Communicating in the Academy

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“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

- A 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.

• Maintain a 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 as a professional?
• Are you currently in a situation that you are unsure how to resolve?
• What are some of the things you are concerned about when communicating within your department, the university, and/or your discipline?
Thank you for attending our session!

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