



Communicating in the Academy

Division of Graduate Studies
Professional Development Series





“Communication – the human connection – is the key to personal and career success.”

■ Paul J. Meyer

Session Overview

- Communicating with your department
 - Advisors
 - Faculty
 - Peers
- Communicating with your university
 - Resources
- Communicating in your discipline
 - Presentation tips
 - Networking
- Professional etiquette
- Q&A



Communicating with your department

- Delicate balance
 - Advisors
 - Mentoring role
 - Authority
 - Faculty
 - Student & teacher
 - Peers
 - Future colleagues



Communicating with your university

- Resources
 - Seeking information
 - E.g., professional development
 - Support
- Involvement
 - Contributions
 - E.g., collaborations
- Opportunities
 - Networking
 - Scholarships & fellowships



Communicating in your discipline

- Participating in scholarly conversations
 - Conferences/conventions/professional meetings
- Presentation tips
 - Focusing on what is important & new
- Networking during conferences
 - Attendance
 - Be there & be seen.
 - Talking to scholars
 - E.g., “Scholar Office Hours”
 - Parties/informal gatherings



Communicating in your discipline cont.

- Networking outside of conferences
 - Reaching out to scholars
 - Requesting papers & information
 - Following up a conversation
 - Faculty contacts



Professional etiquette



- Appropriately addressing scholars
 - E.g., Dr. [insert last name] vs. [insert first name]
- Email correspondence
 - It is better to be too polite than not polite enough.
- Polished online presence
 - E.g., Facebook, LinkedIn, Twitter, Academia.edu
- Showing gratitude
 - “One cannot not communicate” (P. Watzlawick)
- Just because someone is doing something does not mean that you should too!



Q&A

- Have you encountered situations that you found difficult to handle?
- Are you currently in a situation that you are unsure as to how to handle?
- What are some of the things you are concerned about when communicating within your department, the university, and/or your discipline?





Thank you

