

Tips for Success in Graduate School

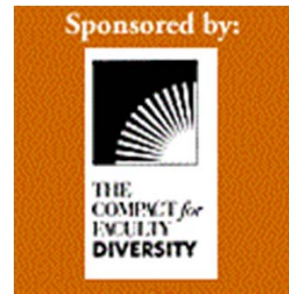
Topics include: Elevator Speech, Strategies to Reduce Stress and Improve Time Management, Getting Published, & Eliminating Psychological Barriers



Thursday, January 12, 2012

5:00 PM

CUTR 202



All Science and Engineering Students Welcome! FREE FOOD!

Speakers include Sloan PhD Students from Civil and Environmental Engineering & Chemical Engineering:
Mark Santana, Innocent Udom, Veronica Aponte-Morales, Pablo Cornejo

Based on information at the Compact, October 20 - 23, 2011, Atlanta, GA

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Elevator Speech

Mark Santana

PhD Student

Civil and Environmental Engineering

Importance

Why Communicate Research?

- Funding
- Job Interview
- Conference

Why *Five* Minutes?

- In an elevator
- Prior to an event
- Introduction



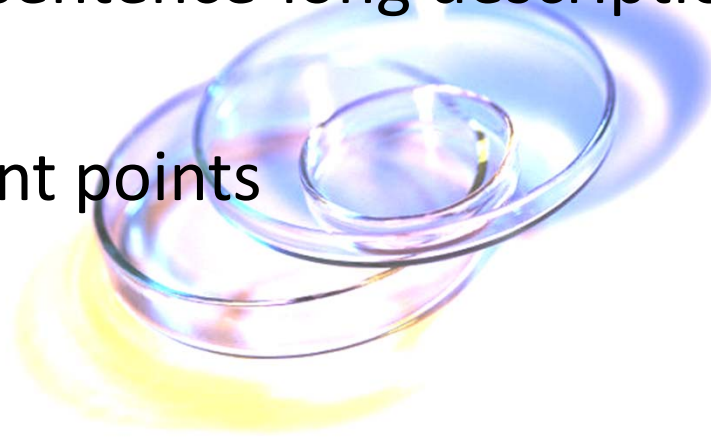
Three Important Questions

- Speech should describe research by answering three questions
 - What is it about?
 - Why is it important?
 - How is it accomplished?

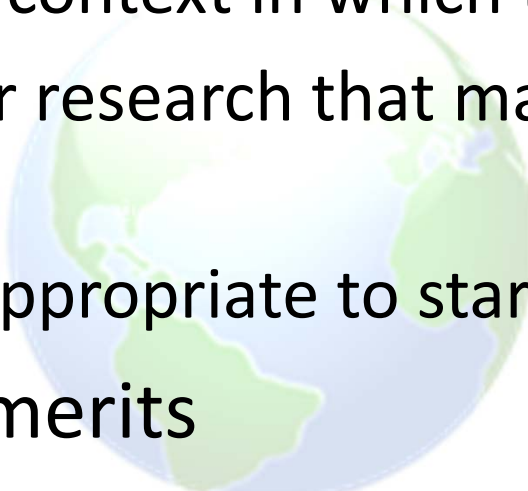


What?

- Briefly describe your research
 - Start with a sentence-long description of your research
 - Cover relevant points
- Tips
 - Be concise
 - Take audience into account



Why?

- Look at the big picture
 - Describe the context in which the research fits
 - Important for research that may only look at one small aspect
 - Sometimes appropriate to start with this
 - Mention the merits
 - What knowledge will this research advance?
 - Any future application of the knowledge gained?
- 

How?

- Address how you plan to carry out research
 - Describe your methods such that the audience can understand
 - Try to be interesting
- Describe where you are in your research



Making it Interesting

- The key to an effective 5 minute speech is communication
 - Speak up
 - Maintain an adequate talking speed
 - Maintain eye contact
 - Show enthusiasm and energy



Making it Relevant

- Be aware of audience
 - Field of Study
 - Education level
 - Setting



Perfecting Your Speech

- Practice out loud
- Time yourself
- Have a friend or colleague listen and critique speech



Strategies to Reduce Stress and Improve Time Management

Innocent Udom

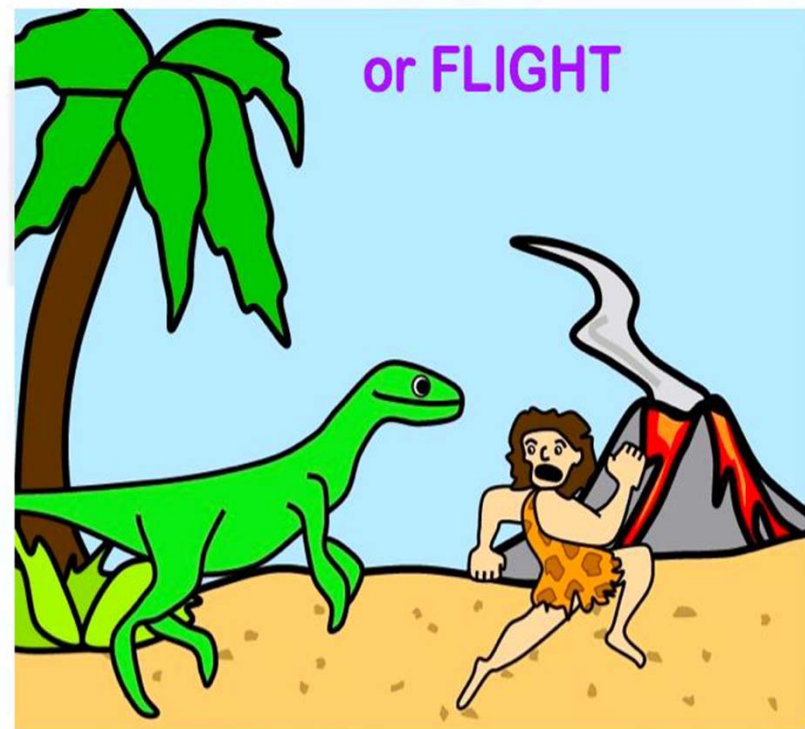
PhD Student

Chemical Engineering

What is stress

Stress is normal physical response to events that make you feel threatened or upset your balance in some way

The body's defenses kick into high gear in a rapid, automatic process known as the "fight-or-flight" reaction, or the stress response



Stress Helps

- Rise to meet challenges
- Keeps you on your toes during a presentation at work
- Sharpens your concentration when you're attempting the game-winning free throw
- Drives you to study for an exam when you'd rather be watching TV

Stress Warning Signs and Symptoms

- Memory problems
- Inability to concentrate
- Poor judgment
- Seeing only the negative
- Anxious or racing thoughts
- Constant worrying
- Moodiness
- Irritability or short temper
- Agitation, inability to relax
- Feeling overwhelmed
- Sense of loneliness and isolation
- Depression or general unhappiness

How much stress is too much?

- How much stress is too much differs from person to person
- Know your own limits
- Some people even seem to thrive on the excitement and challenge of a high-stress lifestyle

Factors

- Quality of your relationships
- Your general outlook on life
- Your emotional intelligence
- Genetics.

Things that influence your stress tolerance level

- Your support network
- Your sense of control
- Your attitude and outlook
- Your ability to deal with your emotions
- Your knowledge and preparation

Consequences of Stress

- Weight gain in the belly
- Muscles aches
- Reduced calcium in the bones
- Allergic responses
- Infections
- Memory issues
- Reduced wound healing

Dealing with stress and its symptoms

- Be specific
- Shed the superman or superwoman image
- Meditate
- Visualize
- Take one thing at a *time*
- Exercise
- Art
- Develop hobbies
- Share your feelings
- Be flexible
- Give in occasionally
- Get professional help
- Distress with Pets

Getting Published

Building a solid publishing record

Veronica Aponte-Morales

PhD Student

Civil and Environmental Engineering

When to write your paper?

- When sufficient data is generated to tell a story that is complete and makes sense.
- Before completing your degree!

Why should you publish?

- Is the main means scientists share findings.
 - You have a contribution to make.
 - Is a requirement in the PhD program.
 - Increases the chance of promotion or employment confirmation.
 - Increases chances of obtaining funding.

Choosing the appropriate journal

- Refereed journals (Peer-reviewed journals).
 - All submitted papers are review by a board of experts.
- Your research fits the journal's aims and scope?
- Survey the various journals and see where your work would fit best.
 - Hint: Check the references to see in which journals the research you are citing mainly falls.
- Get advice from experienced colleagues for their opinion.
 - Ask your research advisor!

Choosing the appropriate journal

- A prestigious journal – academics in the field read and turn to them for the latest information.
 - Wide circulation; which means that more people read it.
 - A low acceptance rate; which indicates that the journal receives numerous submissions and can select only the best articles to publish.
 - Well-known editor(s) and editorial board members.
 - A long citation half-life (the journal is cited often?).
 - A high journal impact factor (the “average article” in the journal is cited frequently).
 - High visibility. The journal is indexed in multiple computerized databases, which allows articles in the journal to turn up on searches.

Keep in mind that the higher the level of the journal, the more difficult it is to get an article in to publication.

- What is the acceptance/rejection rate?

Manuscript submission

- Read the manuscript submission guidelines! (at the journal web site)
- After writing the manuscript: (1) proof read, (2) check and check again, and (3) have someone else read your work.
- After the submission:
 - An editorial assistant acknowledges receipt of the manuscript, assigns it a number, and assigns it to one of the editors.

Manuscript submission

- Once the manuscript is in the editor's hands, she or he conducts a preliminary editorial review and decides whether the manuscript is appropriate to send out for review.
- Review.
 - The process varies depending on the journal. Typically, editors ask reviewers to complete their review in about 4 weeks.

The editor's decision

- Accept the manuscript as is.
- Accept it, pending the completion of specific revisions.
- Invite a revision and resubmission.
- Reject.
The most common decisions are “revise and resubmit” and “reject.”

Still waiting for the editor's decision?

- Ideally, the journal editor will get back with you in 10 weeks with a decision, although it can take longer.
- After 4 months, it is appropriate to e-mail the editor and ask when feedback can be expected.
 - If there is no reply, or the reply is that feedback may be months away, it might make sense at that point to consider submitting the manuscript elsewhere, at the same time withdrawing it from the first outlet.

Publishing Ethics

- **Originality and Plagiarism**
 - The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others, that this has been appropriately cited or quoted.
- **Multiple, Redundant or Concurrent Publication**
 - An author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behavior and is unacceptable.
- **Acknowledgement of Sources**
 - Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work. Information obtained privately, as in conversation, correspondence, or discussion with third parties, must not be used or reported without explicit, written permission from the source.
- **Authorship of the Paper**
 - Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors.

Remember!

“Without good publications, you stand little chance of winning the fellowship, research grant, faculty job, or other scientific prize you're competing for.”

"Without publishing, [it is as if] you haven't done anything, because scientific articles are the most important measure of scientific achievement.“

"We don't measure ourselves by how efficient and skilled we are in the lab but by the number and quality of articles we publish in scientific journals.“

Ana Marušić,
President-elect of the Council of Science Editors

Suggest Reading

Research News and Comment

How to Publish in Scholarly Journals

by Janette K. Klingner, David Scanlon, and Michael Pressley

This article is based on an invited talk entitled “Getting Published While in Grad School,” which was presented for the Graduate Student Council of the American Educational Research Association at the association’s 2005 annual meeting. The authors discuss issues to consider when one is planning and writing a scholarly manuscript, and they offer several suggestions about substance, organization,

Planning Before Writing

Good writing begins with planning. Consider first your purposes for publishing and the audience for whom you are writing. A thorough deliberation on why you wish to publish should guide this process.

Consider Your Reasons for Publishing

The main reason to publish is that you have something to say. Scholars contribute to their profession’s dialogue by publishing

topic. Think carefully about what that focus should be, given your data.

When planning your manuscript, reflect about the content available to support your intended points. If your data cannot stand alone, do not try to publish them alone. If your theory and/or evidence only weakly support what you claim, do not overextend your findings; instead, dare to ask yourself critically if you can support your claim at all. If you cannot, do some additional work

http://www.aera.net/uploadedFiles/Publications/Journals/Educational_Researcher/3408/02ERv34n8_Klingner.pdf

Eliminating Psychological Barriers

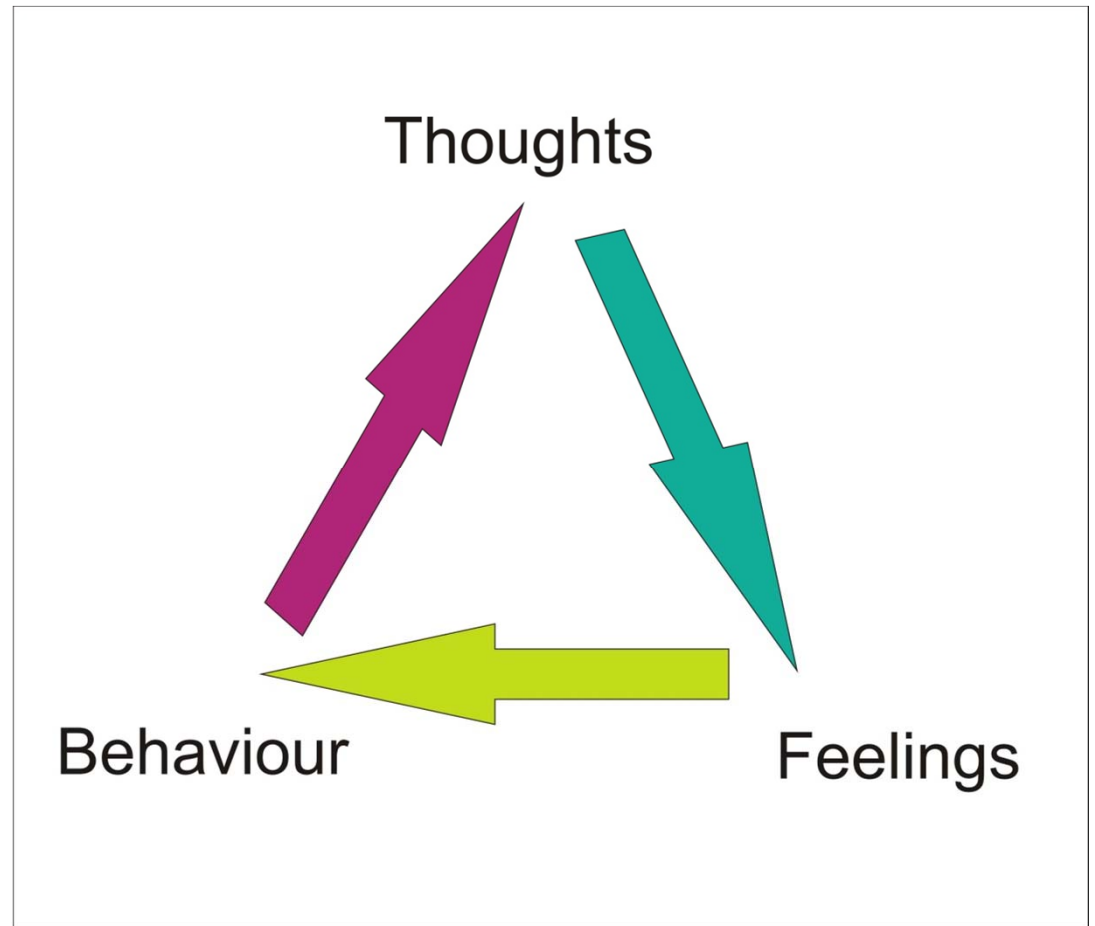
Pablo Cornejo-Warner

PhD Student

Civil and Environmental Engineering

Psychological Barriers

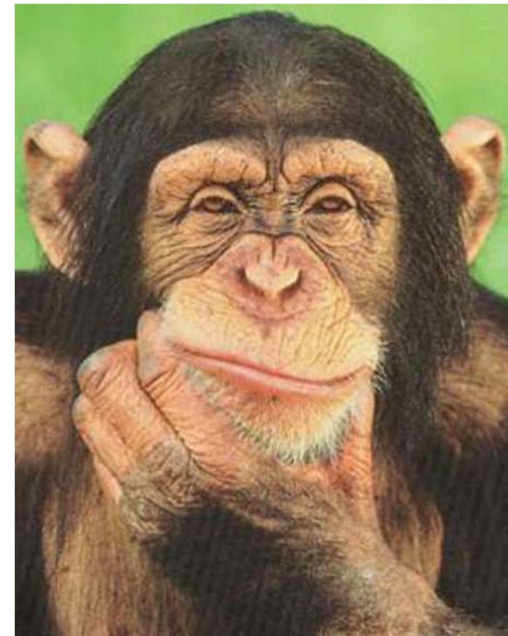
- Thinking Traps
- Feeling Traps
- Behavior Traps



Information from Tamara L. Brown, Ph.D.
University of Kentucky, Department of Psychology

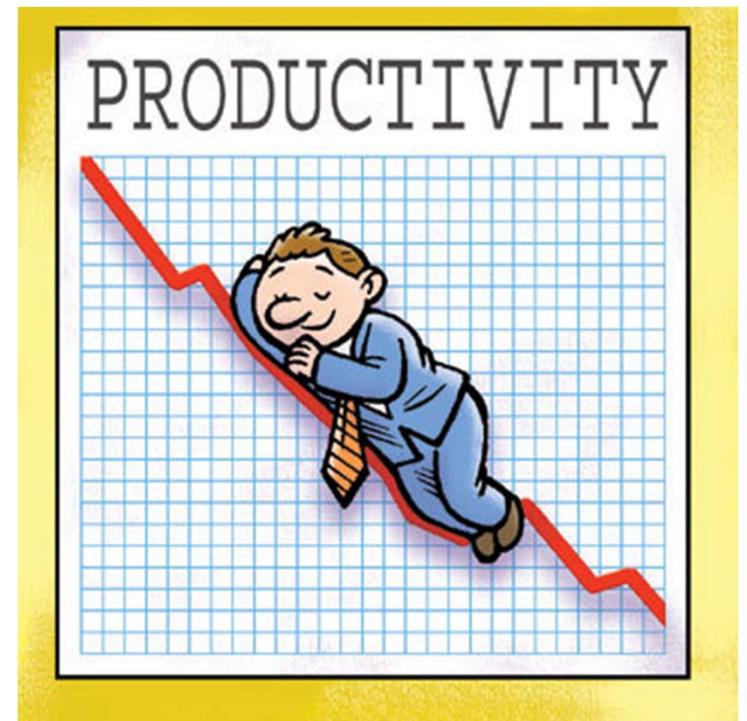
Thinking Traps

- Excessive standards or demands
- Cognitive fusion
 - We think our thoughts actually reflect reality
 - Set yourself up for failure
- Challenge defeatist thoughts
 - How do you see critical feedback?
 - Recognize negative thoughts
 - Interrogate them



Feeling Traps

- Your thoughts affect your emotions
- Emotions affect productivity
- I can't be productive if myths....
 - The task is boring
 - You feel overwhelmed
 - Your not motivated
- Non-acceptance of feelings
 - Expend energy in denial
- Emotion-thinking disconnect



Behavior Traps

- Perfectionism
- Experiential Avoidance
 - Procrastination
 - To avoid dissertation/thesis task
 - I don't know where to begin, stuck in neutral
 - Low priorities first to avoid important tasks
- You have control over thoughts/actions
- Don't play the victim or judge role
- Relieve yourself of negative feelings
 - Fear, disappointment, anxiety, anger, depression



Challenges of Writing

- The “maybe tomorrow” trap
- Getting thoughts from brain to paper
 - Unclear writing = unclear thinking
- Writing Myths
 - “I’m too busy to write”
 - “I need a large block of uninterrupted time”
- Schedule time to write everyday
 - Can write more in shorter period
 - The goal is writing consistently
 - Less productive with big time block



Tips to address Challenges

- Schedule time to get organized
 - Stop when that time is done
- Common Time Wasters
 - Email, facebook, texting, phone
 - Getting organized
 - Other time wasters???
- Identify time wasters
 - Make them contingent on finishing tasks
 - Reward yourself



Tips for Success

- Understand Dual Role
 - Researcher and Project Manager
- Project Management
 - Manage project from dissertation/thesis date back
 - Set up timeline, follow schedule
 - Make monthly list, broad categories
 - Set weekly goals, specific tasks
 - Prioritize list
 - Important and urgent first



Questions?

