



# PhD Career Accelerator

Launch your career in industry, government, non-profit administration, or higher education administration

Are you ready to level-up your career? The University of Georgia Graduate School is pleased to offer doctoral students a holistic career development initiative grounded in the principles of experiential learning. *PhD Career Accelerator* (PCA) is a non-academic certificate program aimed at helping doctoral students explore careers beyond the tenure track. The PCA program is:

1. Open to doctoral students in all disciplines
2. Centered around a cohort learning model
3. Able to be completed in as little as one calendar year
4. Designed for doctoral students who have completed formal coursework (years three and beyond)



**DID YOU KNOW?** 80% of UGA doctoral graduates pursue initial roles other than full-time instructional positions.

*UGA Career Outcomes Survey (2017-2019)*

PhD Career Accelerator focuses on developing participants in high-demand competency areas that are relevant to many career fields. Doctoral students seeking to complete the program will cultivate a portfolio of artifacts and experiences reflecting their growth in these areas:

- Professionalism
- Communication
- Career Management
- Leadership
- Self-Awareness
- Career Domain Knowledge

### Questions About the PCA Program?

Contact us at [ugagradcareers@uga.edu](mailto:ugagradcareers@uga.edu)

## How It Works: 3 Easy Steps

1

Register for the program and complete three CORE modules on foundational professional development topics

2

Complete four ELECTIVE programs which provide deeper exposure to specific career fields or career development topics

3

Accumulate five EXPERIENTIAL credits and submit your completed portfolio to the UGA Graduate School



# PROGRAM STRUCTURE

## Core Series (6 credits)

- Includes three required training sessions on career exploration and job search planning:
  - Friday, Oct. 2: CORE #1, 1:30-5:00 pm ET
  - Friday, Oct. 16: CORE #2, 1:30-5:00 pm ET
  - Friday, Nov. 6: CORE #3, 1:30-5:00 pm ET

While the majority of PhDs gain employment outside the academy, too often PhD candidates receive little or no preparation in skills and competencies needed to thrive in non-academic careers.

*Council of Graduate Schools (2017)*

## Elective Offerings (4 credits)

- Includes additional sessions on specific professional domains and career management skillsets
- Examples: Consulting, Design Thinking, Higher Education, Government/Public Policy, Strengths for Scientists, Coaching and Being Coached, Communicating Research

## Experiential Professional Development (5 credits)

- Includes 3 informational interviews (required) and a diverse menu of options such as internships, practicums, company site visits, job simulations, mock interviews, and more. xPD staff will work with each student to find the most meaningful experiences for their career goals.

## Portfolio

The culmination of your PCA experience is a portfolio that includes personal reflections, artifacts related to your career interests (i.e. media pieces, white papers, blog posts), and personal branding materials such as updated resumes/curriculum vitae, LinkedIn profiles, and cover letters.

## Frequently Asked Questions

*How much time is required to complete the certificate?*

The PCA program is designed to be highly customizable, with students being able to complete the requirements within one year. We estimate that most students will need to commit 8-10 hours per month toward completion of the program.

*Will I need to register for any classes?*

No – the PCA program is designed to be a non-academic certificate and does not require any course registration.

*Do I need approval from my advisor?*

Students do not need advisor approval to participate in the program. However, they must be willing and able to commit the time necessary to the required components of the program.

*Can I participate if I am an international student?*

Yes! International graduate students are eligible to participate, and the program staff will offer a dedicated session to addressing the specific job search challenges of international students.

## READY TO BEGIN?

Registration portal and further information available at <https://bit.ly/ugapca>.

Fall 2020 registration closes **September 7** at midnight.

## Program Curriculum Overview

There are seven core competencies at the heart of the PhD Career Accelerator model. Each competency may be further linked to specific career planning outcomes, which are intended to help participants expand their doctoral training by leveraging diverse career opportunities in industry, government, and non-profit settings (including higher education administration). A more detailed outline of the program’s learning objectives and curricular opportunities is provided below.

Core Competencies	Example Learning Objectives
Professionalism	<ul style="list-style-type: none"> <li>Understanding of professional norms within one’s desired career field(s)</li> <li>Understanding of personal branding strategies, and confidence in the strength of one’s personal brand</li> </ul>
Communication	<ul style="list-style-type: none"> <li>Ability to effectively leverage LinkedIn as a professional resource</li> <li>Confidence in one’s interviewing skills and interview preparation strategies</li> <li>Understanding of salary negotiation tactics</li> <li>General confidence in one’s networking abilities</li> </ul>
Career Management	<ul style="list-style-type: none"> <li>Ability to identify on-campus resources for professional development</li> <li>Ability to identify off-campus resources for professional development</li> <li>Confidence in one’s ability to interpret job postings and customize application materials</li> <li>Understanding of how to conduct an effective informational interview</li> <li>Awareness of the hiring process for career fields outside of academia</li> <li>Confidence in one’s action plan for their career development</li> <li>Confidence in one’s application materials (resume/CV and cover letter)</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>Ability to effectively lead a team</li> <li>Understanding of strategies to inspire innovation</li> <li>Confidence in conflict management skills</li> </ul>
Self-Awareness	<ul style="list-style-type: none"> <li>Understanding of connections between personal values and career development</li> <li>Self-awareness of top transferable skillsets</li> <li>Ability to effectively articulate transferable skills to employers</li> <li>Understanding of how to identify opportunities for further self-improvement within one’s career field(s)</li> </ul>
Career Domain Knowledge	<ul style="list-style-type: none"> <li>General understanding of one or more career domains of interest, including potential career paths, job titles, or organizations where one may wish to seek employment</li> </ul>
Experiential Learning	<ul style="list-style-type: none"> <li>Putting one’s skills into practice outside of academia</li> <li>Effectively leveraging on- and off-campus resources to build one’s resume</li> <li>Appropriate investment of time reflecting upon experiences to facilitate future growth</li> </ul>

## **CORE Sessions**

Students will complete the following three required CORE sessions, which are intended to provide a general foundation for job search success. These sessions are uniquely tailored for PhD students and delivered each semester in a cohort-based model. Each program will feature one or more outside speakers in addition to UGA staff.

- CORE Session 1: Understanding Self, Understanding the Job Search
  - o Career exploration activities, an overview of the hiring process, and training around how to conduct informational interviews
- CORE Session 2: Personal Branding and Transferable Skills
  - o Inventory activities for core values and transferable skills, introduction to personal branding and key skills (e.g. resume writing) for job search success
- CORE Session 3: Developing Critical Job Search Skills
  - o Resume review session, interview training, and discussion of other important job search skills – such as salary negotiation and navigating offers

Additional CORE sessions which participants are highly encouraged to attend:

- PCA Orientation Meeting (Sept. 19, 11:00am – 12:30 pm ET)
- The International Student Job Search (December 2020, time TBA)

## **Elective Offerings**

Four elective credits are required for the PCA program, and most students will complete 2-4 of these activities to receive their certificate. The following list provides an *example* of elective offerings based on the 2020-21 academic year. A full list of PCA electives will be provided to participants at the outset of each semester. Whenever possible, elective sessions will be structured to provide content relevant to STEM participants as well as participants from the arts, humanities, and other disciplines.

- Planned (Fall 2020)
  - o Diversity and Inclusion in the Workplace (Oct. 5, presented by the UGA Career Center)
  - o Careers in Data Science (Oct. 14, presented by the UGA Career Center)
  - o Design Thinking (Oct. 23, presented by the UGA Entrepreneurship Program)
  - o Higher Education Administration Careers (Oct. 28)

- Leveraging LinkedIn (Nov. 2)
- Salary Negotiation (Nov. 3, presented by the UGA Career Center)
- Strengths for Scientists (Nov. 3, 10, and 17)
- Professionalism in the Workplace (Nov. 12, presented by the UGA Career Center)
- Government/Public Policy Careers (Nov. 13)
- Asynchronous Courses (available via LinkedIn Learning)
  - Become a Thought Leader
  - Leading Others Effectively
  - Women in Leadership
  - Diversity, Inclusion, and Belonging for Leaders and Managers
  - Building Trust and Collaboration with Others
  - Build and Manage Effective Teams
  - Improving Your Coaching Skills as a Manager
  - Fostering Innovation
  - Become a Business Unit Manager
  - Develop Your Strategic Planning Skills
  - Become a Social Media Advertising Specialist
  - Become a Small Business Owner
  - Become a Data Visualization Specialist
  - Develop Your Presentation Skills
  - Project Management Simplified
  - Advance Your Skills as a User Experience Researcher
  - Become a Business Analytics Expert
- Future Sessions (Spring 2021)
  - Careers in Consulting
  - Careers in Non-Profit Leadership
  - Exploring Industry R+D Career Tracks
  - Exploring Careers for Humanities PhDs
  - Coaching and Being Coached

## **Experiential Learning**

PCA participants must accumulate 5 credits of experiential learning activities in order to receive their certificate of completion. One of these credits is obtained by completing three required informational interviews – students may choose from a variety of other options to round out their experience in the program. As needed, participants may

schedule coaching sessions with xPD staff members to identify meaningful experiential learning activities.

- Three informational interviews (required): 1 credit
- Internship (200 hours or more): 4 credits
- Internship: (100-200 hours): 3 credits
- Completion of the UGA I-Corps Program: 3 credits
- Participation in a ENTR or FABricate Competition: 2 credits
- Externship or Practicum (30 hours or more): 2 credits
- Completion of Graduate School's Emerging Leaders Program: 2 credits
- Company Site Visit or Job Shadowing: 1 credit
- Mock Interview Appointment at UGA Career Center: 1 credit
- Participation in xPD Job Simulation: 1 credit
- Volunteering at an industry-related conference or similar event: 1 credit
- Other service to an industry-related professional association: 1 credit
- Media piece (ex. blog post or article) on a career development topic: 1 credit
- Industry-related training (4-8 hours): 1 credit
- Industry-related training (multi-day): 2 credits

*\*Customize your path: Interested in an opportunity that is not listed here? Remember that this program is for YOU! We want to offer as much flexibility as possible for students to pursue activities that are of interest to them. PCA participants may propose additional forms of experiential learning that are not articulated on this list.*

## **Complete Your Portfolio**

Participants will compile a Phd Career Accelerator portfolio throughout their time in the program and signal their completion of the program by taking an online exit survey. Portfolio elements will be collected through eLC and consist of the following elements:

- A career objective statement
- Summary reflections of the three informational interviews
- Updated resumes/CVs as well as an updated LinkedIn profile
- Short reflection statements about elective activities completed by the student
- A 1-2 page reflection about the experiential learning activities undertaken by the student

Students will also have the option to upload artifacts (i.e. articles, PowerPoint slides, photos, or certificates of completion) related to these activities.