



KENT STATE  
UNIVERSITY

# Communicating in the Academy

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**“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

- **A 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.
- **Maintain a 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 as a professional?**
- **Are you currently in a situation that you are unsure how to resolve?**
- **What are some of the things you are concerned about when communicating within your department, the university, and/or your discipline?**



**Thank you for attending our session!**

Questions? Contact:

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