

4 tips for working with faculty (the unauthorized version)

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1. Know who you are

- Are you currently well positioned to deal with the challenges of being in grad school?

2. Know with whom you are dealing

- Faculty members committed to graduate students succeeding
- Overworked academics
 - Be mindful of pressures on junior faculty

3. Manage your working relationships with faculty

- Be proactive
- Be prepared
- Think win win
 - Play to each other's strengths
 - Collaborate on research
- Meet with intent
 - Set the agenda
 - Research your question(s) before asking
 - Bring something written, such as a prospectus, initial bibliography, raw data, results
 - Take notes
- Communicate
 - Initiate interaction
- Set realistic timelines
 - For yourself
 - For those from whom you are asking help
 - When asking for letter of recommendation
 - Establish willingness of prospective reference to write prior to specific request
 - Make request 2 weeks or more before deadline, unless told otherwise
 - Suggest what you think should be highlighted or explained in letter
 - Indicate deadline for letters
 - Provide submission instructions
 - Include in one package
 - ✓ Notice to which you are responding
 - ✓ Draft statement of purpose/proposal/essay
 - ✓ Other material you will be submitting, such as CV, transcripts
- Meet deadlines
- Get help early
- Keep faculty member informed
- Say thank you

4. Go team

- Work with multiple faculty members
- Develop student capital