

## Professional Development Newsletter January 2019

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The Center for Professional Development Education, [mines.edu/cpe](http://mines.edu/cpe).

### Resources for Graduate Students

#### Office Hours for Graduate Students

- An opportunity for graduate students to discuss any question or concern in a safe and confidential environment.
- Roel Snieder, Prof. of Professional Development Education, Wednesdays and Thursdays 2-3 p.m., Hill Hall 206A
- Wendy Zhou, Dean of Graduate Studies, Tuesdays 1-2 p.m., GH 324
- Or, by appointment at other times ([rsnieder@mines.edu](mailto:rsnieder@mines.edu) or [wzhou@mines.edu](mailto:wzhou@mines.edu))

#### Writing Center

- Assistance with papers, scholarship applications and presentations
- Open for face-to-face appointments Monday-Friday 9 a.m.-5 p.m.
- Online appointments are available Sunday, Monday and Wednesday evenings from 6-9 p.m.; [writing.mines.edu/](http://writing.mines.edu/)
- Located on the first floor of Alderson Hall, Room 133

#### Career Center

- Assistance with career planning and job applications
- Assistance optimizing your curriculum vitae and application letters
- The Mines Strategy (free booklet) is a valuable resource and can be found at [mines.edu/careers/proactive-job-search](http://mines.edu/careers/proactive-job-search).
- Hours: 8 a.m.-5 p.m., Monday through Friday
- Located in the Student Center Suite E180

#### Science Careers

- Free weekly magazine with a wealth of information about scientific careers
- Articles on research practices, career choices, and employment data
- Search engine for finding jobs in Science and Technology
- Accessed at: [sciencemag.org/careers](http://sciencemag.org/careers).

### Events and Workshops for Graduate Students

(For current information, visit [mines.edu/cpe/workshops-seminars-events/](http://mines.edu/cpe/workshops-seminars-events/)).

**How (Not) to Give a Truly Terrible Presentation**, Roel Snieder, Director of the Center for Professional Development Education, January 18, 10-11:00 p.m., Marquez Hall 108

**Effective Teaching Practices**, Sam Spiegel, Director of Trefny Innovation Instruction Center, January 24, 12-1:30 p.m., Boettcher Room in the Arthur Lakes Library

**Using Citation Management Software**, Emily Bongiovanni, Visiting Scholarly Communications Librarian, January 31, 12-1:30 p.m., Boettcher Room in the Arthur Lakes Library

**How to Get Your Work Published in 'Science'**, Brent Grocholski, Physical Science Editor at Science Magazine, January 31, 4-5:00 p.m., Student Center Ballroom C

**Aspects of Entrepreneurship That Will Help you Land a Job**, Werner Kuhr, Director of The Center for Entrepreneurship & Innovation, February 7, 12-1:30 pm, Boettcher Room in the Arthur Lakes Library

**Value-based Ethics and the Moral Compass**, Roel Snieder, Director of the Center for Professional Development Education, February 12, 4-5:00 pm, Berthoud Hall 241

**Attracting Industry Funding**, a panel discussion with Aaron Stebner, Ali Tura, and John Speer, February 14, 12-1:30 p.m., Boettcher Room in the Arthur Lakes Library

**Publishing Papers**, a panel discussion with Reuben Collins, Roel Snieder, and David Wald, February 21, 12-1:30 p.m., Boettcher Room in the Arthur Lakes Library

**Working With Your Advisor**, Roel Snieder, Director of the Center for Professional Development Education, February 28, 12-1:30 p.m., Boettcher Room in the Arthur Lakes Library

**Research Data Management**, Emily Bongiovanni, Visiting Scholarly Communications Librarian, March 7, 12-1:30 p.m., Boettcher Room in the Arthur Lakes Library

**Working with Latex**, Emily Bongiovanni and Lakshmi Krishna, March 14, 12-1:30 p.m., Boettcher Room in the Arthur Lakes Library

**Software Carpentry**, Emily Bongiovanni, Visiting Scholarly Communications Librarian, Weekend in May, date and location TBD

### **Let's Look Out for Each Other (and for Ourselves)**

We all wish that life would always flow easily, but sometimes we encounter headwind, turbulence or stagnation. There is no need to face these challenges alone. The following support services are available at Mines:

- Mines students can access counseling and support services through the Counseling Center located within the Mines Wellness Center on the corner of 18th and Elm Street. Open Monday through Friday 8 a.m.-5 p.m., reached by phone at (303) 273-3377, or via email at [counseling@mines.edu](mailto:counseling@mines.edu).
- Mines employees can access support through the Colorado State Employees Assistance Program [colorado.gov/c-seap](http://colorado.gov/c-seap), or via phone at (303) 866-4314.
- Support services for all are also available at Colorado Crisis Services [coloradocrisisservices.org](http://coloradocrisisservices.org), via telephone at 1-844-493-8255, by texting TALK to 38255 or at the Wheat Ridge Walk-In Center located at 4643 Wadsworth Blvd. This service is available 24 hours a day.

- If you have concerns about the well-being of others, please visit CARE@Mines at [mines.edu/student-life/care](http://mines.edu/student-life/care).

Perhaps the most important thing we can do for each other is to reach out to those around us -both in the good times and the bad times. Moreover, don't forget to practice self-care so that your time at Mines is sustainable and satisfying. [Mindful Mondays](#) may provide moments of relaxation and companionship during a busy semester.

### **Using the Appropriate Tone in Email**

Email is, on one hand, a wonderful tool for communication. On the other hand, it becomes a burden for many of us because there is so much of it. First, consider that by sending an e-mail, you are asking someone to spend time and energy on your message. So, write the message in a tone of asking for a favor by using a tone that is pleasing and polite. Greetings are important. Start with a professional and friendly greeting such as, "Dear Jane," or "Hello John." Avoid starting a message with "Hey Jack," or simply, "Jack!"



Additionally, AVOID ALL CAPS SENTENCES BECAUSE IT MAKES THE READER FEEL AS IF YOU ARE SHOUTING AT THEM!!!

"Speaking in ALL CAPS" -Janwillem Snieder

If you *are* angry or emotional, it may be good to use the 24-hour rule. This means that you save the message for 24 hours as a draft. If you still want to send it after 24 hours, you may do so. However, you'll often find that waiting to send your email was the right thing to do, and that the angry or emotional tone would have done more harm than good. Another item of great importance is for every email to include a signature telling the recipient who you are and how to contact you. We recommend setting up a signature line, appearing automatically at the end of each email, including your name, phone number and possibly your address. Lastly, remember that there is no such thing as confidentiality in email. Messages are never really erased, and you never know to whom they are forwarded. -Roel Snieder

### **Bringing an Engaging Flow to Your Oral Presentation**

Have you attended oral presentations that were mind-numbingly boring where the speaker presented the audience with a long string of facts and statements? The flow of this presentation might have gone as follows: "... and then we measured this and then we analyzed the data with this method and then we found that ..." A string of statements without any captivating highlights will keep only the most motivated members of the audience engaged. You can provide natural points of interest to capture the attention of your audience by changing the flow of the talk from "... *and ... and ... and ...*" into "... *and ... but ... therefore ...*" The use of "but" indicates a complication or twist in the story; this piques the interest of your audience, and by using "therefore," you satisfy this interest. You can think of the sequence "... *and ... but ... therefore ...*" as being similar to a chord-progression that makes music interesting. Keep this progression in mind the next time you prepare a presentation! - Cortney Holles and Roel Snieder