



Teaching and Career Development Timeline for Masters Students

First Year

Develop and Document Teaching Skills

- Develop your teaching skills and experience through Teaching Assistant opportunities
- Attend the CTE Graduate Academy for College Teaching or your departmental TA orientation
- Attend teaching development workshops
- Arrange for a classroom observation of your teaching
- Reflect on and use your student feedback: IEF & ICES
- Complete the **CTE Graduate Teacher Certificate** or the **Certificate in Foundations of Teaching**

Invest in Yourself

- Fully understand your program of study
- Produce timelines for degree completion and job search
- Take a leadership role in an organization related to your interests
- Learn about professional behavior expected in your field
- Attend professional conferences and present or volunteer
- Present poster sessions on campus and at conferences
- International students—practice English speaking skills & learn about US culture through interaction with American students

Expand Awareness of Career Options

- Attend a CareerSTART workshop in the Graduate College and create an individual development plan
- Attend company information sessions to learn about employers
- Identify job titles of interest and companies who hire for those jobs
- Explore many career options (non-profits, community college, etc.)

Build Networks and Position Yourself

- Meet and network with graduate students and faculty in your department and around campus
- Attend campus presentations and network with attendees and presenter
- Draft your resume and/or CV and update annually
- Keep in touch with previous contacts from past jobs and/or college
- Find mentors other than your faculty advisor
- Join appropriate professional organizations or disciplinary societies and attend their conferences

Summer

Invest in Yourself

- Review (and revise) your job search goals and create an action plan
- Identify the skills you have and those you need to develop to get the job you want
- Get an internship or summer job, if appropriate in your field
- Volunteer in the community

Expand Awareness of Career Options

- Start reading job ads and evaluating your preparedness
- Increase your knowledge of career options by being informed of developments in your field
- Target your top companies or organizations and research them
- Refine your list of desired job titles
- Research starting salaries in your field
- Learn about salary negotiation and get advice on negotiation through Graduate College Career Services' programs

Build Networks and Position Yourself

- Practice responses to typical interview questions
- Schedule a practice interview to refine your interviewing skills
- Read job ads and begin tailoring your application materials

Final Year(s)

Develop and Document Teaching Skills

- Consider **CTE's Teacher Scholar Certificate, Citizen Scholar Certificate or Certificate in Technology-Enhanced Teaching**, if teaching will play a significant part in your career goals
- Volunteer as a facilitator for CTE pre-semester TA development programs (Graduate Academy/Symposium)
- Attend teaching workshops (at CTE, your department, or at a conference) or join a teaching reading group to advance your skills
- Write your teaching philosophy statement and have it critiqued by several people
- Compile your teaching evaluations

Invest in Yourself

- Attend workshops on the job search process
- Attend a resume/CV workshop at Graduate College Career Services and revise your resume/CV
- Utilize career development resources offered by your department, Graduate College Career Services, and/or your professional organization

Launch Your Job Search

- Review and revise all job search materials
- Search for and apply to job openings
- Tailor resume and cover letter to openings of interest
- Draft application materials for the job search, have them critiqued, and revise as necessary
- Select and meet with people you plan to use as references and keep them informed of your progress
- Attend informational sessions and ask about job openings
- Develop your "elevator speech"
- Attend career fairs and make a good impression
- Consider sending letters of inquiry to desired companies when no announced positions are available

Adapted from timeline developed by Lydia Soleil, Georgia Tech Center for the Enhancement of Teaching & Learning

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