



Special Allocation Request Form

University of Connecticut Graduate Student Senate

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Student Union, Room 213
2110 Hillside Road, U-3061
Storrs, CT 06269-3008

www.gss.uconn.edu

For Office Use Only:

Approved

Not Approved

GSS Executive
Committee Meeting: ___ / ___ / ___

GSS Meeting: ___ / ___ / ___

Proposition #: _____

Organization: Graduate Student Senate Date Submitted: 02/25/2012

Contact Person: Chantelle Messier

Phone: (508) 555-1212 Email Address: gssuconn@gmail.com

Is your organization a fully registered and active Tier II organization with the Student Activities Office? Yes No

Name of Proposed Event: GSS Professional Development Conference

Date(s) of Proposed Event: 04/14/2012

Location of Event: UConn Student Union (several rooms on the 3rd floor)

Please describe the event **and** provide an estimate of the anticipated number of total and graduate student attendees:
Please see Exhibit 1 attached for a description of the event.

Inclusive of invited speakers, we anticipate 100 attendees; 90 attendees will be graduate students.

How do you plan on advertising your event to the graduate student body? (select all that apply)

- Graduate student listserv
- Facebook
- Other email/distribution lists

Please describe: _____

- Flyers around campus
- Announcements
- Other

Please describe: GSS Meetings

Please list any contributors to the event (note their financial contributions on the back under the "Revenues" section):
Graduate School

BUDGET

Requested:

Allocated:

1.	606 Printing (posters)	\$ 500.00	
2.	615 Contractual Services (honorarium)	\$ 2,000.00	
3.	620 Refreshments -- Events/Pgrms (University Catering)	\$ 600.00	
4.	621 Supplies -- Events/Pgrms (folders, pens, etc.)	\$ 400.00	
5.	624 Travel (for presenters, if necessary)	\$ 1,000.00	
6.	631 Miscellaneous	\$ 250.00	
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Total Expenses:

\$ 4,750.00

REVENUES

Expected:

1.	Graduate School -- 615 Contractual Services	\$ 2,000.00
2.		
3.		
4.		
5.		

Total Revenues:

\$ 2,000.00

Total Requested:

\$ 2,750.00

Exhibit 1

Description of Professional Development Conference

GSS will hold its first Graduate Professional Development Conference in April 2012. Graduate students will have a chance to hone their career skills, prepare for the job search, and learn about career opportunities after graduate school.

This event will serve an integral need in the graduate community. Professional development is something about which graduate students are very serious, and GSS has received requests that a portion of our funds and energies go toward helping graduate students meet their career goals.

The conference will feature a variety of presentations by guest speakers and University faculty. Our goal is to attract speakers across the spectrum of STEM, Humanities, Medicine, and Social Sciences. Guest speakers will include UConn graduate student alumni who are currently working in both academic and non-academic settings, as well as outside experts from industry. Faculty speakers will be invited based on their work in and experience with professional development guidance.

Potential topics include:

Job Skills

- Presenting research and networking at academic conferences
- Securing funding in humanities and/or sciences
- Academic and non-academic career opportunities in the humanities and/or sciences
- Leadership and departmental service
- Managing internet presence
- The search committee process, interviewing skills, and negotiating a job offer
- Professional etiquette
- Transition between academia and industry

Interpersonal and Life Skills

- Adapting to U.S. academic culture (for international students)
- Professional communication and conflict resolution
- Work-life balance
- Women in academia

Writing

- Research statements for faculty positions
- CV and cover letter
- Resume
- Grant proposal
- Teaching portfolio