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

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 INTERNS JOURNAL CLUBS
Hands-on instructional experience for graduate students and postdoctoral fellows
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 multisection 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.