



PhD Preparation for a Dual Career Path Checklist: Year Three

Items to Consider:

- Have you been regularly meeting with your adviser to discuss and assess your timeline of deadlines and goals for your PhD and to finalize your exam topic, materials, and committee? Or, if you have already done your QE, have you (along with your advisor and other committee members) drawn up a schedule of chapter draft deadlines, including agreeing upon a reasonable time-frame for faculty feedback?
- If you are working on your dissertation, have you agreed upon semi-regular meetings to discuss your work with your advisor and committee?
- Do you have a long-term timeline that outlines your goals and deadlines from now until the summer after you earn your degree?
- Have you kept updating your Master List or resume?
- Have you researched and applied for summer internships, volunteer positions, or job opportunities to expand and hone your skills?
- Have you visited the Career Center to discuss your dual career path?
- Have you explored the Career Center website to learn about informational interviewing, networking, and other key activities involved in your job search?
- Have you drafted a Master List of everything you have done (from volunteering to paid jobs to internships) that you can use to make your resume?
- Have you converted your CV to a resume and are keeping that resume up-to-date?
- Are you expanding your skills through a Teaching Assistantship, Research Assistantship, internships, volunteer work, and/or part-time employment while taking courses?
- If applicable, are you attending professional conferences?
- If applicable, are you taking on leadership roles relevant to your interests? A few examples on campus are the Graduate Student Association, the Graduate Student Commons, and serving on a low-impact departmental or campus committee.
- Have you considered participating in the Graduate Division's Graduate Student Leadership Certificate Program to build your leadership skills and network?
- If applicable, have you applied for research and travel grants?
- Do you have a LinkedIn account and are you updating it regularly?
- Have you been meeting and networking with graduate students and faculty in your department and around campus either informally or at department events?
- Have you been attending career workshop and job fairs?
- Have you been attending networking events on campus and through your own personal network (undergraduate alma maters, conferences, industry events, professional associations, etc.)?
- If applicable, have you been conducting informational interviews?

- If applicable, have you begun to identify types of institutions or companies or positions that are of interest to you?
- Have you researched relevant post-doctoral fellowships and familiarized yourself with the deadlines and processes?
- Have you evaluated your network of support, identified weak points, and made a plan to network to fill those weak spots?
- Have you completed your remaining coursework?
- If you haven't taken your qualifying exams, have you planned how and when you will set aside time to study for them?
- If you haven't taken your qualifying exams, have you planned how and when you will set aside time to write your qualifying exam materials?
- Have you begun to write your dissertation and, if possible, with the goal of publication?

If you are also considering a career as a professor in academia:

- Have you researched dissertation fellowships and familiarized yourself with the deadlines and process?
- Have you researched post-doctoral fellowships and familiarized yourself with the deadlines and processes?
- Have you continued to work towards publishing your writing, especially by conceiving of your ideas in multiple formats: before beginning dissertation chapters, try working out your ideas in conference paper and article-length forms?
- Have you been reading journals in your field and regularly familiarizing yourself with publication timelines?
- Have you been attending job talks and, if possible, serving as a graduate student representative on a job-search committee.
- Have you proposed to teach a course in your department either during the Summer Session or academic year?
- Have you reviewed your TA evaluations?

What else do you want to accomplish during your third year?

1. _____

2. _____

3. _____

4. _____

5. _____
