

## Supplemental Training

**Seminars on Professional Concerns:** The Department of Spanish recognizes the need to inform graduate students regarding a wide range of professional issues directly related to the successful development of their academic careers. Thus, each year sponsors a series of meetings during which those concerns may be more fully addressed and explored. One or several faculty members lead the professional concerns seminars, which are held as needed. Topics covered include the following:

- **Publishing your work.** From course paper to published article; choosing a journal; following editorial guidelines; writing a cover letter; the referee system; the ethics of manuscript submission.
- **Participating in conferences and symposia.** Membership in relevant professional organizations; sources of announcements of upcoming conferences; potential sources of funding; writing and submitting an abstract; rehearsing the finished paper.
- **Applying for grants and fellowships.** Locating sources of funding; dissertation and postdoctoral support; formulating and writing the proposal; requesting letters of recommendation; IRS regulations governing taxability of scholarships and fellowships.
- **Writing the curriculum vitae.** How to construct a curriculum vitae; what information to include; techniques of organization and presentation.
- **Applying for jobs.** General procedures; sources of job announcements; writing the cover letter; setting up a dossier; letters of recommendation.
- **Preparing for an interview.** MLA and on-campus interviews; what to anticipate; the job-seeker's dress and behavioral code; questions most frequently asked of candidates; what candidates can do to prepare; EEOC regulations and the questions interviewers may and may not legally ask. (Students with upcoming job interviews will have the opportunity to conduct mock interviews with departmental faculty and receive a critique of their performance).
- **Other possible topics** for discussion might include book reviewing, publishing the dissertation and networking. Students may also propose a seminar on a topic not listed here that is of special professional concern to them. Such proposals are channeled through the Director of Graduate Studies.