

CRA-W Career Mentoring Workshop (CMW)
(in conjunction with the *International Joint Conference on Artificial Intelligence*
***(IJCAI-09)*)**
July 11-12, 2009
Pasadena, California

See <http://www.cra.org/Activities/craw/projects/mentoring/mentorWrkshp/index.php> for more information about CMW.

Draft Schedule

Saturday, July 11, afternoon

1. Research as a career

This session will describe research paths in academia, industry and government labs. For each path, senior researchers will describe how to successfully establish and manage a research group and how to build a research career. Different career paths will be contrasted.

2. Split sessions

• **The job search process (pre-Ph.D.)**

Searching for a job can be a scary and mysterious process. What goes into a job application? What should you expect during an interview? What are you supposed to do after the interview? If you are lucky enough to have multiple offers, how do you choose between them? What is “negotiation” and what can it do for you? Recent PhD grads will tell you about their experience navigating the job search process and answer your questions about all aspects of the process.

• **Growing your research program through funding, collaboration, networking (post-Ph.D.)**

Whether you are in academia or a research lab, growing your research program means tapping into resources that help you be more successful. Funding can enable you to attract more students, or work on larger projects. Collaboration enables you to work with people outside your area of expertise, initiate new projects, and have a lot of fun. Networking builds those relationships with people inside and outside your institution that can help you get things done. With representatives from both academia and research labs, this session will cover strategies for identifying the resources that are available to you and how best to take advantage of them.

Sunday, July 12, morning

3. Mentoring 101: how to find a mentor, how to be a mentor

Mentoring helps you build the relationships and learn the inside secrets of how to succeed in your career, from the people who have been there before you. This panel will explain what

mentoring is, how one goes about finding a mentor, why it's important to have more than one mentor, what to talk to your mentor about, and tips on how to be a good mentor to others.

4. Split Sessions

- **The tenure process (R-track)**

There is nothing more daunting than the realization that you should have been more aware of expectations for tenure years ago and not just as your tenure year approaches. This session will give an overview of the major components and guidelines of the tenure process, including what to expect and how to best plan and prepare a successful tenure case. Tenured professors will describe their own experience and highlight differences between institutions.

- **Getting started in the lab: tips for surviving the first two years (L-track)**

So you just joined a research lab -- now what? Successful researchers from industry and national labs will describe their experience surviving the first two years in the lab, and share with you their tips on how to prioritize your time in those critical first two years. How do you decide what to work on? When is the right time to take the initiative, to launch new projects or take on a leadership role? How do you learn what behaviors are rewarded in your organization?

Sunday, July 12, afternoon

5. Time management, work/life balance issues

There is never enough time for all the things we want to have in life: a successful career, good relationships with spouse and family, hobbies and outside interests. When we spend time on one of these things, we feel guilty about letting the other areas down. The key is to have a balance -- panelists in this session will tell you about what they have done to achieve balance in their lives. Is it possible to turn off the email for a few hours? Should you hire a housekeeper or a nanny? Can you live with being less than perfect in your work?

6. Split sessions

- **Advising/supervising students (R-track)**

This session will describe successful strategies for advising and supervising graduate students in research. This will describe strategies for effective communication, creating a productive environment, guiding professional development, assisting students in defining and reaching their research goals, helping students handling doubts as well as over confidence, and helping ensure their success. Research supervision of undergraduates will also be addressed.

- **Learning how to lead: strategies to grow your technical leadership (L-track)**

This session is focused on growing leadership in industry and national labs. Nearly all labs have a technical career path that lets women rise to the top ranks while remaining in a technical position. What does it take to become a technical leader? How does your

organization recognize and reward technical leadership? Panelists will share their secrets of becoming leaders in industry and national labs.