

# Professional Development Newsletter

## August 2018

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For information regarding The Center for Professional Development Education, please visit the new website at <https://www.mines.edu/cpe/>

### **Interview with Michelle Darveau, Interim Director of Human Resources**

**Tell us about your role at Mines.**

My original role as Assistant Director of Human Resources (HR) included leading both the Professional Development and the Leadership Development group within HR. I recently took on the role of Interim Human Resources Director. I am excited about this expanded opportunity because HR is going through an exciting transformation to offer a greater range of consultative and strategic resources.



**How long have you been at Mines? What brought you here?**

I came to Mines in 2016 and filled a newly created position to address specialized learning and development in HR. I saw it as an opportunity to shape development at Mines and as a chance to build cool programs, which is something I love.

**How did you become interested in professional development?**

The training and organizational development courses during my Master programs were my favorites; I found my place in those classes. I was also fortunate to have a boss who recognized and encouraged me to participate in building learning programs, which gave me a chance to grow by fostering my passion for organizational and training development.

**Describe your current efforts in professional development on campus.**

HR has monthly learning expeditions through Skillsoft (the on-line learning system) and the Mines Leadership Institute. We are currently developing a learning and development strategic plan based on data gathered from a campus-wide survey, and we are beginning development on service excellence and supervisory skills programs: (<https://www.mines.edu/human-resources/professional-development/>).

**What do you see as the greatest opportunity on campus?**

I believe that continuing to build-out professional and leadership development learning opportunities will have a huge impact across campus. The Mines' campus community is

hungry for learning and the professional development initiatives across campus excite me. I want to continue to bring people together to share ideas and strengthen the great work being done here.

### **Open Office Hours for Graduate Students**

This is an opportunity for graduate students to discuss any question or concern. Please don't hesitate to take advantage of the office hours of:

- Roel Snieder, Prof. of Professional Development Education, Thursdays 3-4 pm, HH 206A
- Wendy Zhou, Dean of Graduate Studies, Wednesdays 11-12 pm, GH 324
- Or by appointment at other times ([wzhou@mines.edu](mailto:wzhou@mines.edu) or [rsnieder@mines.edu](mailto:rsnieder@mines.edu))

### **Workshops for Faculty**

**Launching Your Academic Career at Mines** - Series of 7 workshops; please feel free to attend any or all of the workshops in this series. For additional information, please contact Kamini Singha at [ksingha@mines.edu](mailto:ksingha@mines.edu).

#### **Workshop 1 – Expectations for Promotion and Tenure: Publishing Your Research** August 22, 12-1 PM, MZ 104

Topics include: Research expectations for tenure, Data on what makes a “quick starter”, Tips for writing, Writing for the “right” journal.

#### **Workshop 2 – Expectations for Promotion and/or Tenure: Getting a Quick Start in Teaching Effectively**

September 5, 12-1 PM, MZ 104

Topics include: Data on what makes a “quick starter”, Your pre-tenure teaching plan, New concepts in pedagogy, Campus resources.

#### **Workshop 3 – Setting Up Your Research Group & Developing Its Brand**

September 19, 12-1 PM, MZ 104

Topics include: Developing a “powerful group”, Mentoring and advising students, Tips for working with graduate students: what is/is not your job, Setting guidelines for students, Supervision styles, Developing a “brand identity”, Working on an a national/international reputation, Social media.

#### **Workshop 4 – Grant Writing Tips and University Finances for Faculty**

October 3, 12-1 PM, MZ 104

Topics include: Setting research objectives, Federal funding opportunities, Tips for getting federally funded, industry funding, Should you meet your program officer?, The Mines budget: where does money come from and go to? Types of university funds, What are indirect costs and how they are used at universities.

#### **Workshop 5 – The Sustainable Professor**

October 17, 12-1 PM, MZ 104

Topics include: Service work — how it helps and how it fits into your effort, Time management, The Want-To-Do, Need-To-Do Conundrum, Realistic goal setting, Finding time for yourself, Establishing your absence, Thinking of yourself in multidimensional space.

### **Workshop 6 – Networking, Finding Mentors, and Managing Personalities**

October 31, 12-1 PM, MZ 104

Topics include: How to identify (multiple) mentors, What to expect of your department head, Figuring out expectations of others, Managing up, The principles of shared governance, Emotions and aggression, Listening and communication, Dealing with bullies, People you need to know: the Board of Trustees; the President and Provost; Faculty Senate.

### **Workshop 7 – Working on Your Dossier (Start Now!)**

November 14, 12-1 PM, MZ 104

Topics include: The tenure and promotion process timeline, What goes into your dossier, How to write your statements, Promotion letters — how they are selected, how to cultivate writers, what to avoid, Outcomes, Intangibles, Tenure myths and FAQs.

### **Workshops for Graduate Students**

(Subject to change, for current information:

<https://www.mines.edu/cpe/workshops-seminars-events/>).

**Panel Discussion for Writing Competitive Fellowship Proposals**, Organized by the VPRTT office, August 31, 1:00-2:00 pm, Ballrooms D & E Student Center

**Scholarly Identity and Research Impact**, Ye Li, Boettcher Room in the Library, September 6, 12:00-1:30 pm; see <http://libguides.mines.edu/researcher101> for up-to-date info on Ye's workshops.

**Working With Your Advisor**, Roel Snieder, Boettcher Room in the Library, September 20, 12:00-1:30 pm

**Software Carpentry Workshop (Shell, R, and Git)**, Ye Li, Location TBD, October 6th-7th (Sat-Sun), 9:00 am – 4:30; see <http://libguides.mines.edu/researcher101> for up-to-date info on Ye's workshops.

**Effective Negotiation**, Roel Snieder, Boettcher Room in the Library, October 4, 12:00-1:30 pm

**Movie Screening – Paywall: The Business of Scholarship and Guided Discussion on Open Scholarship**, Ye Li, Boettcher Room in the Library, October 23, 12:00-1:30 pm; see <http://libguides.mines.edu/researcher101> for up-to-date info on Ye's workshops.

**Using LaTeX for Collaborative Authoring**, Ye Li, November 1, Boettcher Room in the Library, 12:00-1:30 pm; see <http://libguides.mines.edu/researcher101> for up-to-date info on Ye's workshops.

**Time Management**, Roel Snieder, Boettcher Room in the Library, November 15, 12:00-1:30 pm

## **Interdepartmental Professional Development Classes**

**Research Skills for Graduate Students**, SYGN501. Thursdays 2:00-2:50pm

**Introduction to Research Ethics**, SYGN502. Tuesdays 4:30-6:30 pm

**Tools for Success: Integrating into the Mines Community**, Tuesdays 4:00-5:50 pm

**College Teaching**, SYGN600. Wednesdays 4:00-5:50 pm

**Professional Oral Communication**, LICM501. Tuesdays and Thursdays 12:30-1:45 pm

See <https://catalog.mines.edu/coursesaz/> for course descriptions.

## **Training Opportunities Available Upon Request**

There are numerous training opportunities available upon request, such as: *Time Management and Mitigating Stress*, as well as the *Modern Scientist 101 Series*. For a complete listing of training opportunities, please visit our website at <https://www.mines.edu/cpe/training-upon-request/> or contact Roel Snieder with a request for a topic that is not on the list.

## **Sample Agreements for Graduate Students and Their Advisors**

Students and advisors often enter into a working relationship without having a conversation about specific expectations, obligations, and the practical aspects of working together. Important questions need examination, such as: How often do we meet? What do we hope to achieve in these meetings? How do we spend our time most effectively? What are the responsibilities of the student and the advisor for creating the right work environment? On the Professional Development's website, you will find templates for agreements (<https://www.mines.edu/cpe/advisor-student-agreements/>), which can be used as a guide for conversations between graduate students and advisors with the goal of facilitating a collegial and collaborative working relationship.