

## Professional Development Timeline for Sociology Doctoral Students at the CUNY GC

Years	Career	Wellness	Research	Teaching
1	<ul style="list-style-type: none"> <li>-Write CV, plan to update every semester</li> <li>-Join professional organizations, e.g. ASA, ESS</li> <li>-Begin to cultivate relationships with faculty members; start thinking about who you might want to work with as an advisor/chair and committee</li> <li>-Attend as many talks as possible; learn the professional norms</li> <li>-Attend workshops on a range of topics e.g. using citation management software, writing grants, giving job talks, teaching</li> <li>-Reach out to GC communities via social media</li> <li>-Join <a href="mailto:gcsoc@yahoo.com">gcsoc@yahoo.com</a>, a list serv for GC Soc students only. It is how you will find out about job opportunities, professional and social events, where you can get answers to any questions that you have, etc...</li> <li>-Submit proposals to present at conferences, e.g. ASA, ESS</li> </ul>	<ul style="list-style-type: none"> <li>-Contact the Wellness Center to find out what your options for health insurance are—this will largely depend on whether or not you are working for CUNY and in what capacity</li> <li>-Look at DSC website <a href="http://cunydisc.org">cunydisc.org</a>, consider joining a group/organization</li> <li>-Graduate school is hard, contact the Wellness Center to find out what resources are available to you—there are individual counseling sessions available as well as supportive group workshops</li> <li>-If you're not sure about grad school and your future career possibilities, make an appointment to talk to a career counselor at the Office of Career Planning and Professional Development.</li> <li>-Socialize with students and faculty, otherwise known as networking</li> </ul>	<ul style="list-style-type: none"> <li>-Focus on your courses, begin to brainstorm about your dissertation project—orient your course papers as potential drafts for publication or as parts of your dissertation</li> <li>-Take classes in other departments and at other schools as part of the consortium</li> <li>-Read the news every day</li> </ul>	<ul style="list-style-type: none"> <li>-If you're looking for employment, make sure the EO knows—be persistent</li> <li>-Go to an Adjunct Project meeting</li> </ul>
2-3	<ul style="list-style-type: none"> <li>-Apply for grants and fellowships</li> <li>-Pursue opportunities writing book reviews and encyclopedia entries</li> <li>-Get feedback on all of your writing (e.g. CV, papers, application), revise accordingly</li> <li>-Seek opportunities to mentor new students</li> <li>-Practice your presentation skills</li> <li>-Continue to grow your network</li> </ul>	<ul style="list-style-type: none"> <li>-Graduate school is a long-distance undertaking—make sure that you have support and take care of yourself mentally, emotionally, and physically</li> </ul>	<ul style="list-style-type: none"> <li>-Begin the exploratory phase of your dissertation research</li> </ul>	<ul style="list-style-type: none"> <li>-A little teaching experience goes a long way. If you can afford not to teach than focus on your studies. If you want/need to teach, send your CV to each of the Sociology Department chairs at the CUNY campuses and other campuses around NYC, e.g. Fordham, NYU, etc...</li> </ul>

	<ul style="list-style-type: none"> <li>-Achieve departmental milestones re: coursework, exams, etc...</li> <li>-Choose advisor and committee members; begin to assemble orals lists—focus on literatures you plan to engage with your dissertation work</li> <li>-Complete IRB</li> <li>-Revise papers for publication—research to find appropriate journal—send out for review</li> <li>-Open an Interfolio account—ask faculty for recommendation letters</li> <li>-Apply for research funding</li> </ul>			<ul style="list-style-type: none"> <li>Look-out for email notifications for adjunct opportunity.</li> <li>-Keep all teaching evaluation reports in a safe place</li> <li>-Video/audio-tape yourself teaching, get feedback</li> </ul>
<b>3-4</b>	<ul style="list-style-type: none"> <li>- Write your dissertation proposal and present to FMC</li> <li>-Make a professional website</li> <li>-Explore opportunities for dissertation fellowships, post-docs, research jobs, teaching jobs</li> <li>-Attend a dissertation defense</li> <li>-Attend job talks</li> </ul>	<ul style="list-style-type: none"> <li>-Join a dissertation support group</li> </ul>	<ul style="list-style-type: none"> <li>-Conduct your dissertation research</li> </ul>	<ul style="list-style-type: none"> <li>-Get teaching experience if you haven't already</li> </ul>

5+	<ul style="list-style-type: none"> <li>-Write your dissertation</li> <li>-Talk to your advisor about when it's appropriate to go on the job market</li> <li>-Practice presenting your research</li> <li>-Practice talking about your research to a range of audiences</li> <li>-Attend workshops about writing cover letters, teaching statements, research statements, and other materials you will need to apply for jobs</li> <li>-Make an appt to have your job application materials reviewed at the Office of Career Planning and Professional Development</li> <li>-Use the ASA job bank, Chronicle of Higher Education, and Inside Higher Education to look for jobs</li> <li>-Practice interviewing skills</li> <li>-Let your network know that you are looking for jobs and what jobs you apply for</li> <li>-Keep committee members/advisor/chair/reference-writers abreast of your progress</li> <li>-Talk to your advisor about appropriate publication venues for your dissertation</li> <li>-Make an appointment early in the spring semester of your graduation year with the Dissertation Librarian, Judy Waldman. Everyone must meet with her for advising on dissertation format</li> <li>-Schedule your dissertation defense with ample time before degree deposit (at least 5 business days). Deposit dissertation by April 30<sup>th</sup> for May degree, Jan 31<sup>st</sup> for Feb degree, and Sept 15<sup>th</sup> for Oct degree date</li> </ul>	-Join a writing group	-Brainstorm next research project	
----	--	-----------------------	-----------------------------------	--

