**ACS Career Pathways Project**

**10/24/11**

**11 am – 1 pm EDT**

**Conference call objectives:**

* Share updates
	+ How project fits into bigger landscape
	+ Project administration
	+ Feedback on modules
* Consider decisions to be made by project team
	+ Objectives
	+ Content/order/format
* Map out plans for getting additional input from SMEs
* Strategize about engaging other stakeholders and implementing program
1. **ACS Landscape (20 min)**
	1. ACS Board interests
		1. Supporting entrepreneurial activities (important, but involves small % of chemical professionals directly)
		2. Helping members navigate changing employment landscape
	2. ACS Marketing interest in extended ACS Career Pathways portfolio
		1. Extension of LSA
		2. Assistance with naming?
		3. Assistance with marketing
	3. Plans for ACS on Campus focus groups with graduate students, postdoctoral students, and faculty (ACS members and non-members)
		1. October 27-28 (Boston)
		2. November 9-10 (Los Angeles) – Jodi to attend
		3. November 16-17 (Chicago)
	4. Plans for informing ACS committees and other stakeholders
		1. CEPA
		2. Correspondence to YCC/ GEAB/SOCED/CPT/CA?/others? (schedule webinar?)
	5. Alignment with student careers website (under development)
2. **External landscape (5 min)**
	1. AAAS meeting
	2. Potential NIH NIGMS proposal
		1. Involves teaching centers at 20 universities
		2. Provide funds for offering 5 workshops per year, rotating over the 20 university teaching centers for 5 year period
	3. Offer of Partnership for Public Service
3. **Overall administration (5 min)**
	1. Assistance of Malahat
	2. Contract
	3. Use of ACS Network Group for project team (Appendix A)
		1. Categories
		2. Tags
		3. Discussions
	4. Tracking of correspondence with SMEs
	5. Action items (Appendix B)
4. **LSA feedback/ overall Module feedback (15 min)**
	1. Importance of design documents
		1. For planning (SMEs have focused on slides)
		2. For training (need for Leader Guides)
	2. Objectives (Appendix C)
		1. Knowing vs doing?
		2. Alignment with metrics?
	3. Alignment of content/order/format?
		1. Value to participant?
		2. Guide/streamline planning?
	4. Possibility of pre- activities for participants?
		1. Assessments/Preparation of application materials/ other?
		2. Selected modules? All modules?
		3. Requirement for use of shorter time slot?
	5. Value of identifying places for presenting additional content (extended ACS Career Pathways portfolio)
		1. Other existing workshops
		2. Online resources
	6. Need to present as continuum / range of career pathways within sectors
		1. Overall tone/language
			1. “Career pathways in primary sectors” vs “Four primary career pathways” (general categories vs job categories)
			2. “example/sample pathways in each sector” vs “each pathway”
			3. “Careers in Academe” vs “A Career in Academe”
			4. “academic careers” vs “a faculty career”
			5. “example/sample pathways” vs “a typical pathway”
			6. “range of responsibilities” vs “typical responsibilities”
			7. “things to consider” vs “advantages/disadvantages”
		2. Common slide/grid for all modules
			1. Just one!
			2. Will remind participants of other pathways/resources
	7. Inclusion of “next steps” section in all modules
5. **Module 1 – Introduction (10 min)**
	1. Objectives (Appendix C)
	2. Primary questions
		1. Personal strengths model
		2. Competency model
		3. Alignment of content/order/format of main pathways section?
			1. Trends (all)
			2. Types of employers (ind, acad)
			3. Career examples (ind, self-emp)
			4. Typical path (ind, acad)
			5. Advantages/disadvantages (ind, acad, self-emp)
			6. Typical responsibilities (acad, self-emp)
			7. Resources (gov)
			8. Getting hired (gov)
			9. Process of starting (self-emp)
			10. Imagine yourself… (all)
		4. Connect “things to consider” with questions for networking interviews?
	3. Aspects to increase/decrease
		1. Use “what counts” approach rather than responsibilities?
		2. Reframe “Locating a job” to “Setting Your Direction” (focus on learning more about your options)?
	4. Share module with rest of SMEs to give them a sense of what comes before the tracks?
6. **Module 2 - Academic module (20 min)**
	1. Objectives (Appendix C)
	2. Primary questions
		1. Relevant content
		2. Order of content
		3. Incorporation of language/description of processes that span the range of institutions
			1. Shift from “steps in the typical academic career” to “trajectories”
			2. Shift from “main steps” to “components” of hiring process
	3. Aspects to increase
		1. Importance of mentoring/ role of faculty advisor / role of mentee
		2. Next steps
	4. Aspects to decrease
		1. Surviving first year?
		2. Crafting a CV?
	5. Next step - Conference call with SMEs
		1. Decisions to communicate
		2. Questions to ask
7. **Module 3 – Interviewing (10 min)**
	1. Objectives (Appendix C)
	2. Primary questions
	3. Next steps
8. **Module 4 – Industry (10 min)**
	1. Next steps
9. **Module 5 – Government (10 min)**
	1. Offer from Partnership for Public Service
	2. Sneak preview slides
	3. Next steps
10. **Module 6 – Self-employment (10 min)**
	1. Input from Dan
	2. Sneak preview slides
	3. Next steps
11. **Implementation (10 min)**
	1. Pilot – ACS National Meeting in San Diego (March 2012)
	2. Training

**Appendix A – Use of ACS Network Group**

**From Discussion “Organization of the ACS Network Group” – Oct 13 post**

Categories

* General Project Documents
* Learning System Architecture
* Mod 1 - Introduction
* Mod 2 - Academe
* Mod 3 - Interviewing
* Mod 4 - Industry
* Mod 5 - Government
* Mod 6 - Self-employment
* Design Documents
* Participant Guides
* Leader Guides
* Others?

Tags:

* fbc learning documents
* contract
* agenda
* feedback
* SME
* last names of specific SMEs
* others?

I also began wondering how best to frame our discussions.  Those that are not associated with any documents will obviously be separate discussion threads.  Should discussions about documents be appended to the corresponding documents?  Or is it best to have a discussion thread for each module, since some comments may apply to more than one document?

I was also wondering about protocols for naming documents.  Any preferences?

**Appendix B – Action items**

***ACS Landscape:***

1. Map out extended ACS Career Pathways portfolio – Dave
2. Correspondence to CEPA (oversight role – determining protocols, identifying people, reviewing content) – Lisa, Dave and Jodi
3. Correspondence to GEAB/SOCED/CPT (opportunities to assist CEPA with identifying people, reviewing content) – Lisa, Jodi and Dave
4. Correspondence to YCC (opportunities to assist CEPA with identifying people, reviewing content) – Lisa, Dave and Jodi

***External Landscape:***

1. Follow up with Carolyn Trupp-Gill / NIGMS regarding teaching centers proposals – ??

***Administration:***

1. Set up ACS Network Group – Jodi (still need to invite John)
2. Invite Judith Summers-Gate – Malahat
3. Update Excel spreadsheet with SME information (use edit document feature, which preserves earlier versions) – all
4. Set up Oct 24 meeting with John and Lisa – Jodi

***LSA:***

1. Send Anne, Sadiq (and Judith?) copies of LSA description (fcb learning document) – Dave/Malahat?
2. Set up orientation conference calls with Les, Anne, Sadiq (and Judith) – Malahat

***Module 1 - Introduction:***

***Module 2 - Academe:***

1. Schedule conference call with academic SMEs, Lisa, and John – Jodi

***Module 3 - Interviewing:***

***Module 4 - Industry:***

***Module 5 - Government:***

1. Contract with Partnership for Public Service – Dave

***Module 6 – Self-employment:***

**Appendix C: Objectives**

Module 1 - Introduction

By the end of the workshop, participants will be able to:

* Conduct a personal inventory of values and competencies, and describe how that inventory might shape a career search.
* List the four main career pathways open to chemistry professionals.
* Describe each pathway in terms of job market trends and conditions in that pathway, the kinds of organizations that hire chemists, the kinds of jobs available, the typical career paths, and the advantages and disadvantages of working in that career path.
* Describe the place of networking in a career search, and practice a networking conversation.
* Plan the next step in their career search.

**Module 2 – Academe**

By the end of the workshop, participants will be able to:

* Describe the main types of academic institutions and the steps in the typical academic career.
* List the main steps in the academic hiring process, and describe how a candidate can strengthen his or her position to compete for an academic job.
* Compare a curriculum vita with a resume, and list the main parts of a typical vita.
* Describe the critical success factors for surviving the first year in an academic job.
* Analyze his or her own goodness of fit for an academic career in general, and for a given type of academic institution in particular.

**Module 3 – Interviewing**

By the end of the workshop, participants will be able to:

* List the three main steps of the interview process
* Define critical performance factors and describe the role they play in the interview process
* Describe how to do due diligence before an interview
* Define the Behavioral Interview format and contrast it with other less structured interview formats
* List some difficult interview questions and demonstrate how to answer one or two
* Describe some guidelines for making a decision after receiving a job offer.