Grad 101

with MIT Alumni Association & Career Advising & Professional Development
3 Essential Tools
Chart your path through MIT and beyond!

- Alumni Advisors Hub & The Alumni Directory
- Handshake and Career Services
- Graduate Professional Development

MITALUMNI

MIT

CAPD

CAPD
MIT ALUMNI ASSOCIATION

Infinite Connection Account: https://alumsso.mit.edu/cas/login?service=https%3A//alum.mit.edu/casservice

Alumni Directory: https://alum.mit.edu/directory/#!/

Advisor’s Hub: https://alumniadvisors.mit.edu/

Lizzie Army: earmy@mit.edu
CAREER ADVISING & PROFESSIONAL DEVELOPMENT

Career Services and Handshake

Graduate Professional Development
The Benefits of Handshake

FOR GRADUATE STUDENTS

If you’re wondering what kind of jobs are out there for someone with your educational background, skills, and qualifications, Handshake can help you find out!

- Set up appointments to meet with career advisors from CAPD and find resources
- Set up your profile with favorite employers and opportunities, and Handshake will tailor your experience
- More than 50,000 postings from more than 14,000 employers and company sponsored event listings
- MIT approved employers ensure real postings from reputable companies on a democratized platform
Steps to success you can take today

Make your profile stand out
Add key information to match with the most relevant jobs and opportunities.

Follow 2 new employers
Be the first to know when an employer posts a new job or hosts an event.
What can we help you find?

Appointments → Schedule time to meet with experts and build your career

Resources → Read curated content from your career center

Surveys → Answer questions from your career center

Appointments

Schedule A New Appointment

Upcoming Appointments
Choose a Category

- Distinguished Fellowships
- Undergrad Student Career Appointments
- Graduate Student Career Appointments
- Alumni Career Appointments
  Recent alumni within 2 years of graduation

Choose an Appointment Type

- Career Appointment – 30 minutes (Grad)
  A meeting with a career advisor on a quick topic or document review of your choice. We help with non-academic and academic career paths. For meetings to review multiple documents, or more in-depth career conversations, we recommend selecting the “Career Appointment – 50 minutes (Grad)” option instead.
- Career Appointment – 50 minutes (Grad)
  A meeting with a career advisor on a topic of your choice. This could include topics such as resume/CV or cover letter review requests, internship/job search or negotiation assistance, or other career questions you may have. We help with non-academic and academic career paths.
- Behavioral Mock Interview (Grad)
  Practice your behavioral interviewing skills in a 50 minute meeting with a career advisor.
- Presentation or Job Talk Review
  We will give you feedback on your presentation for class, conferences, job talks, or other needs. This is a great opportunity to practice with an audience outside of your immediate field.
- Resume/CV/Cover Letter Review with a Career Advisor (Grad)
  Review a resume or cover letter with a career advisor.
Meet with employers

- **Get to Know a Capital One Analyst**
  Virtual - Wed Aug 3 - 5:00 pm EDT

- **Administrative Fellowship Program Webinar**
  Virtual - Wed Aug 3 - 5:30 pm EDT

- **Boston FBI Diversity Agent Recruitment Event**
  In-person - Wed Aug 3 - 6:00 pm EDT

Invest in your career

- **Faculty Job Search Deep Dive: STEM Research...**
  Virtual - Thu Aug 4 - 2:30 pm EDT

- **“Faculty Job Search Deep Dive: SHASS Research...**
  Virtual - Thu Aug 11 - 2:30 pm EDT
Get to Know a Capital One Analyst
Wednesday, August 3, 2022
5pm - 7pm

Faculty Job Search Deep Dive: STEM Research Statements - Faculty Panel
Thursday, August 4, 2022
2:30pm - 4pm
Virtual Session

Capital One Tech Chats
Thursday, August 4, 2022
5pm - 7pm

Prudential's Disability Inclusion Student Summit
Friday, August 5, 2022
11am - 2pm
MIT’s Professional Development Competencies
Graduate Student Professional Development

Discover resources, connect with mentors, dive deeper into MIT’s 7 professional development competencies, and find out about upcoming events and activities.

Graduate professional development is skills-based training complementing academic education and augmenting any career path you decide to follow, within and beyond academia.

MIT provides professional development resources to help you deepen your skills in advancement, communication, interpersonal skills, leadership and management, professional responsibility, and teaching. Honing these competencies will give you the tools needed to be a researcher, educator, industry leader, and citizen.

Flagship Programs

Graduate Student of Color Mentoring Circles

The Graduate Student of Color Mentoring Circles connect students with alumni who provide culturally relevant perspectives on academic and industry careers. The next program will run in Fall 2022. Interested graduate students, email Elise Otero at elo@mit.edu.

Learn more about Mentoring Circles
PhD Suggestions for Every Stage: Career Advancement

**Early Stage: Engage**
- Create an Individual Development Plan, or IDP
- Learn about grant applications from the Office of Graduate Fellowships
- Take a research statement workshop at the writing center
- Learn how to use citation management tools for your research
- Meet with a career advisor
- Explore a certificate program to accompany your graduate degree

**Middle Stage: Expand**
- Attend a conference
- Join professional associations
- Volunteer for departmental service
- Do a micro-internship
- Attend a career fair
- Engage in career exploration and try out some "career prototyping" by attending an industry trek or company presentation
- Explore new applications of your social justice and public service skills

**Exit Stage: Enhance**
- Prepare your professional document portfolio for faculty jobs and jobs outside of academe
- Sign up for academic job wikis
- Conduct informational interviews
Experiential Learning for Graduate Students

Even for graduate students, pivotal learning experiences can happen outside of the boundaries of the classroom and the laboratory. Experiential learning opportunities invite graduate students to apply their growing expertise towards applied challenges, which in turn can inform their research questions and expand their networks.

Micro-internships

Micro-internships are short-term projects or internships offered by MIT alumni and other employers. These opportunities occur over the January Individual Activities Period (IAP) and are useful ways to develop new skills, explore your career options and connect with the MIT network during a compressed, manageable timeframe. To find one, log in to Handshake, select “Jobs,” and type “micro-intern” into the search box. You can also review these resources to help you find an internship.

Job Shadowing + Informational Interviews

You can initiate small-scale experiential learning moments by seeking out informational interviews and job shadowing. In addition:

- InterSECT enables PhD-level scientists and humanists to explore future career options through job simulations
- Forage offers virtual work experience programs developed through company partners
Graduate Professional Development Programming

- Mentoring Circles for Graduate Students of Color
- the Research Slam
- FJSS - Faculty Job Search Series
- Speaker events
- Workshops
- Tailored programs for departments and student groups
- Collaborative programs with the Comm labs, TLL, the Writing Center, & more
- Grad Appreciation Week
- PD Advising Meetings
- Experiments!
DEGREE MILESTONES

YEAR 1: Thesis Proposal
YEAR 2: Technical Qualifying Exams
YEAR 3: Research Qualifying Exams
YEAR 4: Defend & Graduate
YEAR 5: Defend & Graduate
ALIGNING THE COMPETENCIES

- Career Advancement
- Communication
- Interpersonal Skills
- Leadership & Mentoring
- Personal Development
- Social Responsibility
- Teaching
Benefits of Creating an IDP

- Take ownership of your training and professional development
- Pause, reflect, and gain perspective amid daily research activities
- Think intentionally about your short-, mid-, and long-term training and development goals
- Identify and access resources
- Link and harness existing opportunities to make progress towards goals
- Facilitate open and direct dialogue with mentors
- Establish a clear plan and align expectations (with advisors)
Individualized Development Planning
CREATING YOUR OWN IDP

*ImaginePhD*
Best for Humanists/Social Scientists

*MyIDP*
Best for STEM

*Chem IDP*
Best for Chemists/Chem. Eng.

Additional Resources Specific to your Field
Thank you!
Questions?