COMMUNICATING WITH FACULTY

A Workshop for International Graduate Students
Acknowledgements

International Graduate Student Advisory Board (IGSAB)

> **HJ Kim**, Biology, Doctoral
> **Miyase Katircioglu**, Social Work, Master’s
> **Hyunggu Jung**, Medical Informatics, Doctoral
> **Matthew Adeiza**, Communication, Doctoral
> **Sid Parekar**, Business, Master’s
> **Xiangyang Guan**, Civil Engineering, Doctoral
> **Yue Shi**, Biology, Doctoral
> **Roxana Chiappa**, Education, Doctoral
> **Duankun Lee**, Lab Medicine, Master’s
> **Jodie Zhou**, Law, Master’s
> **Carolina Nieto Ruiz**, Communication, Doctoral
> **Chen-Yu Ma**, Public Health, Master’s
> **Praveen Sekar**, Mechanical Engineering, Doctoral
> **Lemmy Lim**, Law, Master’s
> **Luiz Oliveira**, Chemical Engineering, Postdoc
Networking Activity
Co-Lab

3 Minutes Per Question:

> What’s one challenge you have when communicating with faculty?

> What’s one strength you possess when communicating with faculty?

> What’s one thing you want to learn or take away from this workshop?
Communication Fundamentals
Challenge:

> “Finding the balance between being and sounding appropriately polite and compliant while simultaneously showing an appropriate amount of initiative...”
Be Proactive!
Things to consider

> Professors are all different.

> You are all different too.
How to disagree or say no?

- Be courteous but assertive.
- Value your time.
- Know your priorities.
- Quality vs. quantity

> Politely decline:
  - Get back to you.
  - Contact me at a future time.
  - It’s not you, it’s me.
Some strategies when you are in doubt

> Repeat or paraphrase, “Let me make sure I heard you correctly...”

> Ask for clarification, “Do you mind clarifying what you meant by ... ”

> Take notes and make sure to share after the meeting, “This is what we discussed... Here is how we are moving forward... ”
Fundamentals of Communication

Good News: You are not alone!!

> Everyone faces communication challenges.

> Language proficiency is only one part of successful communication.

> Practice makes better.

> Communication is a two-way street.
Fundamentals of Communication

Basic Email Structure

> Begin with a greeting, e.g. “Dear...”
> If you are responding to an email, start with a line of thanks...
> State your purpose, e.g. “I am writing to...”
> Add closing remarks, “Thank you for your time and consideration...”
> End with a closing, e.g. “Best regards,...”
Email Etiquette – Your email is a reflection of you!

> Have a clear and concise subject line
> Use a professional salutation
> Reply in a timely fashion
> Know your audience
> Keep it short and to the point
> Proofread your email (with a peer or co-worker if needed)
> Use exclamation points sparingly
> Don’t forget your signature
Fundamentals of Communication

Some additional communication contexts:

> Office hours
> Classroom
> 1-on-1 meetings
> Research group meeting
> Departmental gathering
> Academic and professional conferences
Round Table Discussions with Faculty Mentors
Faculty Mentors

> Sara Goering
  – Professor, Philosophy

> John Sahr
  – Professor, Electrical Engineering

> Liz Sanders
  – Associate Professor, Education

> Gino Aisenberg
  – Associate Professor, Social Work

> Kelly Edwards
  – Professor, Bioethics
Discussion Topics

> **#1**: Reaching out to faculty members, e.g. to be a thesis advisor, to be on committees, for a reference.

> **#2**: Asking for help from an advisor, e.g. funding opportunities, time off, recommendation letter, feedback on projects.

> **#3**: Getting a mentor and/or forming a mentoring team.

> **#4**: Chatting/talking with faculty members in social/informal settings.

> **#5**: Other potential questions?
Please answer these 2 questions:

> What’s one thing you are going to commit to doing after leaving this workshop today?

> If you encounter challenges communicating with faculty, who will you reach out to for support? List at least two people.
You Will Rock in Graduate School!

Stay Connected to Core Programs:
Email: cpinfo@uw.edu
#UWGradSuccess
Facebook: UW Core Programs