

# Professional Development Timeline

A Resource For Doctoral Students in the Materials Science & Engineering Program at the University of Texas at Austin

	Coursework Phase	Qualifying/Research Proposal Phase	Dissertation Research and Writing	Dissertation Completion
Graduate Degree Completion	<ul style="list-style-type: none"> <li><input type="checkbox"/> Plan your course of study with your supervisor/academic adviser. Choose a Thrust Area and remember to focus on Core Course selection and MSE 397 Seminar.</li> <li><input type="checkbox"/> Discuss program Milestones with academic adviser. This should be done in your first semester of study.</li> <li><input type="checkbox"/> Participate in program's orientation and attend any required training sessions.</li> <li><input type="checkbox"/> Begin learning lab etiquette and safety. Learn how to use lab equipment and begin experiments.</li> <li><input type="checkbox"/> Be certain you understand degree requirements and timeline. Gain understanding of expectations of graduate students.</li> <li><input type="checkbox"/> Prepare personal timeline for degree completion, including realistic intermediate goals.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete Core Coursework with a 3.3 minimum GPA.</li> <li><input type="checkbox"/> Discuss committee member selection with research supervisor and potential committee members.</li> <li><input type="checkbox"/> Prepare research proposal abstract, according to the requirements listed in the Student Handbook, and utilizing the example abstract online.</li> <li><input type="checkbox"/> Submit candidacy application to Office of Graduate Studies.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Learn about the expectations, rules, and requirements for dissertation preparation and completion.</li> <li><input type="checkbox"/> Attend a dissertation writing workshop.</li> <li><input type="checkbox"/> Create a personal research timeline with intermediate realistic goals for completing necessary research in a timely manner.</li> <li><input type="checkbox"/> Seek help from the Sanger Learning Center with dissertation prep if necessary.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Consult the Office of Graduate Studies Deadlines page and become familiar with various deadlines pertaining to graduation.</li> <li><input type="checkbox"/> Apply for graduation.</li> <li><input type="checkbox"/> Understand dissertation format guidelines.</li> <li><input type="checkbox"/> Schedule dissertation defense according to university policy.</li> <li><input type="checkbox"/> Submit all paperwork related to graduation, including final dissertation, by university deadline.</li> </ul>
Professional Development For:	<div style="display: flex; flex-direction: column;"> <div style="margin-bottom: 10px;"> <p style="text-align: center;"><b>Academic Careers</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Gain teaching experience if possible and participate in community outreach</li> <li><input type="checkbox"/> Join professional organizations and attend meetings</li> <li><input type="checkbox"/> Apply for fellowships/grants</li> <li><input type="checkbox"/> Attend job talks and colloquia</li> <li><input type="checkbox"/> Consider non-academic opportunities, as well. Only about 50% of PhDs acquire tenure-track faculty positions.</li> </ul> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Spend time thinking about your professional goals:</p> <ul style="list-style-type: none"> <li>◆ Explore career options</li> <li>◆ Discuss opportunities with your research supervisor and graduate adviser</li> <li>◆ Take responsibility for planning your career</li> </ul> </div> <div> <p style="text-align: center;"><b>Non-Academic Careers</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Gain pertinent work experience, such as volunteer work, internships, and summer jobs.</li> <li><input type="checkbox"/> Conduct some informal interviews</li> </ul> </div> </div>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Begin reading the Chronicle of Higher Education for a better understanding of academic job market.</li> <li><input type="checkbox"/> Prepare your CV</li> <li><input type="checkbox"/> Read books and articles on the academic job search.</li> <li><input type="checkbox"/> Attend and present at professional meetings.</li> <li><input type="checkbox"/> Pursue dissertation fellowship opportunities</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <ul style="list-style-type: none"> <li>◆ Assess career goals and explore alternatives</li> <li>◆ Network!</li> </ul> </div> <ul style="list-style-type: none"> <li><input type="checkbox"/> Read books on career options and discovering transferable skills</li> <li><input type="checkbox"/> Gain experience to expand your marketability and skills.</li> <li><input type="checkbox"/> Consider courses that might support your career goals.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ask your research supervisor and graduate adviser for advice about pursuing an academic career</li> <li><input type="checkbox"/> Attend workshops on academic jobs and CVs</li> <li><input type="checkbox"/> Explore postdoc options</li> <li><input type="checkbox"/> Explore job openings</li> <li><input type="checkbox"/> Network!</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> Determine the career path you want to pursue</li> <li><input type="checkbox"/> Refine your resume</li> <li><input type="checkbox"/> Develop a job search strategy</li> <li><input type="checkbox"/> Obtain non-academic work experience</li> <li><input type="checkbox"/> Network!</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Apply for jobs. If possible, have your research supervisor or committee members help you make contacts.</li> <li><input type="checkbox"/> Prepare for interviews.</li> <li><input type="checkbox"/> Explore publication opportunities.</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare a resume to market your skills.</li> <li><input type="checkbox"/> Attend job fairs.</li> <li><input type="checkbox"/> Apply for jobs.</li> <li><input type="checkbox"/> Prepare for interviews.</li> <li><input type="checkbox"/> Talk to others in your network.</li> </ul>



# Professional Development Timeline

A Resource For Masters Students in the Materials Science & Engineering Program at the University of Texas at Austin

	COURSEWORK PHASE	THESIS RESEARCH AND WRITING	THESIS COMPLETION
Graduate Degree Completion	<ul style="list-style-type: none"> <li><input type="checkbox"/> Plan your course of study with your research supervisor and academic adviser</li> <li><input type="checkbox"/> Participate in MSE program orientation</li> <li><input type="checkbox"/> Prepare a personal timeline for degree completion, being realistic about goals</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Create a “project plan” for thesis completion.</li> <li><input type="checkbox"/> Share this with your adviser.</li> <li><input type="checkbox"/> Attend aThesirn Writing Workshop.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Learn about the requirements for graduation and incorporate these into your deadlines.</li> <li><input type="checkbox"/> Be mindful of deadlines pertaining to defense, graduation, deposit, and commencement.</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li><input type="checkbox"/> Spend time thinking about your professional goals and deciding whether you plan to pursue a nonacademic career or continue your education:</li> <li><input type="checkbox"/> Start to think about whether you wish to continue your education after your master’s degree. Investigate programs and the career options available with a more advanced degree. Talk to your adviser and other doctoral students in your department about degree options.</li> <li><input type="checkbox"/> Explore nonacademic career options by conducting informational interviews.</li> <li><input type="checkbox"/> Meet with a Graduate College counselor and/or your adviser to discuss career options.</li> <li><input type="checkbox"/> Take responsibility for planning your career.</li> <li><input type="checkbox"/> Network! Meet people who are in careers that you want to pursue.</li> <li><input type="checkbox"/> Gain pertinent work experience , such as volunteer work, internships, leadership experience, and summer jobs.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Determine the career path you wish to pursue.</li> </ul> <p>If you plan to pursue a nonacademic career:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Attend Graduate College workshops related to non-academic careers.</li> <li><input type="checkbox"/> Refine your resume with help from the Graduate College Career Services Office and your adviser.</li> <li><input type="checkbox"/> Develop a job search strategy.</li> <li><input type="checkbox"/> Obtain non-academic work experience.</li> <li><input type="checkbox"/> Continue to network!</li> </ul> <p>If you plan to continue your education:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Investigate potential doctoral programs</li> <li><input type="checkbox"/> Begin the application processes.</li> <li><input type="checkbox"/> Continue to learn more about job opportunities available to doctoral recipients in your field.</li> </ul>	<p>If you are pursuing a nonacademic career:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Begin to distribute your resume to potential employers.</li> <li><input type="checkbox"/> Attend job fairs.</li> <li><input type="checkbox"/> Apply for jobs.</li> <li><input type="checkbox"/> Participate in mock interviews.</li> <li><input type="checkbox"/> Talk it up – the most successful means of landing a satisfying job is by using your network!</li> </ul> <p>If you are continuing your education:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Learn more about the graduate programs you are accepted to, including average time to degree, graduation rates, and job placements of alumni.</li> <li><input type="checkbox"/> Visit the programs if possible to meet other graduate students and faculty members.</li> <li><input type="checkbox"/> Make your decision and reject your other graduate school offers.</li> </ul>