



TIPS FOR STUDENTS WHO WISH TO APPLY TO PHD PROGRAMS AND SEEK A CAREER IN ACADEMIA

Lab Work

- Work alongside senior lab members to further your knowledge of research and professional conduct.
- Demonstrate skills required in effective teamwork:
 - Demonstrate flexibility with your schedule, with what you will take on, and with your responses to feedback.
 - Agree to take on multiple duties within the lab.
 - Show appreciation for the opportunities given to you by completing all assignments (from remedial work to writing and leading projects) within expected time-lines.
 - Volunteer to help with assignments with which you have experience to demonstrate your areas of strength.
 - Demonstrate reciprocity and appreciativeness.
 - Demonstrate strong collaborative and interpersonal skills.
- Demonstrate effective leadership skills when you are asked to lead projects by modeling the behaviors you look for in your team members. Remember that good leaders are excellent followers.
- Respond to emails or lab correspondences within 24 hours (if possible) BUT no later than 48 hrs.
- Assist with mentoring incoming students (e.g., provide them with a list of scholarships, create task analyses for lab activities, etc.).
- Learn when to keep quiet versus when to participate or even challenge ideas.

Work Ethics

- Put forth 100% effort. Remember, mediocrity, meeting minimum standards, or waiting to be told what to do next demonstrate that you are not ready to pursue a career in academia.
- Demonstrate tenacity and perseverance when appropriate.
- Listen to corrective feedback and demonstrate appreciation for feedback by showing that you are able to apply the feedback and generalize to other situations.
- Do not just put your best foot forward in the presence of your advisor. Good advisors are watching when you do not know.
- Remember, in class, an A is Excellent (i.e., above and beyond). Academics are not impressed by A's because they are surrounded by A students. Show that you have multiple skills and that you can take anything to the next level.
- Provide evidence of your ability to:
 - Meet deadlines.
 - Revise work as many times as needed expediently.
 - Self-initiate projects.
 - Make fine discriminations between "excellent" and "done." Meaning, learn when to put forth enough effort to meet minimum standards and when to devote all of your time to exceed expectations.

Independent Skills

- Learn how to work independently. If you need your advisor's assistance for 50% of your work, he/she could do that work more efficiently without you than with you. Your job is to impress him/her so he/she is invested in your goals.
- Look up everything you can outside your advisor before taking their time. Do not guess and do not rely on your memory or anecdotal evidence. Look everything up!
- Demonstrate good organizational skills by systematically using files, titles, and documents.
- Be enthusiastic; do not complain unless you have a solution and are willing to put effort to find a resolution.

Writing in Graduate School

- Take writing seriously and put time aside to strengthen your writing skills.
- Good writing requires hours of editing. When you are given feedback regarding your writing, save the feedback and apply it every time you write.
- Purchase the APA manual and one strong grammar book (e.g., Strunk & White, 2000 or Truss, 2001) and use them back-to-back.
- Do not submit written work to your advisor that you have not proof read or edited to your best ability (using the aforementioned references are key). It is also a good idea to ask a colleague to review the material before submitting to your advisor.

Publication

- Volunteer to assist with all aspects of research, including completion of IRB proposals, subject recruitment efforts, conducting research with subjects, conducting literature searches, digesting research findings, fine tuning methodology, developing creative designs, write-up of manuscript, and more.
- Apply to present posters and symposia at professional venues and look for other mediums by which you can practice and strengthen your vocal verbal skills.
- Be curious. Ask questions that translate into experimental research proposals. Keep a "black book" with a list of questions and topics of interest.
- Demonstrate that you can bring projects to fruition:
 - Show appreciation of prior and current projects by taking an existing idea, developing it further, co-authoring a manuscript, and submitting it for publication.
- Self-initiate projects and research proposals which are relevant to your advisor's current research agenda and expertise.
- Learn when to stop collecting data and begin writing up the results for publication. No research design or results are perfect.

General

- Get involved in activities on and off campus to broaden your horizons and to provide you with an understanding of, and commitment to, service.
- Involve yourself in activities that allow you to obtain the breadth and depth of experiences you need to apply to Ph.D. programs (e.g., clinical and research experience).