

**COMMUNICATING WITH FACULTY:
A WORKSHOP FOR INTERNATIONAL GRADUATE STUDENTS**



FEBRUARY 24, 2017 @ HUB 334, UW SEATTLE CAMPUS
CO-SPONSORED BY CORE PROGRAMS AT THE GRADUATE SCHOOL, GPSS, AND FIUTS



SCHEDULE

- 12:00P.M. WELCOME AND CHECK IN - KELLY EDWARDS, ASSOCIATE DEAN FOR STUDENT AND POSTDOC AFFAIRS IN THE GRADUATE SCHOOL**
- 12:10P.M. PANELISTS SHARING INSIGHTS - MODERATED BY ZIYAN BAI**
- 12:50P.M. Q&A FOR PANELISTS**
- 1:00P.M. BREAK**
- 1:05P.M. STRUCTURED NETWORKING (3 MINUTES EACH ROUND)**
- 1:20P.M. CLOSING & INFORMAL NETWORKING**



PANELISTS

MARI OSTENDORF	PROFESSOR, ELECTRICAL ENGINEERING
WENDY THOMAS	ASSOCIATE PROFESSOR, BIOENGINEERING
XIAOSONG LI	PROFESSOR, CHEMISTRY
KELLY EDWARDS	PROFESSOR, BIOETHICS
JENNIFER TEE	GRADUATE ADVISOR, GLOBAL HEALTH

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STRUCTURED NETWORKING QUESTIONS

1. What is one thing you are taking away from the panel discussion?
2. Give an example of one good experience you had with regard to communicating with faculty in graduate school.
3. What is one challenge you have encountered in graduate school? How did you navigate this challenge?
4. Given what you've heard at this workshop, what is one communication strategy you will try out in the future?
5. What's another part of your grad experience you would like to have a panel on?

TIPS FOR MAKING A GOOD IMPRESSION

1. Be positive, friendly, and confident. Good eye contact and a good attitude go a long way.
2. Look at the Guest List. Choose a few guests to speak to and go for it.
3. Prepare a brief introductory script, including your name, field of study, anticipated graduation timeline, and career plans/ideas.
4. Build connections by asking others about their background, job, and interests (most people like to talk about themselves).
5. Do ask for career advice and referrals. Do not directly ask for jobs.
6. Keep your political affiliations, health problems, restroom plans, and other controversial and/or personal comments to yourself.
7. Keep your right hand free (and preferably warm and dry) at all times for hand shaking.
8. Avoid monopolizing. This applies to conversations, esteemed guests, and refreshment tables.
9. When it comes to refreshments, think small – pick small items, put small portions of food on your plate, and take small bites.
10. Silence anything that has the potential to ring or create a distraction.

