USC Academic Professional Development (APD) & Enhancing Diversity in Graduate Education (EDGE) Programs

APD & EDGE 2012 Summer Institute: A research training, professional development, & mentorship program

June 5 – July 31, 2012

Administered by the USC Graduate School with support from the Office of the Provost

USC Partners include: Dana and David Dornsife College of Letters, Arts, & Sciences; Annenberg School of Communication & Journalism; Rossier School of Education; Davis School of Gerontology; School of Cinematic Arts; Keck School of Medicine; Viterbi School of Engineering; Division of Biokinesiology & Physical Therapy; Marshall School of Business; and the Libraries

Note: All sessions are in the USC Leavey Library Auditorium unless otherwise noted

Week 1 – June 5

8:30 - 9:00 a.m.  Continental Breakfast, Welcome, and Institute Overview

Dr. Sally (Sarah) Pratt, Vice Provost for Graduate Programs, USC Graduate School, & Professor of Slavic Languages, USC Dana & David Dornsife College of Letters, Arts, & Sciences

Dr. Richard Andalon, Associate Dean, USC Graduate School, & Director, McNair Scholars Program, USC Office of Undergraduate Programs

Jesse S. Watson, Assistant Administrator, Graduate Programs, Diversity Outreach and Academic Professional Development, USC Graduate School

Letisha Wyatt, Graduate Students’ Advocate – Diversity Outreach, USC Graduate School

9:00 – 10:30 a.m.  Research Resources, Search Strategies, and the Literature Review

Avril Cunningham, Instructor, USC Libraries

10:30 a.m. - 12:30 p.m.  Grant and Proposal Writing Session – Laying the Conceptual Framework, Group A

Bonnie Lund, The Writing Company

12:30 p.m.  Working Lunch Provided

12:30 - 2 p.m.  Responsible Conduct of Research

Dr. Susan Rose, Executive Director, OPRS and Adjunct Professor of Pharmacy, Regulatory Sciences, Office for the Protection of Research Subjects

2:00 - 4:00 p.m.  Grant and Proposal Writing Session – Laying the Conceptual Framework, Group B

Bonnie Lund, The Writing Company

Week 2 – June 12

9:00 – 10:30 a.m.  Effective Oral Communication Strategies: Overview of multiple presentation protocols; Intentional word choice, style, delivery; Body Language, including mannerisms, eye contact, posture, etc.; & engaging the audience

Dr. Lucy Lee, Professor and Director, Center for Management Communication, USC Marshall School of Business
10:30 a.m. - 12:30 p.m.  Grant and Proposal Writing Session – Setting Up Your Argument, Group B
Bonnie Lund, The Writing Company

12:30 p.m.  Working Lunch Provided

12:30 - 2 p.m.  The Arc of Academic Life – Part 1: From Ph.D. Student, to Ph.D. Candidate, to Tenured Faculty Member
Dr. George Sanchez, Vice Dean for Diversity & Strategic Initiatives, and Professor of American Studies & Ethnicity, and History, USC Dana and David Dornsife College of Letters, Arts, & Sciences

2:00 - 4:00 p.m.  Grant and Proposal Writing Session – Setting Up Your Argument, Group A
Bonnie Lund, The Writing Company

**Week 3 – June 19**

9:00 – 10:30 a.m.  Conducting the Literature Review for your Research Project: Protocols, Strategies, & Avoiding Pitfalls
Avril Cunningham, Instructor, USC Libraries

10:30 a.m. – 12:30 p.m.  Advancing Your Career Through Successful Academic Writing: Foundation in Academic Writing, Differences Between Scholarly Writing and Professional Proposal Writing
Bonnie Lund, The Writing Company

12:30 – 1:30 p.m.  Lunch on your own

1:30 - 3:00 p.m.  Acquiring the Academic Mentoring You Need & Preparing for a Global World: Making the most of your experiences with USC Faculty, Advisors, and Support Programs
Dr. Steven Lamy, Vice Dean for Academic Programs & Professor of International Relations, USC Dana and David Dornsife College of Letters, Arts, & Sciences

3:00 - 3:30 p.m.  Coffee Break – THH 202

3:30 - 5:00 p.m.  Navigating (Getting Through) the Dissertation – THH 202
Dr. Alison Miller, The Dissertation Coach

**Week 4 – June 26**

9:00 – 10:30 a.m.  Building an Academic Brand and Strategies for Using Scholarly Social Media
Holly Willis, Director, Institute for Multimedia Literacy; Research Assistant Professor, School of Cinematic Arts

10:30 a.m. - 12:30 p.m.  Grant and Proposal Writing Session – Analyzing the RFP, Group A
Bonnie Lund, The Writing Company

12:30 p.m.  Working Lunch Provided

12:30 - 2 p.m.  Familiarity with Responsible Conduct of Research Protocols
2:00 - 4:00 p.m. Grant and Proposal Writing Session – Analyzing the RFP, Group A
Bonnie Lund, The Writing Company

**Week 5 – July 3**

9:00 – 10:30 a.m. Preparing for the Job Market: Introduction to Career Center Services
Esther Lee, Career Counselor, USC Career Center

10:30 a.m. – 12:30 p.m. Writing the Job Market Package: Cover Letter, Teaching & Research Statement, CV/Resume
Bonnie Lund, The Writing Company

12:30 – 1:30 p.m. Lunch on your own

1:30 - 3:30 p.m. Research Methods - Quantitative/Qualitative #1
Dr. Peter Bachrach, The Dissertation Coach

**Week 6 – July 10**

9:00 – 10:30 a.m. Organizing your References & Creating Bibliographies using EndNote & Zotero (Reference Management Tools)
Avril Cunningham, Instructor, USC Libraries

10:30 a.m. – 12:30 p.m. Effective Oral Communication Strategies: Preparing for an Academic Job Talk: Tips and Strategies for the Presentation and Interview
Dr. Lucy Lee, Professor and Director, Center for Management Communication, USC Marshall School of Business

12:30 – 1:30 p.m. Lunch on your own

1:30 - 3:00 p.m. Preparing for CVs and Resumes for multiple Job Markets: Tips and Strategies
Elaine Dauncey, Career Counselor, USC Career Center

3:00 - 3:30 p.m. Coffee Break – **THH 114**

3:30 - 5:30 p.m. Research Methods - Quantitative/Qualitative #2 – **THH 114**
Dr. Peter Bachrach, The Dissertation Coach

**Week 7 – July 17**

9:00 – 10:30 a.m. Effective Oral Communication Strategies: Developing your presentations for classes and scholarly conferences, Applying communication/presentation principles, & Practicing your talks
Dr. Lucy Lee, Professor and Director, Center for Management Communication, USC Marshall School of Business
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<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Presenter</th>
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<tr>
<td>10:30 a.m.</td>
<td>Grant and Proposal Writing Session – Group B</td>
<td>Bonnie Lund, The Writing Company</td>
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<td>12:30 p.m.</td>
<td>Working Lunch Provided</td>
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<td>12:30 - 2 p.m.</td>
<td>The Arc of Academic Life – Part 2: From Ph.D. Student, to Ph.D. Candidate, to Tenured Faculty Member</td>
<td>Dr. George Sanchez, Vice Dean for Diversity &amp; Strategic Initiatives, and Professor of American Studies &amp; Ethnicity, and History, USC Dana and David Dornsife College of Letters, Arts, &amp; Sciences</td>
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<td>2:00 - 4:00 p.m.</td>
<td>Grant and Proposal Writing Session – Group A</td>
<td>Bonnie Lund, The Writing Company</td>
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<td><strong>Week 8 – July 24</strong></td>
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<td>9:00 – 10:30 a.m.</td>
<td>After the Dissertation: Post-Doctoral Programs and Introduction to the USC Post-doc Affairs Office</td>
<td>Dr. Mark Todd, Associate Provost for Academic Affairs, USC Office of the Provost</td>
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<td>10:30 a.m. – 12:30 p.m.</td>
<td>Persuasive Writing and Editing Strategies: Research Papers, Thesis, and Dissertations</td>
<td>Bonnie Lund, The Writing Company</td>
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<td>12:30 – 1:30 p.m.</td>
<td>Lunch on your own</td>
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<td>1:30 - 3:30 p.m.</td>
<td>Research Methods - Quantitative/Qualitative #3</td>
<td>Dr. Peter Bachrach, The Dissertation Coach</td>
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<td><strong>Week 9 – July 31</strong></td>
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<td>9:00 – 10:30 a.m.</td>
<td>Special Topical Presentation—TBD</td>
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<td>Grant and Proposal Writing Session – Group A</td>
<td>Bonnie Lund, The Writing Company</td>
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<td>12:30 - 2:30 p.m.</td>
<td>Research Methods - Quantitative/Qualitative #4</td>
<td>Dr. Peter Bachrach, The Dissertation Coach</td>
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<td>2:30 - 4:30 p.m.</td>
<td>Grant and Proposal Writing Session – Group B</td>
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<td><strong>Week 10 – August 7</strong></td>
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<td>Research Projects Due to the ADP &amp; EDGE Program</td>
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