



# OITE SERVICES

FOR GRADUATE STUDENTS, POSTDOCTORAL FELLOWS,  
 AND CLINICAL FELLOWS AT THE NIH

## CAREER AND PROFESSIONAL DEVELOPMENT PROGRAMMING

### WRITING

#### BASIC SCIENCE WRITING

This four-week course is for any NIH trainee interested in improving his/her writing skills. It focuses on topics such as grammar and sentence structure, punctuation, writing coherent sentences and paragraphs, organizing ideas, and reworking for clarity and brevity.

#### WRITING & PUBLISHING A SCIENTIFIC PAPER

This four-week course focuses on writing abstracts, discussions, and other manuscript sections; constructing figures and tables; and understanding the publication process. It is designed for postdocs and graduate students who have sufficient data to write a rough draft of a manuscript.

### SPEAKING

#### TALKING SCIENCE: DESIGNING AND DELIVERING SUCCESSFUL ORAL PRESENTATIONS [WORKSHOP]

##### Support Activities

- Opportunities to obtain feedback on short presentations
- Just-in-time practice for job seminars and conference presentations

### IMPROVING SPOKEN ENGLISH

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This workshop addresses scientific vocabulary, diction, voice production, tempo, and general guidelines for speaking to native English speakers.

##### Support Activities

- Small-group English practice sessions
- Brown Bag Lunches to discuss U.S. culture
- One-on-one English coaching sessions

### TEACHING

#### SCIENTISTS TEACHING SCIENCE WORKSHOP

Topics covered in this workshop include learning styles, inquiry-based teaching, writing course objectives, creating assessments, preparing a syllabus, and dealing with a diverse student body.

#### SCIENTISTS TEACHING SCIENCE COURSE

This nine-week course will provide an opportunity for in-depth exploration of the topics introduced in the Scientists Teaching Science workshop.

#### SUMMER INTERN JOURNAL CLUBS

Hands-on instructional experience for graduate students and postdoctoral fellows

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## GRANT WRITING

This multi-session series covers identifying funding opportunities, the submission and review process, and the inner workings of study sections plus strategies for planning and writing grants, the major sections of a grant, tips for success, and reading and responding to summary statements.

## LEADERSHIP

Leadership sessions will cover topics including using the Myer-Briggs Type Indicator to understand interpersonal interactions; teaching, learning, and leadership styles; and resolving conflict. Discussions will focus on the laboratory or research group, but concepts will be generally applicable.

## CAREER ADVANCEMENT TOOLKIT (CAT) TRACKS

### CAREER DECISIONS 101

This multisession series, for postdocs and graduate students who have not yet decided on a career path, will address issues such as exploring careers; assessing skills, interests, and values; setting goals; and effective networking.

### THE ACADEMIC JOB SEARCH

The **Academic Job Search** series will take participants from identifying appealing job ads to making the transition to a new position. Along the way, the series will address research and teaching statements, job talks and interviews, and evaluating offers/negotiating.

### FINDING A JOB IN INDUSTRY

The **Finding a Job in Industry** series will introduce interested fellows to industry careers. Sessions in this series will provide insights into the career options available in industry, the industry job application, interviews outside the ivory tower, and moving into a new role in industry.

## ORIENTATION

Monthly orientation sessions are held for graduate students and postdoctoral fellows who are new to the NIH. Fellows learn about NIH resources and start planning a successful NIH experience.

## CAREER SERVICES CENTER

### STAFF

Certified career counselors and a professional development coach

### SERVICES

- Exploration of skills, values, and interests as they relate to careers
- Help exploring career options
- Guidance in informational interviewing and networking
- Job search assistance
- CV, resume, and cover letter review
- Mock interviews
- Help with interpersonal skills such as assertiveness and getting along in the lab

## SPECIAL EVENTS

**CAREER SYMPOSIUM:** a day-long opportunity to explore career opportunities for PhD scientists: panels of practitioners from diverse scientific careers plus career development workshops

**INTERNATIONAL EXPO:** an event that brings representatives from embassies, international funding agencies, and global employers together to meet with international scholars in training at the NIH and U.S. trainees who are considering study or employment abroad.