

MARCH EVENTS

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Writing Grant and Fellowship Proposals: Social Sciences & Humanities

Friday, March 11
Creating Citations and Bibliographies with Zotero
Academic Writing in Support of Your Career
RefWorks Basics
21st Annual SCOR Conference (continues on Saturday, March 12)

Monday, March 14
From Now to Next: Career Development Discussion Series for Graduate Students
Using Word 2011 Effectively for your Dissertation (Mac)
Stay Alert! Keeping Your Social Science Research Awareness Up-to-Date

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LGBT Graduate Student, Staff and Faculty Spring Pride Social

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Collaborative Research
Finding Funding for Graduate Students

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Tackling Your Taxes
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Introduction to Yoga
Using Word *2007* Effectively for Your Dissertation (for Windows Users)

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Academic Writing in English as a Second Language: Internet Resources Tutorial

Saturday, March 26
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Thursday, March 31
Authorship and Publication
Negotiating a Job Offer
Time Management and Study Skills

PLAN Partner Profile:



The [Sweetland Center for Writing](#) exists to support student writing at all levels and in all forms and modes. They provide comprehensive services for both graduate and undergraduate students, teaching and supporting new media and multimodal forms of writing. Their faculty, with a wide range of specialties, provide consultations for instructors and students across the university.

Sweetland has proven to be an excellent partner in [PLAN](#) through the annual series of writing workshops developed with Rackham staff. These workshops focus on topics of interest widely shared among graduate students; for example, Academic Writing—Reviewing the Essentials and Writing and Completing the Dissertation. The series also includes

workshops on topics such as copyright and plagiarism that help to meet new NSF and NIH requirements for training in the responsible conduct of research.

Their services for graduate students come in a number of formats. Some are open to all. The faculty-led Writing Workshop provides one-on-one tutoring for graduate students. Students may schedule one 60-minute appointment per week, with a limit of seven visits in a full term (four in a half term), including walk-ins. Students who are non-native English speakers, and who seek a more intensive focus on English for academic purposes, may schedule one 45-minute appointment per week with an ELI (English Language Institute) instructor during Fall and Winter terms.

Other specialty programs developed by Sweetland require advance application and use a selection process. The Dissertation Writing Institute offers work time and space to graduate students writing their dissertations, as well as a stipend, group workshops with other dissertators, and individual feedback from the Institute leaders. It is designed for graduate students whose research is complete or nearly complete, who have conceptualized the principal elements of the dissertation, and who have already begun to write the dissertation. Participants attend the Institute for at least six hours each day during the eight weeks of the Spring term.



Marco Garrido
Ph.D. Student Sociology
Rackham Predoctoral Fellowship

GRADUATE STUDENT
NEWSLETTER

March
2011

The Sweetland Fellows Seminar brings together graduate student instructors (Junior Fellows) and faculty (Senior Fellows) who share a commitment to integrating writing into their courses. All seminar participants share an interest in helping students become better writers; integrating writing in their courses; and discussing critical issues in the teaching of writing with colleagues. For more information, including application materials and deadlines, visit the [Junior Fellows](#) and/or [Senior Fellows](#) pages.

This winter, in collaboration with Rackham, the Sweetland Center for Writing began offering Graduate Student Writing Groups. Facilitated by a fellow graduate student who has received training from Sweetland, each group has four members, including the leader, and meets a minimum of eight times during the semester. The aim of this program is to provide structured writing support in a facilitated peer-based setting to help advanced graduate students from various disciplines revise their writing and meet their writing goals for long-term projects.

The Sweetland Center for Writing is now located in the newly opened North Quad, at 1310 on the lower level.



PLAN helps students to manage professional and academic development. It gives a comprehensive view of the workshops, training sessions, forums, talks, and consultation services that can help students along the way to their degree.

PLAN events are open to all graduate students. Not all PLAN events are included in this newsletter. Please visit the [PLAN website](#) for more events, including descriptions and registration information.

Spring Commencement Guidelines

Graduates receiving master's or doctoral degrees through the Horace H. Rackham School of Graduate Studies are invited to attend University Graduate Exercises. Held on Friday, April 29, this formal ceremony celebrates and individually recognizes the achievements of the Graduate

School's master's and doctoral recipients.

Spring Commencement is a University-wide event focusing on undergraduates, but graduate students are welcome to participate. Held on Saturday, April 30, it is the ceremony at which the University's honorary degrees and all undergraduate degrees are conferred.

Students will be invited to Spring (April/May) Commencement if they have completed their graduation requirements in the previous fall term, the current winter term, or plan to complete them in the following summer term. Tickets are required for commencement and will be issued according to these rules. Exceptions for students who do not meet these criteria will not be made. Please note that currently enrolled and students who will be graduating in the following summer term must apply for graduation using the self service application in Wolverine Access prior to ticket distribution. This eligibility is published on the [Graduate Guide](#).

Should you have questions regarding these matters please contact Ms. Christine Bedz, Assistant University Registrar. She can be reached at (734) 615-9097 or via e-mail at cbedz@umich.edu.

Yossi Schiff Memorial Scholarship Fund

The Yossi Schiff Awards assist outstanding international graduate students with F-1 or J-1 visas pursuing social sciences, humanities, medicine, public health, public policy, nursing and environmental sciences. Students must come from specific foreign countries. A complete list of the eligible countries is contained in the guidelines. Students must have a strong academic record and demonstrate outstanding academic and professional promise. One stipend award of \$25,000 will be made. Students must be nominated by their programs. Students should contact their program regarding their selection and nomination process.

Award deadline is May 5, 2011. For complete guidelines and nomination procedures see [Rackham's website](#).

Register Your Travel Abroad and Get U-M Travel Abroad Health Insurance

If you are traveling abroad for research, please register your travel itinerary,

contacts, and other information that can help the University support you in an emergency, with the University's International Travel Registry (<http://globalportal.umich.edu/register-travel.php>).

Please note that GradCare will only reimburse members for urgent or emergent medical care outside of the U.S. and many health insurances have no medical coverage outside of the U.S. For this reason, you are strongly urged to purchase low-cost U-M Travel Abroad Health Insurance. This coverage provides an Around-the-Clock Assistance Call Center which can respond to emergencies by locating medical care, providing medical monitoring and referrals, and coordinating medical evacuation. Additional coverage provides for evacuation in the event of a threatening security or political emergency situation. For more information about coverage and benefits, see <http://www.uhs.umich.edu/tai/>.

If you are traveling to a country for which the U.S. State Department has issued a travel warning, advance approval is required from the U-M International Travel Oversight Committee. For a list of countries, see <http://globalportal.umich.edu/travel-policy.php>.

Warning: Avoid Scams When Renting Apartments Overseas for Research

Several graduate students seeking places to live overseas while on research travel have been scammed by paying deposits on fraudulent apartments. Renting an apartment from abroad, without being able to see it or to confirm the identity of the person claiming to offer the place, is a risky undertaking. These internet scammers create aliases using Facebook or other sources to pose as a landlord or a person seeking to sublet an apartment. Scammers take photos and information off the web to create tempting fake ads on Craigslist and other apartment-listing sites.

Basic tips for avoiding scams include:

- Trust your instincts. Be suspicious of listings that seem too good to be true—too inexpensive, too luxurious, too well situated.
- Never make any payment through Western Union, Moneygram or any other wire service—you will not be able to retrieve it if there is a dispute, and you will not be able to learn who actually received the transfer. A landlord, leaseholder or rental agency should use PayPal or accept a personal check when you arrive.
- Never send a scan of your passport or other ID—your identity will be used to scam others.

Other information on safe renting can be found at the following sites:

- <http://parishousingscamwatch.wordpress.com/>
- <http://www.tripadvisor.com/Travel-g187147-c127715/Paris:France:Paris.Rental.Scams.How.To.Avoid.Them.html>
- http://www.ehow.com/how_7290831_avoid-vacation-rental-scams.html
- <http://www.fraudguides.com/craigslist-apartment-rental-scams.asp>
- <http://www.zillow.com/blog/5-tips-to-help-you-avoid-becoming-a-rental-scam-victim/2010/12/15/>
- <http://www.fraudguides.com/tips/august7.asp>

Meeting Space for Graduate Student Study Groups

Graduate study groups may reserve a 2nd floor West Study Hall alcove to meet. Reservations can be made online after an account has been approved at <http://ems.rackham.umich.edu/>

38th Annual Dexter-Ann Arbor Run

The 38th Annual Dexter-Ann Arbor Run will take place on Sunday, June 5, 2011. The proceeds from this year's event will benefit several local charities. Whether you are a regular runner or walker or you are just getting started, Rackham Graduate School invites you to "Challenge Yourself for Charity" at this year's event. To encourage you to participate, the Rackham Graduate School will sponsor \$10 of the registration fee for all races for graduate student participants. Please note, this sponsorship is limited to graduate students ONLY (spouses, partners, children, and friends are not eligible).

Visit <http://champsforcharity.caravancrm.com/civCRM/event/info?reset=1&id=16> by June 3 for more details and to register for the "Rackham Graduate School Team." The "Rackham Code" required for this discount is your 8-digit UMID.

If you have any questions about the Rackham sponsorship, please contact nplosky@umich.edu

Calendar of Events

Writing Grant and Fellowship Proposals: Social Sciences & Humanities

Thursday, March 10

1:00 pm to 3:00 pm, Assembly Hall, 4th Floor, Rackham Building

This session focuses on the important parts and principles of submitting a successful application for a grant or fellowship in the Social Sciences and Humanities. The presenter, accompanied by a faculty panel, will answer questions related to popular fellowship and grant sources.

Presenter: Naomi Silver, Ph.D., Sweetland Center for Writing

[Register Now!](#)

Creating Citations and Bibliographies with Zotero

Friday, March 11

10:00 am to 12:00 pm, University Library Instructional Center, Shapiro Library

Citation management software - like EndNote and RefWorks - has become a standard tool for organizing citations. While this sort of software is incredibly useful for dissertation writing, Zotero is a better tool for research that involves non-traditional sources like web pages.

Zotero is a free, Firefox browser-based extension that allows you to save citation information while browsing the web; it is not a web application like RefWorks. With a single click from online databases, web pages, news sources, and library catalogs, Zotero saves citation information and provides you the ability to add notes, tag citations, or add attachments such as PDFs of journal articles. Like EndNote and RefWorks, Zotero will create a customized bibliography in standard citation styles, including MLA, Chicago and APA. This hands-on workshop will introduce some of the key functions of Zotero such as: installing the Zotero extension in your Firefox browser, adding citations to your Zotero library, organizing and managing your citations, creating a bibliography, and using the Word plug-in to easily insert citations from Zotero.

Presenter: Julie Piacentine

This event is sponsored by the University Library Digital Dissertation Series.

[Register Now!](#)

Academic Writing in Support of Your Career

Friday, March 11

1:00 pm to 3:00 pm, Assembly Hall, 4th Floor, Rackham Building

Graduate students face a variety of writing tasks as they work toward their chosen degrees. This workshop will provide an overview of some important characteristics of academic writing including strategic language choices, establishing strong connections among ideas, and establishing a stance, all of which contribute toward positioning yourself as a member of your chosen field through your written work.

Presenter: Louis Ciccarelli, Sweetland Center for Writing

[Register Now!](#)

RefWorks Basics

Friday, March 11

2:00 pm to 3:00 pm, Faculty Exploratory, Hatcher Graduate Library

RefWorks is a web-based tool for managing your citations. In this introductory session, we'll cover the basics of creating a RefWorks account, importing citations from online resources, generating formatted bibliographies, and sharing your RefWorks database on the web. We'll also work with Microsoft Word and incorporate citations from your RefWorks database into your documents.

This session has [materials](#) posted online.

Presenter: Melissa Gomis

This event is sponsored by the University Library Digital Dissertation Series.

[Register Now!](#)

21st Annual SCOR Conference "Crossing the Line: Transcending the Traditional Boundaries of Academia"

Friday, March 11, and Saturday, March 12, Rackham Building

The SCOR Conference this year will focus on strengthening academic ties in order to develop and support relationships among different academic programs and on forming new and innovative viewpoints within an interdisciplinary framework.

"How to Win Tenure Without Losing Your Soul"

Keynote Address: 1:00 pm, Amphitheatre

Keynote Speaker: Dr. Kerry Ann Rockquemore, Executive Director for the National Center for Faculty Development and Diversity, and author of *The Black Academic's Guide to Winning Tenure Without Losing Your Soul*.

Sponsored by: Rackham Graduate School with co-sponsorship from: Alliances for Graduate Education and the Professoriate (AGEP), Department of Anthropology, Center for the Education of Women, Center for AfroAmerican and African Studies, Gerald R. Ford School of Public Policy, Latina/o Studies Program, International Institute, Multi-Ethnic Student Affairs (MESA), Office of Academic and Multicultural Initiatives (OAMI), School of Public Health, School of Social Work, Center for South Asian Studies, Taubman College of Architecture and Urban Planning, Women's Studies.

See the website at <http://www.umich.edu/~scorweb/conference/index.html> for registration information and full schedule.

Contact scor2011chairs@umich.edu for more information.

From Now to Next: Career Development Discussion Series for Graduate Students

Monday, March 14

12:00 pm to 1:00 pm, West Conference Room, 4th Floor, Rackham Building

A Career Center counselor will facilitate a discussion around the following topics:

- Navigating the job search process effectively
- Building a professional network
- Fostering professional development
- Determining and actualizing next steps

Additional Date: Wednesday, March 30, 4:00-5:00pm, East Conference Room, 4th floor, Rackham Building

Co-sponsored with The Career Center.

[Register Now!](#)

Using Word 2011 Effectively for Your Dissertation (Mac)

Monday, March 14

3:00 pm to 5:00 pm, Faculty Exploratory, Hatcher Graduate Library

Cut time spent sitting at your computer toiling away at Microsoft Word! In this workshop, you'll learn how to use Word features effectively and efficiently, including creating a basic template, inserting footnotes, images and page numbers, generating tables of contents and figures; and more. Participants should have basic experience using MS Word. Note this version of the workshop specifically uses Office 2011 for the Mac.

This session has [materials](#) posted online.

Presenter: Laurie Sutch

This event is sponsored by the University Library Digital Dissertation Series.

[Register Now!](#)

Stay Alert! Keeping Your Social Science Research Awareness Up-to-Date

Monday, March 14

4:00 pm to 6:00 pm, University Library Instructional Center, Shapiro Library

Tired of spending your time aimlessly surfing the web for current news and research in your social sciences discipline? During this hands-on workshop aimed at beginners, we'll talk about e-mail alerting services and RSS (Really Simple Syndication) feeds, and how these tools can help you keep up-to-date in the social sciences. Using selected library-provided resources, such as PsycINFO and Sociological Abstracts, we'll demonstrate the steps for collecting wide-ranging scholarly information into your e-mail inbox, and into an RSS feed reader account that we will set up during the workshop.

Presenter: Karen Reiman-Sendi

This event is sponsored by the University Library Digital Dissertation Series.

[Register Now!](#)

Writing a Research Grant Proposal: STEM Fields (Science, Technology, Engineering & Mathematics)

Tuesday, March 15

1:00 pm to 3:00 pm, Assembly Hall, 4th Floor, Rackham Building

This session provides an overview of what is needed for a successful grant application in Science, Technology, Engineering, and Mathematics (STEM) fields. We will go over the process, the typical structure, and some common funding sources.

Presenter: Alan Hogg, Ph.D., Sweetland Center for Writing

[Register Now!](#)

LGBTQA Graduate Student, Staff and Faculty Spring Pride Social

Tuesday, March 15

5:00 pm to 6:30 pm, Forum Room, University of Michigan Museum of Art

Mix and mingle graduate students, staff and faculty over light refreshments in the University Of Michigan Museum Of Art. A welcome will be offered from Rackham Graduate School and the Spectrum Center. This is the place to connect with other LGBTQA graduate students as well as talk with LGBT and ally staff and faculty on campus. This event is co-sponsored by Rackham Graduate School and the Spectrum Center, Division of Student Affairs.

Please register at <https://secure.rackham.umich.edu/Events/wssel.php>

Collaborative Research

Wednesday, March 16

1:00 pm to 3:00 pm, Assembly Hall, 4th Floor, Rackham Building

Researchers increasingly collaborate with colleagues who have the expertise and/or resources needed to carry out a particular project. Collaborations can be as simple as one researcher sharing reagents or techniques with another researcher. They can be as complex as multi-centered clinical trials that involve academic research centers, private hospitals, and for-profit companies studying thousands of patients in different states or even countries. In collaborative projects, researchers have the responsibilities fundamental to research ethics and integrity. They also assume additional responsibilities stemming from: the increasingly complex roles and relationships; common, but not necessarily identical interests; management requirements; and cultural differences. This workshop will explore the additional responsibilities in collaborative projects and basic guidelines for avoiding misconduct or violations of standard practice.

This workshop will assist those funded by NSF and/or NIH grants to meet requirements for training in the responsible conduct of research.

Presenter: Dr. Kaleena Bernardi-Dezsi, Cell and Developmental Biology

[Register Now!](#)

Finding Funding for Graduate Students

Wednesday, March 16

4:00 pm to 5:00 pm, University Library Instructional Center, Shapiro Library

This hands-on workshop will present an overview of online resources that can assist you in getting fellowship, internship, and dissertation/research grants. Online sources list and describe thousands of current funding opportunities. We will discuss and demonstrate the various web-based funding databases currently available, search strategies, and how to establish e-mail alerts. Additionally, there will be a discussion about matching sponsor and student priorities.

Presenters: Karen Downing, Jeffrey Cordell

This event is sponsored by the University Library Digital Dissertation Series.

[Register Now!](#)

Global Grads Fair

Friday, March 18

10:00 am to 3:00 pm, 4th Floor, Rackham Building

Every year, graduate students from U-M travel around the globe for internships, to study and/or to conduct research abroad. If you are planning to travel for academic purposes, this event is meant for you! There will be sessions on what to do before you leave, being a positive U-M ambassador, and the ethics of research abroad. There will also be a multi-booth Information Fair, as well as regional travel panels where you can interact with peers and professionals who have traveled to specific areas and have advice and insights to share. This event is co-sponsored by Rackham Graduate School, the International Center, the School of Public Health and the Center for Global Health, and is open to all graduate students.

The Fair will be held in the Rackham Building on the 4th Floor, from 10:00 am to 3:00 pm. Participants are asked to pre-register for this event as a whole, but they may choose for themselves whether they want to attend only 1 or 2 panels, or the entire day. To assist with the logistical planning of the event, after you register, you will be sent a pre-survey asking which panels you plan to attend. For further information, please contact Kim Greenwell at kgreenwe@umich.edu.

Please pre-register at:

<https://secure.rackham.umich.edu/Events/wsreg.php?WsID=1020>

Schedule:

10:00 am-12:00 pm: Traveling Healthy, Traveling Smart

- Essentials: Before You Leave: (45 minutes)
- You & U-M Abroad: Being a Positive U-M Ambassador (45 minutes)
- Q&A: (30 minutes)

12:00 pm-1:00 pm: Information Fair

1:00 pm-2:00 pm: Regional Travel Panels

- North Africa and the Middle East
- Africa
- Asia
- Latin, South, and Central Americas, Mexico and the Caribbean
- Europe and Eurasia

2:00 pm-3:00 pm: The Ethics of Research Abroad

Check back soon for more details on panels and speakers.

Finding Funding for Water Research and Projects

Monday, March 21

4:00 pm to 5:00 pm, Hatcher Graduate Library, Gallery Lab

Join the University Library's Foundations & Grants Librarian and the Environmental Sciences Librarian as they teach you to find research and project funding related to local, regional, national and international water issues. In this hands-on session, they will illustrate several funding databases, show resources from The Foundation Center, and help you create optimal search strategies in order to utilize the funding resources efficiently and effectively.

Instructors: Karen Downing, Ph.D., M.I.L.S., University Learning Communities Liaison and Foundation & Grants Librarian; Lori Tschirhart, M.L.I.S., Geological Sciences and School of Natural Resources and Environment Liaison Librarian.

Evaluating Web Resources

Tuesday, March 22

02:00 pm to 03:00 pm, 4th floor, Great Lakes North, Palmer Commons

In this seminar, we will explore the challenges faced by today's undergraduates in evaluating the wealth of information they find online. We'll provide tips on how to help your students overcome these challenges in order to find credible, scholarly information for their coursework. You will have a chance to evaluate several web resources and learn about teaching tools available to use in your classrooms.

Presenters: Doreen Bradley, Director of User Education Initiatives, Shapiro Undergraduate Library; Erping Zhu, Assistant Director, CRLT.

[Register Now!](#)

Credit 101

Tuesday, March 22

3:00 pm to 5:00 pm, Common Room, Lower Level, Rackham Building

This is an upbeat workshop focusing on credit worthiness, improving credit scores, understanding credit cards and what APR (Annual Percentage Rate) and those extra monthly charges REALLY mean.

Called the "Budget Guru" by *The Ann Arbor Observer*, Kathryn Greiner is a credit

counselor who has been helping people improve their budgeting skills for 35 years. Ms. Greiner meets with University of Michigan Credit Union members one-on-one to help them clarify financial problems and map out solutions. With her unique blend of compassion, realism and humor she helps people find sensible, workable answers to their financial problems. Ms. Greiner has published many articles, hosted a call-in radio talk show for two years, and has spoken to groups throughout the United States on budgeting and the careful use of credit. Her service is free to members of UMCU, and her office is near Briarwood Mall on the corner of Eisenhower and Main in Ann Arbor.

Presenter: Kathryn Greiner, Director of Credit Education, University of Michigan Credit Union

Pre-registration required.

[Register Now!](#)

Tackling Your Taxes

Wednesday, March 23

9:00 am to 11:00 am, 4th Floor, Amphitheatre, Rackham Building

Although most people don't think about taxes until April, graduate students should consider as early as possible what will be required to properly prepare your tax documents. The way the IRS views it, students bear the tax burden: Federal Government Agencies force students to determine taxation of scholarships and fellowships when filing annual income tax returns. This workshop will answer such questions as:

- Are student scholarship or fellowship payments treated as wages for services rendered?
- If not, to what extent are payments subject to federal income taxes under the Internal Revenue Code?
- If taxable income, are payments subject to self-employment taxes under the Social Security Act?
- How can students reduce taxable income or taxes with related expenses or credits?
- What if a student has multiple state filing requirements?
- If income is taxable, do students have a reporting requirement if they are a foreign national student or a teacher?

Tackling Your Taxes does not include filing forms for non-resident aliens. International students should contact the International Center for tax information

relevant to their status. This workshop is appropriate for domestic students.

Pre-registration is required.

[Register Now!](#)

Introduction to Leadership and Strategies for Success

Wednesday, March 23

12:00 pm to 1:30 pm, 4th Floor, Assembly Hall, Rackham Building

This session introduces basic leadership concepts and offers participants leadership models to incorporate into their own behaviors, practices, and decision-making. The goal of this session is to help graduate students and postdocs think about how they can become more effective, value-centered, and visionary leaders. There will be an opportunity for self-assessment, discussion, and Q&A.

Presenters: Gloria Thomas, Ph.D., CEW Director, and Kirsten Elling, Ph.D., CEW Associate Director for Counseling, Programs & Services

This workshop session is co-sponsored by the Women in Science and Engineering (WISE) Program, Rackham Graduate School, and the Center for the Education of Women (CEW).

[Register Now!](#)

Rackham's Introduction to Yoga

Wednesday, March 23

East Lounge, 2nd Floor, Rackham Building

Wednesdays, March 23– April 13*

This four-week series is designed to introduce students to the foundation of a healthy and fruitful yoga practice. Together, we will explore various breathing, physical, relaxation and meditation techniques that are central to hatha yoga and useful in cultivating a balanced practice. No prior yoga experience is required and the course is suitable for ALL levels of fitness. Please dress comfortably, in clothes you can move freely in.

*This series is intended for beginners to the practice of yoga.

Times: Evening session I: 5:00 – 6:15 pm; Evening session II: 6:30 – 7:45 pm

Cost for the four-week series: \$25 (includes a yoga mat for you to keep) \$15 (if you bring your own mat)

To reserve your space, please register at <https://secure.rackham.umich.edu/Events/wssel.php>. Payment must be made by CHECK ONLY, payable to the "University of Michigan." Payment is due at the first class. Space is limited to 20 participants for each session. You may only register for one session of Introduction to Yoga. Previous participants of Rackham's Introduction to Yoga are not eligible to register.

If you have any questions, please contact nplosky@umich.edu.

[Register Now!](#)

Using Word *2007* Effectively for Your Dissertation (for Windows Users)

Wednesday, March 23

3:00 pm to 5:00 pm, Faculty Exploratory, Hatcher Graduate Library

Cut time spent sitting at your computer toiling away at Microsoft Word! In this workshop, you'll learn how to use Word features effectively and efficiently, including creating a basic template, inserting footnotes, images and page numbers, generating tables of contents and figures; and more. Participants should have basic experience using MS Word. Note this version of the workshop specifically uses Office 2007 (Windows).

This session has [materials](#) posted online.

Presenter: Melissa Gomis

This event is sponsored by the University Library Digital Dissertation Series.

[Register Now!](#)

Academic Writing in English as a Second Language: Internet Resources Tutorial

Thursday, March 24

1:00 pm to 3:00 pm, PC Computer Classroom, Language Resource Center, North Quad

Have you ever found that you sometimes cannot find the right way to express your ideas in writing? Do you sometimes wish you had a broader academic vocabulary so that you could be a better writer or speaker? Have you struggled with using the vocabulary you do know because you are unsure of the grammar that is associated with it? Come to this interactive workshop to learn about some online tools and strategies for improving your ability to express your ideas in writing. In this workshop, you will learn how to identify the most important vocabulary and academic phraseology for your specific discipline, as well as which words co-occur with others.

To fully participate in the workshop, you will need to gather some data following these steps. First, go to the Internet and choose 3-5 journal articles written in your content area. Second, save the files as separate html (NOT PDF) files (i.e., so that you have text files). Third, bring the files to the workshop or be sure you have access to them. Your files will be the data source that you will analyze in the workshop.

This workshop is offered in collaboration with the English Language Institute (ELI). It is designed specifically for graduate students who are non-native English speakers.

Instructor: Christine Feak

Please note that no food or drink are permitted in the computer lab. Register early as space is limited!

[Registration Information](#)

Community Service Project: Ann Arbor Natural Area Preservation

Saturday, March 26

12:00 pm to 3:00 pm, Furstenberg Nature Area, 2626 Fuller Rd, Ann Arbor, MI 48105

Help us weed and preserve this native garden amidst the 38-acres of Furstenberg Nature Area, featuring some of the most diverse flora anywhere in Ann Arbor. Plus, you're certain to learn a lot about native plants, particularly prairie plants, from Park Steward and Master Gardener Aunita Erskine. Please wear long pants, closed-toe shoes, and clothes you don't mind getting a bit dirty. Tools, snacks, and transportation provided. This event is sponsored by Rackham Graduate Student Affairs. For further information, please contact [Helen Ho](#).

[Register Now!](#)

From Now to Next: Career Development Discussion Series for Graduate Students

Wednesday, March 30

4:00 pm to 5:00 pm, 4th Floor, East Conference Room, Rackham Building

A Career Center counselor will facilitate a discussion around the following topics:

- Navigating the job search process effectively
- Building a professional network
- Fostering professional development
- Determining and actualizing next steps

Co-sponsored with The Career Center

[Register Now!](#)

Authorship and Publication

Thursday, March 31

11:00 am to 1:00 pm, 4th Floor Assembly Hall, Rackham Building

This workshop will trace academic projects from early stages (coursework sharing, seminars, lab reports) through intermediate (academic conferences, professional meetings) through final versions (publication, more public communication). The session will focus on the changes a piece of work can undergo and how to preserve the integrity of the research despite these many shifts.

This workshop will assist those funded by NSF grants to meet requirements for training in the responsible conduct of research.

Presenter: Danielle LaVaque-Manty, Sweetland Center for Writing

[Register Now!](#)

Negotiating a Job Offer

Thursday, March 31

11:30 am to 1:00 pm, Room 1255, North Quad

You've prepared a great resume or CV and practiced interviewing, but do you know how to negotiate a job offer? Come to this workshop and learn how to prepare for this important process in your job search. Topics include the employer's perspective and the steps in negotiating the offer.

Co-sponsored with The Career Center, the School of Information, and Rackham Graduate School.

School of Information students: register via the School of Information registration system. Non-SI students should RSVP by contacting [Shamille Orr](#).

Time Management and Study Skills

Thursday, March 31

3:00 pm to 5:00 pm, Johnson Rooms, 3rd Floor, Lurie Engineering Center

Graduate students confront a myriad of responsibilities including coursework, teaching, and/or research. Effective time management and study skills strategies provide a framework to help graduate students balance the competing values, demands and consequences they confront.

Participants will learn practical strategies to manage time and tasks, apply advanced reading strategies, organize complicated writing responsibilities, and prepare for teaching or research responsibilities.

Presenter: Geraldine Markel, Ph.D.

Pre-registration required.

[Register Now!](#)