## Table of Contents

<table>
<thead>
<tr>
<th>Resources &amp; Services</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thank You for NOT Smoking</td>
<td>3</td>
</tr>
<tr>
<td>5 Minute Mentor</td>
<td>4-5</td>
</tr>
<tr>
<td>Versatile PhD</td>
<td>6</td>
</tr>
<tr>
<td>GradSense</td>
<td>7-8</td>
</tr>
<tr>
<td>Don’t Quit</td>
<td>9</td>
</tr>
</tbody>
</table>
## Resources & Services

<table>
<thead>
<tr>
<th>Topic</th>
<th>Phone</th>
<th>E-Mail or Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Degree Requirements, Records, Dissertations</td>
<td>706-542-1739</td>
<td><a href="mailto:gradinfo@uga.edu">gradinfo@uga.edu</a></td>
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<tr>
<td>Academic Policies, Procedures &amp; Registration Flags</td>
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<tr>
<td>Counseling &amp; Psychiatric Services</td>
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<td><a href="http://www.uhs.uga.edu/caps/">www.uhs.uga.edu/caps/</a></td>
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<tr>
<td>Dean’s Office</td>
<td>706-542-6392</td>
<td><a href="mailto:graddean@uga.edu">graddean@uga.edu</a></td>
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<td>Domestic Travel Awards</td>
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<td><a href="mailto:gsfinanc@uga.edu">gsfinanc@uga.edu</a></td>
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<td>Financial Aid Office</td>
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<td>Foreign Travel Awards</td>
<td>706-542-5056</td>
<td>research.uga.edu/iga/grants</td>
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<td>Graduate School Assistantships</td>
<td>706-542-6174</td>
<td><a href="mailto:gsfinanc@uga.edu">gsfinanc@uga.edu</a></td>
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<td>International Student, Scholar &amp; Immigration Services</td>
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<td>international.uga.edu</td>
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<td>Registrar’s Office</td>
<td>706-542-4040</td>
<td><a href="mailto:reghelp@uga.edu">reghelp@uga.edu</a></td>
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<td>Recruitment &amp; Diversity Initiatives</td>
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<td>Student Employment at UGA</td>
<td>706-542-2222</td>
<td>hr.uga.edu/student-employment</td>
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<td>University Health Center</td>
<td>706-542-1162</td>
<td>uhs.uga.edu</td>
</tr>
</tbody>
</table>

## Stay in Touch with the Graduate School

UGA Grad Studies

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Stay in Touch with the Graduate School

Check out our website for news & more! grad.uga.edu
UGA Thanks You for NOT Smoking

UGA is a tobacco and smoke-free campus

Smoking and tobacco are prohibited on the entire campus

Prohibited areas include:
- indoor and outdoor areas
- all buildings
- recreational areas lawns
- university sidewalks
- university vehicles
- parking lots

Prohibited products include:
- cigarettes, cigars and pipes
- all forms of smokeless tobacco
- clove cigarettes
- any smoking device that uses tobacco such as hookahs or simulates the use of tobacco such as electronic cigarettes

For more information, visit uga.edu/tobacco-free
First Part is the Hardest Part:
Surviving Grad School – Year One

There's no Easy Street in graduate school. In fact, chances are you learned pretty quickly that graduate school would be more work than you expected, perhaps even that the study habits and work strategies that earned you A's as an undergraduate just don't cut it anymore. Reading, writing, research and relationships are the four things that tend to overwhelm most new graduate students, says Richard Kiely of the Department of Lifelong Education, Policy, and Administration.

The Grad Student-Faculty Relationship
In every department there are certain norms and rituals to which graduate students are expected to adhere. Spend some time figuring out what these are in your department, either by talking to students who've been in the program longer or simply observing others. Should you call professors by their first names or use courtesy titles? Can you stop by during office hours, or do professors expect graduate students to schedule appointments for meetings?

Read your department’s Web page and the University of Georgia's graduate handbook to learn the protocols, timelines and deadlines for forming committees, choosing classes, fulfilling degree requirements and submitting forms and paperwork. These things are your responsibility, and faculty will expect you to take care of them. It's O.K. to ask questions of faculty or staff, but not if the answers are readily available online or in print.

Develop good relationships with your faculty advisor, committee members and the office managers in your department. Keep good records of deadlines and meetings for yourself. Respect faculty members’ time. When you request a meeting, include in your request an outline of what you'd like to discuss. E-mail faculty members reminders before important meetings. Act professionally; consider graduate school the beginning of your career in your field.

Reading: Map the Important Concepts
In nearly all disciplines, new graduate students have a hard time getting through the sheer mass of assigned reading – in the humanities, for example, it can be upwards of 1,000 pages per week – much less being able to extract useful concepts from it.

Every well-written book or article has a code, a way in which the information is organized to tell the reader what the author is arguing and why, to what or whom the author is responding and the problem he or she is addressing. Scholarly works are always written in response to a debate, question or issue from the academic field or to fill a “hole” in the existing literature. Rather than getting bogged down in the details, identify the author's most salient points and locate them within the larger context of the literature of your field. (If you're reading a book, search scholarly journals for a book review, which should tell you these things.)

To do that you must “map” a book or article. First, do a “skeletal map” in which you ask the questions: 1. Who is the author?; and 2. How is the book organized? (In other words, where am I going to find which types of information?) Look at the appendices: sometimes they contain summaries of important material in chart or table form. Next, do a “conceptual map.” What is the thesis? (You should be able to find this in the introduction and/or conclusion.) What are the chapter headings in a book or subheads in an article? (This should outline the logic the author will use to support his or her thesis.) Finally, ask the question, “So what?” Why does argument matter?

If you know you're not going to get through all of an assigned reading, locate the thesis and most salient points and familiarize yourself with the author's logic by reading the introduction, conclusion and chapter headings.

When you encounter jargon with which you are unfamiliar, look it up and write down the definition. Buy a discipline-specific dictionary if one exists for your field. In class, ask questions about the parts of the reading you found confusing, that the author didn't define or explain well.

Find out what the major journals are in your field – ask a faculty member if necessary – and keep up with them, so you can get a sense of what scholars in your field are discussing.
Writing: Follow the Guidelines

Before writing for your classes, take a look at the journals in your field to see whether there is a format you should be following for an article, book review or literature review. Find out which style guide – Chicago Manual, Kate Turabian, APA, etc. – your discipline uses and follow its guidelines for grammar, style, punctuation and citation methods. Summaries of the major points of each style guide are available in the main library, and you can find some online as well.

When you write, edit yourself. Draft a paper, proof it, rewrite it and proof it again. Develop a feedback ritual among your fellow students in which you read each other’s work and offer feedback in a low pressure setting.

Research: The Elusive Topic

For some graduate students, choosing a thesis or dissertation topic will simply be a matter of negotiating with their faculty advisor over which portion of a larger research project the student will handle. For others, though, choosing a topic can pose a big challenge. Talk with your professors; ask them about the important current debates in your field and holes in existing research or literature that you may be able to fill with your work. Once you have an idea for a potential topic, do some research to be sure no one else has already covered it. The sooner you decide on your topic, the more you can use your class assignments to work on individual pieces of your larger project; for example, a class term paper might become a thesis chapter.

For thesis or dissertation research, as well as any other research you do for your classes, be sure that you know the important search engines and databases in your field. Know how to use the Web for research. Knowing the top three journals, conferences and databases in your field will help you ensure that you’re not missing any important existing research.

Based on the Graduate School seminar “Surviving Your First Year in Graduate School” by Richard Kiely, of the Department of Lifelong Education, Policy, and Administration. To view this seminar in its entirety, visit http://grad.uga.edu.
The Versatile PhD is a web-based resource that you can use anytime, from any computer, confidentially. There you will find:

- A thriving, supportive web-based community where you can participate in discussions, network with PhDs and ABDs outside the academy, or just listen and learn

- Examples of successful resumes and cover letters that resulted in STEM, humanities, and social science PhDs and ABDs getting their first post-academic positions

- Compelling first-person narratives written by successful STEM, humanities, and social science PhDs and ABDs who have gone on to non-academic careers, describing how their careers have developed after grad school and where they are today

Detail-rich panel discussions in which Versatile PhDs working in a given non-academic field describe their jobs and answer questions from grad students like you. Past topics include Freelance Writing and Editing, Higher Education Consulting, Management Consulting, Federal Government and University Administration.

**REGISTER TODAY!**

For access, visit www.career.uga.edu and select the Resources tab. Next click on the Online Resources link. Create a VPhD member account if it's your first time. If you already have an account, sign in as usual.
The ASPIRE Clinic at UGA provides financial counseling and education services to UGA students.

https://fcs.uga.edu/aspire/
Creating and sticking to a budget can help you reduce your dependence on student debt. Click "Start" to see what small steps you can take today to help meet your long-term financial goals.
Don’t Quit

By: Wynn Mychall

When people pull you down, as they often will
When the battle you’re fighting is all uphill
When the funds are low and the debts are high
When you’re laughing, although you’d rather cry
When you discover yourself slowing down a bit
Stop and take a deep breath, but don’t you quit

Although you’ve worked so hard just to get this far
You must steady your pace, just to stay where you are
You’ll need twice the effort to make your way
Tomorrow won’t come, until you’ve conquered today
And if you discover yourself slowing down a bit
Stop and rest if you must, but don’t you quit

Always do the best that you can possibly do
Treasure true friends who are far and few
Never give up, whatever the burden you bear
Just one more step might get you there
Often the battle that is proceeding slow
Will conclude abruptly, when dealt another blow

Succeed in believing that you will not fail
Use diligence and determination to set your sail
When the weather is stormy and the waters are rough
In the moment of peril the strong get tough
Whenever life presses you down a bit
Stand up and shout, “I will not quit!”