Communicating in the Academy
Division of Graduate Studies
Professional Development Series
“Communication – the human connection – is the key to personal and career success.”

- Paul J. Meyer
Session Overview

- Communicating with your department
  - Advisors
  - Faculty
  - Peers

- Communicating with your university
  - Resources

- Communicating in your discipline
  - Presentation tips
  - Networking

- Professional etiquette

- Q&A
Communicating with your department

- Delicate balance
  - Advisors
  - Mentoring role
  - Authority
- Faculty
  - Student & teacher
- Peers
  - Future colleagues
Communicating with your university

- Resources
  - Seeking information
    - E.g., professional development
  - Support
- Involvement
  - Contributions
    - E.g., collaborations
- Opportunities
  - Networking
  - Scholarships & fellowships
Communicating in your discipline

- Participating in scholarly conversations
  - Conferences/conventions/professional meetings

- Presentation tips
  - Focusing on what is important & new

- Networking during conferences
  - Attendance
    - Be there & be seen.
  - Talking to scholars
    - E.g., “Scholar Office Hours”
  - Parties/informal gatherings
Communicating in your discipline cont.

- Networking outside of conferences
  - Reaching out to scholars
  - Requesting papers & information
  - Following up a conversation
  - Faculty contacts
Professional etiquette

- Appropriately addressing scholars
  - E.g., Dr. [insert last name] vs. [insert first name]

- Email correspondence
  - It is better to be too polite than not polite enough.

- Polished online presence
  - E.g., Facebook, LinkedIn, Twitter, Academia.edu

- Showing gratitude
  - “One cannot not communicate” (P. Watzlawick)

- Just because someone is doing something does not mean that you should too!
**Q&A**

- Have you encountered situations that you found difficult to handle?

- Are you currently in a situation that you are unsure as to how to handle?

- What are some of the things you are concerned about when communicating within your department, the university, and/or your discipline?
Thank you