

# AFFILIATED OFFICES

## OFFICE OF CAREER STRATEGY

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<https://ocs.yale.edu>

The Office of Career Strategy (OCS) works with graduate students, alumni, and postdoctoral scholars to clarify career aspirations, identify opportunities beyond the academy, and provide support for every stage of career development. Throughout the year, OCS offers one-on-one advising appointments, professional development programming, employer events, alumni networking opportunities, and workshops and panels on diverse careers and how to conduct a fulfilling and productive job search. OCS and its team of graduate fellows collaborate closely with faculty, campus partners, student organizations, alumni associations, and employers to deliver and enrich its programming. Students are encouraged to meet with an OCS career adviser at any stage of their academic program. Students actively preparing for a job search can receive feedback on résumés and cover letters, practice interviewing, learn how to build and leverage their professional networks, and get tips on salary negotiation. Earlier stage students can work with an OCS adviser to strategize about ways to explore career paths and develop professional skills and experience that will help prepare them for any career. All conversations are strictly confidential. Appointments may be made via the Yale Career Link (<https://yale-csm.symplicity.com/students>).

OCS administers several programs for students seeking to build skills, gain exposure to new work environments, and receive mentorship from experienced professionals outside of their academic programs. The Graduate Professional Experience (GPE) Fellowship, for example, provides part-time, term-long opportunities for Ph.D. students to work on meaningful projects in administrative offices across Yale. The Yale Graduate Impact (YGI) Fellowship similarly offers funding to Humanities Ph.D. students to work on part-time projects for non-profit organizations outside of Yale. Information about these and other opportunities may be found on the OCS website (<https://ocs.yale.edu/channels/phds-postdocs>).

All graduate students receive a weekly e-newsletter, and a complete calendar of events is viewable on the OCS website. Also online are extensive career resources, including career exploration and planning tools designed just for Ph.D. students, an employer database with more than 10,000 registered employers, an online jobs board just for Yale students, networking tools, and an interactive mock-interview resource.

## POORVU CENTER FOR TEACHING AND LEARNING

Jennifer Frederick, Ph.D., Executive Director; [jennifer.frederick@yale.edu](mailto:jennifer.frederick@yale.edu)  
 Sterling Memorial Library, 301 York St. entrance  
<https://poorvucenter.yale.edu>

The Poorvu Center supports teaching and learning excellence across the campus, integrating support for faculty, graduate students and postdocs, and undergraduates. Several Poorvu Center units are focused exclusively on professional development and skill-based training for graduate and professional school students.

## Graduate and Postdoctoral Teaching Development

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<https://poorvucenter.yale.edu/teaching/graduate-student-professional-student-and-postdoctoral-teaching-development>

The Graduate Teaching unit of the Poorvu Center offers a full range of training, consultation, and teacher development services to teaching fellows and postdoctoral fellows at Yale. The professional staff and McDougal Graduate Teaching Fellows are available throughout the year to provide training in effective teaching methods and support for teaching challenges. For first-time teaching fellows in the GSAS, the Poorvu Center provides a required training, Teaching @ Yale Day, that equips graduate teaching fellows with knowledge of University policies and effective teaching practices. Beyond Teaching @ Yale Day, graduate students may wish to hone their teaching skills by participating in further workshops on teaching, including the Fundamentals of Teaching series, Inclusive Teaching, Teaching with Technology, Teaching First-Generation and Non-Traditional Students, Course Design, and Delivering Effective Lectures, to name just a few. The Academic Job Search series helps graduate students prepare for the academic job market with workshops on writing the teaching statement, preparing the teaching portfolio, and talking about teaching in the job interview. The center offers classroom teaching observations, as well as one-on-one consultations on any teaching topic, including reviewing job market materials or designing a new course. All Poorvu Center programs and consultations are strictly confidential.

The Graduate Teaching unit offers several special programs for graduate students who wish to deepen their teaching skills. Graduate students may earn the Certificate of College Teaching Preparation (CCTP), a certificate that signals commitment to teaching. Graduate students and postdocs may participate in the Spring Teaching Forum, a venue for members of the Yale community to discuss contemporary issues in pedagogy and higher education. Graduate students may apply to the Associates in Teaching program, which allows a graduate student to co-teach a course with a faculty mentor, or to the Teaching Innovation Project Grant program, which supports the creation of teaching resources, strategies, and tools. Finally, graduate students may wish to participate in online teaching courses and workshops available through the Center for the Integration of Research, Teaching and Learning (CIRTL). This consortium leverages the expertise of multiple research institutions to offer a diverse array of teacher-training opportunities.

On the Poorvu Center website, graduate students will find a variety of teaching resources, including descriptions of the center's programs, a teaching guide for new and returning teachers, and modules on important teaching topics. All graduate students receive a weekly newsletter about upcoming programs and events.

## Graduate Writing Laboratory

Ryan Wepler, Ph.D., Director; [ryan.wepler@yale.edu](mailto:ryan.wepler@yale.edu)  
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 Sterling Memorial Library, 301 York St., mezzanine level  
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The Graduate Writing Laboratory (GWL), a unit of the Poorvu Center, offers resources to all currently enrolled graduate and professional school students who want to grow as successful academic writers. The GWL provides support through individual consultations, workshops on written and oral communication, a public speaking studio, writing groups, and online resources. Graduate students are encouraged to schedule individual writing consultations with Graduate Writing Consultants, available throughout the academic year to meet in the Poorvu Center, the Marx Science and Social Science Library, and the Cushing/Whitney Medical Library. During these consultations, students can discuss all elements of academic communication, including writing, speaking, and visuals. The GWL works with graduate students from across the disciplines on research papers, grant and fellowship applications, conference presentations, prospectuses, and dissertation chapters. In addition, the GWL offers workshops, information sessions, and discussion panels led by the professional staff, GWL Fellows, and invited speakers. These programs relate to topics of academic research, writing, communication, and publishing and take place at campus locations convenient for graduate students. The GWL has recently opened a public speaking studio where graduate students can schedule a session with PitchVantage innovative software to improve their public speaking skills, master different aspects of presentation delivery techniques, and evaluate their performance in real time. Finally, the GWL organizes regular writing groups including working groups and full-day and half-day retreats, which help students with the process of writing and provide accountability and peer support. A complete list of programs is available through the GWL website and a weekly e-newsletter circulated among graduate students.

## CENTER FOR LANGUAGE STUDY

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 James Tierney, Director, English Language Program; [james.tierney@yale.edu](mailto:james.tierney@yale.edu)  
 Dow Hall, 370 Temple St.  
<https://cls.yale.edu>

The Center for Language Study (CLS) supports language teaching and learning across the University, including support for nonnative speakers of English through its English Language Program (see below). For graduate students in language and literature programs, it offers a Certificate in Second Language Acquisition (SLA) that includes pedagogy workshops, a capstone course in language teaching methodology, and a series of professional development workshops that, taken together, give graduate students grounding in the theory and practice of language education. Graduate students have found the SLA Certificate helpful in preparing for the job market, in part because the teaching ePortfolio they prepare as they exit the program is attractive to hiring committees. Finally, the CLS offers two programs for independent language learning,

Directed Independent Language Study (DILS) and Fields, both of which are available to graduate students. DILS matches students who want to study languages not taught at Yale with an educated native speaker of that language. Fields matches advanced students of any language (including those taught at Yale) with a language partner to study a language and a field together (e.g., Chinese and Economics). Although neither DILS nor Fields carries course credit, graduate students often use these programs to prepare for field study and research as well as for fellowship applications. For more information, contact Vee Cangiano ([vee.cangiano@yale.edu](mailto:vee.cangiano@yale.edu)).

## English Language Program

James Tierney, Director; [james.tierney@yale.edu](mailto:james.tierney@yale.edu)

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<https://cls.yale.edu/programs/english-language-program>

The English Language Program (ELP) provides language and communication support for graduate and professional students and faculty. It serves multilingual students at all stages of their academic careers, from orientation through dissertation and job search. ELP faculty help students in all areas of academic communication, especially writing, vocabulary development, presentation skills, and pronunciation. The program offers a wide range of courses, workshops, and individual instruction, as well as an intensive Summer Program for those entering doctoral programs. The ELP is also responsible for conducting assessments certifying graduate students and others teaching at Yale. In addition, the program provides consultations across Yale departments and units on issues relating to language, culture, and communication. The overall aim is to advance the capacities of students for greater success at Yale and beyond. ELP programs are open to students of all levels and to all Yale constituents, including graduate and professional school students, postdocs, and visiting faculty. For more information, contact James Tierney ([james.tierney@yale.edu](mailto:james.tierney@yale.edu)).