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Grad Connect - News from Utica College

1 message

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Issue 18

Professional Behavior in Graduate School

Graduate school, like work, requires professional behavior. The type of behavior that is appropriate will depend on the situation. For example a person would not act the same at a party as they do at work; if they did it would be inappropriate. It is necessary to adjust one's behavior for the graduate and professional worlds.



Act professionally and the ability to recognize appropriate behavior in certain situation is a characteristic of a highly successful individual. Some characteristics of professional behavior are: integrity, initiative, dependability, interpersonal relationship skills, a positive attitude, and strong communication skills. Integrity is considered being honest, having the ability to be trusted with another person's things, i.e. properly citing published material, or respecting a colleague's work space. Initiative and dependability involve not only identifying tasks without direction but following them through to completion and within the required standards. Professionals behavior includes being able to cultivate and maintain healthy, supportive, tolerant relationships with co-workers and classmates. One of the most important professional skills in graduate school are communication skills. Communication, both oral and written, needs to be clear, articulate, and add value to the discussion. Another aspect of communication skills is the ability to be an active listener; if you do not actively listen you risk or not

Important Dates

Please note the upcoming deadlines:

October 21 - 8 week D2 courses begin

October 23 - Last day to add drop an 8 week D2 course

November 1 - Deadline to withdraw or pass/fail from a 16 week course

November 1 - Suggested date for capstone project to chair/committee

November 18 - Spring registration opens for 16 week courses

How Big Do You Want Your Diploma?

Utica College wants to hear

being able to fully participate in a conversation.

On the other hand, exhibiting professional behavior also requires knowledge of what is inappropriate. Some of the big no-no's include bullying, humiliation, intimidation, and profanity. No one wants to be on the receiving end of these issues, and it makes the person acting inappropriately look immature, unprofessional, and has a negative influence on people's impression of them.

Always remember whether in the classroom, an online discussion board, or at work, to maintain an appropriate level of behavior. You never know who is around and paying attention at times when you least expect it.

For more information, take a look at more standards for professional behavior:

[Portland Community College](#)

[University of Illinois](#)

[Utica College Graduate Catalog](#)

The Write Idea: Call for Student Submissions



As readers of Grad Connect know, in each issue we include a section called *The Write Idea*. This section consists of a plethora of knowledge about the writing process, grammar, citations and more. This month Grad Connect is asking you to submit your own article related to a writing topic. Do you have a tip or trick, something new you learned, a frustration we all can learn from, or something that you are interested in? If so share it with Grad Connect for a chance to win prizes!

First place will be awarded a Utica College Diploma Frame which will protect that diploma you are working so hard for. Your article will also be featured as *The Write Idea* article in the November 2013 issue. Second place will receive a stainless steel Utica College water bottle to keep you hydrated while you work and the second place article will be featured in the December 2013 issue.

Articles must be approximately three hundred words, academically written, and free of spelling and grammatical errors. As we mentioned in a past Grad Connect, graduate school offers many opportunities to publish your work, and this is one of them! Students are asked to email their articles to ogs@utica.edu by November 8, 2013. Articles will be reviewed by the Office of Graduate studies and winners will be contacted via their UC email address.

Be sure to keep checking your UC email because we will contact you with any questions. We look forward to reading your submissions and wish everyone the best of luck!

YOUR opinion on an important subject. There has been discussion about changing the size of the graduate diplomas. Currently they are sized at 11x14. This can pose an issue during shipping and result in damage to the diplomas. The proposal is to change the size to a traditional 8 1/2 x11. The thought is that it would reduce damages, and be easier and less expensive to frame. As the graduate students earning the diploma, we want to know your thoughts! Please email comments or ideas to ogs@utica.edu.

Did You Know?

Utica College has changed the thesis and capstone project submission process. We are now utilizing a system through ProQuest Databases, Electronic Theses and Dissertation (ETD) system to upload, submit, and store theses and capstone projects! The system can be accessed [here](#). All theses and capstones must be submitted in PDF format. The ETD system provides a conversion tool which converts Microsoft Word, Word Perfect, and Rich Text into a PDF. Progress is saved at each step so you can exit and return later to where you left off.

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