduate Studies is working with programs to create robust campaigns in *Prospect*, a software product that allows graduate programs to manage prospective graduate student inquiries from first contact through matriculation. For more information, contact Amanda Ostreko, Assistant Dean (amandao@ku.edu), or your respective Graduate Admissions representative:

School of Architecture, School of Engineering, School of Journalism, School of Pharmacy, College of Liberal Arts & Sciences, and School of the Arts: Faith Eissler, feissler@ku.edu.

School of Business, School of Education, School of Music, and School of Social Welfare: Holly Shriner, hshriner@ku.edu.

See the Appendix for examples of communication templates.

Additionally, Graduate Studies has limited funds available to purchase names of prospective applicants from Educational Testing Services’ GRE list during the 2015-2016 academic year. Contact Abby Ehling, Assistant Director of Admissions, (aehling@ku.edu), for additional information.

**Brochures, banners, tablecloths**
When programs/departments are traveling for recruitment purposes, Graduate Studies is happy to provide recruitment materials, including KU Graduate Studies brochures. The office is also able to loan out a KU pop-up banner and tablecloth, and has a limited supply of promotional items.

**Faculty web resources**
Additional resources for recruitment are hosted on the Faculty/Staff section of our website.
Funding

Doctoral Funding Innovations Committee
The Doctoral Funding Workgroup report outlined three recommendations that "have the potential to move our doctoral education program forward and serve the best interests of our students while providing a high quality of doctoral education." These three recommendations are to:

1) Ensure certainty in funding for the doctoral career. Make recruitment offers to doctoral students that include a funding package commitment for the expected length of the degree program, usually 3 to 5 years.
2) Ensure diversity in doctoral training experiences. Fund the multi-year recruitment offers with training opportunities both as a Graduate Teaching Assistant (GTA) and as a Graduate Research Assistant (GRA) with a faculty mentor. Such diversity in training enriches learning, enhances training for varieties of professional careers, and brings additional breadth and depth to the student experience.
3) Discover new sources of funding for doctoral programs in order to offer recruitment packages that are competitive and diverse.

In order to assist KU in meeting these goals, the Dean of Graduate Studies commissioned a Doctoral Funding Innovations Committee. The committee was charged to think creatively about how KU may identify and obtain new resources and reallocate, rethink, recategorize, or otherwise use extant resources wisely.

The committee was asked to develop at least three models on a continuum from a low degree of change from current practice to high levels of change that fundamentally restructure how funding is allocated and distributed at KU. Those recommendations are included in the following pages, as well as a list of immediate action items to begin implementation of these recommendations.

The committee made recommendations, ranging from mild changes, which could be enacted quickly, to significant changes that will require additional resources. Recommendations fall into three broad categories:

1) KU must offer competitive, regularized support packages to doctoral candidates to compete for the best students;
2) KU must remove barriers to external funding and seek new sources of funds for graduate support;
3) KU must simplify internal processes surrounding graduate support packages, reallocate additional internal funds to graduate education, and create flexibility between types of appointments.
Graduate Studies funding opportunities
Graduate Studies offers funding for graduate students in the categories noted below.

Please refer to this list of deadlines:

09/14/2015 Underrepresented Minority Recruitment applications
10/19/2015 University Graduate Fellowship applications
02/01/2016 Departmental Scholarships, new & continuing students nominations
02/29/2016 Summer Research Fellowship nominations
02/29/2016 Byrd Graduate Educator award nominations, Graduate Teaching award nominations, Distinguished Service award nominations
04/18/2016 Argersinger Dissertation award nominations

Underrepresented Minority Recruitment: Application deadline: 09/14/2015
For the 2015-2016 academic year, KU’s Office of Graduate Studies anticipates distributing approximately $30,000 to faculty in their efforts to recruit underrepresented minority students. Awards will not exceed $3,000 unless the application is a collaborative effort between multiple departments. Applications may be submitted at: https://graduate.ku.edu/graduate-recruitment-support-awards.

University Graduate Fellowships: Application deadline: 10/19/2015
For the 2016-2017 academic year, KU’s Office of Graduate Studies anticipates distributing approximately $1,000,000 in university graduate fellowship (UGF) funding to doctoral programs. The intent is to support departmental efforts that are aligned with the strategies and action items identified in strategic goal 2 of Bold Aspirations, the University’s strategic plan. Details on the call for applications will be released in September.

Departmental Scholarships, New Students Nomination deadline: 02/01/2016
Nominations are limited to two (2) per program/department and must be ranked by the department. Please nominate no more than two students for all new student scholarships, and for each student nominated, indicate all scholarships for which they are qualified. These $5,000 scholarships include:

- Mary Elizabeth and Andrew P. Debicki Scholarship
- Graduate Studies Diversity Scholarship
- Dorothy Clark Lettice Scholarship
- John H. Nelson Scholarship
- Dr. Laiten L. and Verna Nye Camien Scholarship
- Fred G. Soxman Memorial Scholarship
- Jane Harris Scholarship
- William Belt Scholarship
Departmental Scholarships, Continuing Students  Nomination deadline: 02/01/2016
Nominations are limited to two (2) per program/department and must be ranked by the
department. Please nominate no more than two students for all continuing student scholarships.
These scholarships include:
  • Dwight Eisenhower/Clifford Roberts Graduate Fellowship
  • Harry S. Truman Good Neighbor Awards, Henry J. Talge Memorial Scholarship

Summer Research Fellowships:  Nomination deadline: 02/29/2016
The Office of Graduate Studies is pleased to offer Summer Research Fellowships for the 2016
Summer Session. The stipend is $5,000. Nomination is by department only. Preference will be
given to doctoral students who will have completed their comprehensive exams by the last day
of class for the 2016 Spring semester. Enrollment in the 2016 Summer Session is required. It is
expected that the summer research fellowship would be the student's primary form of support
during the summer and that the student would not hold a GTA GRA GA appointment concurrent
with the award.

Awards and Recognitions  Nomination deadlines vary
Graduate Studies also provides recognitions that include monetary awards. These include:

  • Argersinger Dissertation Award  Nomination deadline 04/18/2016
  • Byrd Graduate Educator Award  Nomination deadline 02/29/2016
  • Graduate Teaching Assistant Awards  Nomination deadline 02/29/2016
  • Distinguished Service Awards  Nomination deadline 02/29/2016
  • Research Presentation Awards  from the annual research competition

Graduate Student Scholarly Presentation Travel Fund  Rolling application by student
The Graduate Scholarly Presentation Travel Fund is available to Lawrence campus graduate
students only. Students must be presenting a paper or the disciplinary equivalent at a national
or regional meeting of a learned or professional society. A student may receive an award ($500)
only once, and funds are available on a first-come, first-served basis.

Doctoral Student Research Fund Applications  open in September; rolling application
The Doctoral Student Research Fund is designed to support KU doctoral students who need
assistance to carry out research that advances progress toward the degree.

External funding
Graduate Studies provides a series of fall workshops for students focused on applications to a
small number of external fellowships. Graduate programs are strongly encouraged to look to
increase the number of applications made by students for external fellowships. The fellowships
that Graduate Studies conducts workshops on include:

National Science Foundation Graduate Research Fellowships  Deadlines in October/November
Workshop: September 9, 12 pm – 1 pm, Jayhawk Room, Kansas Union

The purpose of the NSF Graduate Research Fellowship Program (NSF GRFP) is to help ensure
the vitality and diversity of the scientific and engineering workforce in the United States. The
program recognizes and supports outstanding graduate students who are pursuing research-
based master’s and doctoral degrees in fields within NSF’s mission. The GRFP provides three
years of support for the graduate education of individuals who have demonstrated their potential
for significant achievements in science and engineering research.
Ford Foundation Fellowships

Deadlines in November

Ford Foundation Fellowships are sponsored at the predoctoral, dissertation, and postdoctoral level by the National Academy of Sciences. The Ford Foundation seeks to increase the diversity of the nation’s college and university faculties by increasing their ethnic and racial diversity, to maximize the educational benefits of diversity, and to increase the number of professors who can and will use diversity as a resource for enriching the education of all students.

National Institutes of Health F31/F32 Fellowships

Deadlines vary

The National Institutes of Health supports predoctoral and postdoctoral fellowships through the F31 and F32 mechanisms. Find more information on the Ruth L. Kirschstein National Research Service Awards on the NIH website.

Finding Funding

Workshop: October 8, 12 pm – 1 pm, Jayhawk Room, Kansas Union

In this workshop, graduate students can learn how to search for funding opportunities of all types, sizes, and purposes: from academic to non-academic, and from travel grants to multi-year fellowships.

A full listing of Graduate Studies workshops and events open to students is available at:
https://graduate.ku.edu/upcoming-events
Comparative Data & Goal Setting

Graduate Studies has partnered with the Office of Institutional Research and Planning (OIRP) to provide graduate programs with data and information that may be utilized for program planning and goal setting.

Program Profiles
The fifth annual doctoral program profiles were released in summer 2015. Each profile includes data on faculty, enrollment, admissions, financial support, the number of degrees completed and postdoctoral plans. Master’s program profiles were released for the first time in summer 2015. If you have questions about your program profile, or suggestions, please contact Amanda Ostreko at amandao@ku.edu.

Doctoral program admissions tables show average number of applicants, admissions, and enrollments in the doctoral program during the three most recent summer/fall application cycles. Master’s program admissions tables show average number of applicants, admissions, and enrollments in the master’s program during the three most recent spring/summer/fall application cycles. When available, GRE scores and GPA data from previous institutions are included in averages. Beginning with the FY 2013 reports, GRE scores have been converted into the current score ranges to allow comparisons over time.

Student support includes any assistance disbursed through or recorded in the university HR Pay, financial aid, student financials, or third party payment systems. Assistantship data calculated for 9 months, and includes appointments in departments other than the students’ program, including on the Medical Center campus, if applicable. Other support includes assistance received during the academic year as of that date. Other institutional support may include tuition waivers and adjustments; scholarships, grants, and fellowships; and other grant-funded or institutional support. Some external support may not be included.

Departmental Faculty includes tenured and tenure track faculty, regular and temporary instructors, and other instructional faculty paid by the department governing this program. Faculty counts are taken in October of each year and may include faculty administrators and tenured faculty on phased retirement.

Enrollment and demographic counts are included for the most recent fall and averaged for the previous three fall semesters.

The admissions table shows average number of applicants, admissions, and enrollments in the doctoral program during the three most recent summer/fall application cycles. When available, GRE scores and GPA data from previous institutions are included in averages. Beginning with the FY 2013 reports, GRE scores have been converted into the current score ranges to allow comparisons over time.

Doctoral student support includes any assistance disbursed through or recorded in the university HR Pay, financial aid, student financials, or third party payment systems. Assistantship data is as of Fall 2012, calculated for 9 months, and includes appointments in departments other than the students’ program, including on the Medical Center campus, if applicable. Other support is as of March 2013 and includes assistance received during the academic year as of that date. Other institutional support
may include tuition waivers and adjustments; scholarships, grants, and fellowships; and other grant-funded or institutional support. Some external support may not be included.

**Degree** counts and **time to degree** data are included for the previous six years, in three-year increments. Time to degree calculations are based on time elapsed from the first semester enrolled as a degree-seeking graduate student in the program’s department to the graduation term.

**Postdoctoral plans** as reported on the Survey of Earned Doctorates at the time of dissertation submission are included for the most recent five years available. Type of employer or further training type is collected only for students with firm postdoctoral plans.

**Graduate Student Satisfaction Survey**
The Graduate Student Satisfaction Survey was conducted in spring of 2013. Results were shared with individual programs in the fall semester of 2013. Questions about the survey results should be directed to Amanda Ostreko at amandao@ku.edu.

**Additional Data for Planning**
Graduate Studies is currently partnering with OIRP to create additional departmental reports in the areas of admissions, enrollment, degrees, retention, stipends, and student debt. Admissions data have been shared with programs. For access to these data, please contact Amanda Ostreko.

Graduate programs are encouraged to utilize the information from the program profiles and graduate student satisfaction survey as part of the departmental program planning process. If there are other data that would be useful to the program in this endeavor, please contact Amanda Ostreko.

**Faculty Fellow**
Monica Biernat, Professor and Director of Graduate Studies in Psychology, will work with departments to develop graduate program metrics during the 2015-2016 academic year.
Resource Guide

Graduate Studies staff guide
The Dean of Graduate Studies oversees three units; the Graduate Studies office, Graduate Military Programs, and the Self Graduate Fellowship Program. Below is a staff listing of each unit, followed by a guide of who to contact regarding graduate studies policies and practices.

Graduate Studies:

Michael C. Roberts, Dean, Graduate Studies
Amanda Ostreko, Assistant Dean and Director of Graduate Enrollment
Damon Talbott, Program Coordinator
Amber Roberts Graham, Policy Coordinator
Sara Gillahan, Accounting Specialist, Campus and Administration Shared Service Center
Andrew Beets, Scholarship, Fellowship, and Awards Specialist
Abby Ehling, Assistant Director, Graduate Admissions
Holly Shriner, Admissions Coordinator
Faith Eissler, Graduate Admissions Specialist
Janet Lukehart, Administrative Assistant

Graduate Military Programs:

Mike Denning, Director
Randy Masten, Assistant Director

Self Graduate Fellowship

Cathy Dwigans, Senior Program Manager
Stefani Buchwitz, Program Manager
Patty Dannenberg, Program Specialist
Nancy Delgado, Recruitment Coordinator

If you have a question about: Contact:
Admission process/applications Abby Ehling/Holly Shriner/Faith Eissler
Credential evaluations Abby Ehling/Holly Shriner/Faith Eissler
Prospect/CRM Abby Ehling/Holly Shriner/ Amanda Ostreko
Admit Abby Ehling/Holly Shriner/Faith Eissler
Decision letters Abby Ehling/Holly Shriner/Faith Eissler
Admissions data Amanda Ostreko
Progress to Degree (PtD) system Abby Ehling
Recruitment Amanda Ostreko/Abby Ehling
Graduate Studies policies Amber Roberts Graham
Executive Council of Graduate Faculty Amber Roberts Graham
Electronic thesis and dissertation submission, embargo Amber Roberts Graham
Survey of Earned Doctorates Amber Roberts Graham
Doctoral Hooding ceremony participation Amber Roberts Graham
Graduate faculty status/appointment Amber Roberts Graham
Graduate Catalog Amber Roberts Graham
GTA/GRA/GA hiring and policies Amber Roberts Graham
Bold Aspirations Amanda Ostreko
Learner outcomes Amanda Ostreko
Graduate Studies website Amanda Ostreko
Fellowships, scholarships, awards Amanda Ostreko
Responsible scholarship
Graduate student programming
Graduate Studies Facebook or Twitter presence

Executive Council Members: 2015-2016

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Term Ends</th>
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<tbody>
<tr>
<td>John Staniunas</td>
<td>CLAS – School of the Arts</td>
<td>2016</td>
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<tr>
<td>Paul Scott</td>
<td>CLAS – Humanities</td>
<td>2018</td>
</tr>
<tr>
<td>James Daugherty</td>
<td>Music</td>
<td>2017</td>
</tr>
<tr>
<td>Apurba Dutta</td>
<td>Pharmacy</td>
<td>2018</td>
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<tr>
<td>Monica Biernat</td>
<td>CLAS – Social Science</td>
<td>2017</td>
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<tr>
<td>Sara Wilson</td>
<td>Engineering</td>
<td>2017</td>
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<td>Scott Reinardy</td>
<td>Journalism</td>
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<td>Ahreum Maeng</td>
<td>Business</td>
<td>2018</td>
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<tr>
<td>Mahbub Rashid</td>
<td>Architecture, Design and Planning</td>
<td>2016</td>
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<td>Aaron Clopton</td>
<td>Education</td>
<td>2016</td>
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<td>Ben Chappell</td>
<td>CLAS – International Studies</td>
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<tr>
<td>Milena Stanislavova</td>
<td>CLAS – Natural Science/Mathematics</td>
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<td>Michael Werle</td>
<td>KUMC faculty representative</td>
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<td>Robert Klein</td>
<td>KUMC</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Michael C. Roberts</td>
<td>Graduate Studies</td>
<td>Ex officio chair</td>
</tr>
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Resources for your students on the graduate school TRAC (Teaching, Research, Academics, and Career development)

Graduate Studies partners with various campus units to provide professional development opportunities to graduate students in four thematic areas: Teaching, Research, Academics, and Career development. The following resources may be of interest to you and your students.

Teaching

Center for Teaching Excellence
The Center for Teaching Excellence hosts the new GTA conference, tutorial, and follow-up sessions both fall and spring semesters. Additionally, CTE provides an online guide for new teaching assistants and materials and guidance for experienced teaching assistants to improve and document their teaching. Additionally, most sessions at CTE are open to graduate students. The center has also regularly provided a course for students who wish to produce a portfolio based upon their teaching. During the fall 2015 term, CTE will also host the following programs for GTAs:

- Friday GTA Lunch Discussions
- Graduate Student Book Club
- The Global Teaching Commons: A Seminar for New International GTAs

Spencer Museum of Art
The Spencer Museum of Art hosts annual “University in the Art Museum” events for graduate teaching assistants.

Applied English Center
The Applied English Center hosts a course for international students to help prepare them to be graduate teaching assistants at KU.

Research
The Research Integrity unit within the Office of Research provides training and oversight for compliance in research involving humans or animals, conflict of time and interest, restricted research, export controls, and research misconduct. KU now subscribes to the Collaborative Institutional Training Initiative (CITI) which provides online training in responsible scholarship. Courses are available to KU faculty, staff, and students free of charge in responsible conduct of research in six focus areas: biomedical, social & behavioral research, physical sciences, humanities, engineering, and administration. Additional resources of interest are available from the US Department of Health and Human Services Office of Research Integrity. “The Lab,” an interactive movie on research integrity, is available at this link: [http://ori.hhs.gov/thelab](http://ori.hhs.gov/thelab).

KU Libraries
The KU Libraries Center for Graduate Initiatives and Engagement offers a variety of services of interest to graduate faculty and students. These include:

- A dedicated space for faculty and graduate student use in the Watson Library
- Free printing for graduate students
- Lockers available for graduate student check-out
- Responsible scholarship training in the areas of copyright, open access, and data management
- Training on research skills, data management, thesis/dissertation formatting, GIS, SPSS, Endnote, and Zotero
Hall Center for the Humanities
In addition to the programming offered through the Center, the Hall Center website also provides information on Hall Center sponsored graduate fellowships, funding opportunities lists, grant development links for graduate student funding opportunities, and workshops on grant development for graduate students. Information for students is available at this link: http://hallcenter.ku.edu/services-student http://hallcenter.ku.edu/graduate-student-opportunities

Center for Research Methods and Data Analysis
The Center for Research Methods and Data Analysis offers resources and programs for graduate students on statistics and computing, including
- Weekly colloquiums
- Workshops
- Workgroups
- Summer Methodology Institute
- Online guides and resources

Academics
KU Writing Center
The KU Writing Center offers services to graduate students, including:
- Appointments with a Graduate Writing Consultant
- Online consultations
- Online guides and resources
- Graduate student writing groups
- Graduate Student Research/Write-In events
- Writing workshops

More information on services for graduate students is available here: http://writing.ku.edu/ku-graduate-students.

Counseling and Psychological Services (CAPS)
CAPS offers a dissertation distress/thesis torment support group for graduate students working on a dissertation or thesis. More information is available on the website here: http://caps.ku.edu/groups/.

Applied English Center
In addition to testing and coursework, the AEC also provides a Cross Cultural Counseling and Advising program. Counselors can work with students on matters of attendance, cultural adjustment, health, family, academics, and other matters of personal concern. For more information, contact Sandra Issa in the AEC.

Grad Hacker
Grad Hacker is a website written by graduate students for graduate students. The blog focuses on survival skills for graduate school and beyond. Visit: www.gradhacker.org.

Vitae
Vitae is a website maintained by the Chronicle of Higher Education, “designed just for faculty and administrators” but geared toward graduate students and recently graduated persons. The site offers a dossier service for academic job applicants, job listings, news and advice articles, and social networking functions: https://chroniclevitae.com/
Career Development

*University Career Center*

The University Career Center provides a wide range of services to support career development. Students can make appointments with Career Center staff to explore options, review job search materials, and schedule mock interviews. Career Center staff will also work with faculty to bring career information and workshops to your unit. More information and additional resources are available at the website here: [http://career.ku.edu/](http://career.ku.edu/).

*MyIDP*

MyIDP is a web-based resource provided by Science Careers. It provides information and guidance to students on creating an individual development plan. More information is available here: [http://myidp.sciencecareers.org/](http://myidp.sciencecareers.org/).

**Additional Resources List**

*Professional development books for graduate students*

A number of books have been written with advice for graduate students. Our favorites include:

- *Getting What You Came For: The Smart Student’s Guide to Earning a Master’s or PhD*, Robert L. Peters
- *How to Write a Lot*, Paul Silvia
- *So What Are You Going to Do with That? Finding Careers Outside Academia*, Susan Basalla & Maggie Debelius
- *Outside the Ivory Tower: A Guide for Academics Considering Alternative Careers*, Margaret Newhouse

**Graduate Studies Facebook page & Twitter account**

Graduate Studies regularly posts professional development articles on our Facebook page at: [https://www.facebook.com/KUGradStudies](https://www.facebook.com/KUGradStudies)
[https://twitter.com/KUGradStudies](https://twitter.com/KUGradStudies)
Appendix

Sample Prospect Communication Templates

Sample headline goes here.


Sidebar content

Here is some body copy, so a block of content would work just fine in this space.

List header

- You can also include some
  bullet points here.

- Like this
  And this.

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