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
       o 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