

# STEP 1: DESIGN

A companion workbook to help you set your goals and create a plan to make the most out of graduate school.

Sample Only.

Subscribe to Beyond Graduate School to access full workbook.



**BEYOND**  
GRADUATE SCHOOL

Design: Set Your Goals, Make a Plan  
Published by The Center for Graduate Career Success  
PO Box 6811 Denver, CO, 80206

[www.beyondgradschool.com](http://www.beyondgradschool.com)

© 2023 The Center for Graduate Career Success, Inc

All rights reserved.

This workbook is provided to you as part of your access to Beyond Graduate School.

Forwarding, sharing, copying, duplicating, uploading, reproducing, or transmitting any portion of this workbook in any format is a violation of the terms of use you accepted when you first accessed the website <https://institutions.beyondgradschool.com/>.

No portion of this workbook may be reproduced in any form without permission from The Center for Graduate Career Success.

Contact: [info@beyondgradschool.com](mailto:info@beyondgradschool.com)

# Welcome!

As you'll hear about in the introductory video, step one of the Beyond Graduate School framework is to **design a plan for your program** and **build skills** to help you earn your degree.

At the end of this module, you will be able to **identify** your career goals and expectations for your program, **create a plan** so you can make the most out of your time in graduate school, and **develop key skills** you will need to succeed in graduate school and beyond.

Designing a clear plan for your master's degree begins by **identifying your intentions**: Is your goal to gain foundational knowledge to help you advance in your career? Do you want to change careers? Gain a competitive advantage over other job applicants? Or, do you want to develop in-depth knowledge about a specific subject matter?

Understanding **how you want to leverage your education** will help you identify courses to take, make the most out of internships and practicums, and connect with people who can help you achieve your goals. This strategic planning will **set the foundation for a successful job search and career** after you've earned your degree.

In addition to designing a plan for your degree, this module will help you build the skills you need to succeed in graduate school. Through self-paced video lessons, you will:

- **Design a plan** for your degree program.
- Develop effective written and oral communication skills.
- Apply collaboration and leadership skills to **work effectively on teams**.
- **Manage your time**.
- And **demonstrate academic integrity** in your studies.

Each lesson is accompanied by guiding questions and exercises in this workbook to help you apply what you've learned.

We recommend that you type out (or write out!) your answers as you go.

Happy learning!

## Table of Contents

Welcome! .....	3
Make a Plan for Your Degree and Success .....	5
Questions to Consider .....	6
Exercises .....	7
Communication: Writing .....	12
Questions to Consider .....	13
Exercises .....	14
Communication: Reading and Synthesizing Information .....	23
Questions to Consider .....	24
Exercises .....	25
Leadership .....	30
Questions to Consider .....	31
Exercises .....	32
Teamwork and Collaboration .....	36
Questions to Consider .....	37
Exercises .....	38
Time Management .....	47
Questions to Consider .....	48
Exercises .....	49
Academic Integrity .....	56
Questions to Consider .....	57
Exercises .....	58

## Lesson 1

# Make a Plan for Your Degree and Success

## Learning objectives

At the end of this lesson, you will be able to:

1. Recognize why it is important to make a plan for your degree.
2. Describe the importance of clearly defining the goals for your degree and work afterwards.
3. Identify the important skills you will need to succeed in your graduate degree and beyond.



## Questions to Consider

After watching Lesson 1 at this link: <https://institutions.beyondgradschool.com/module-1/make-a-plan-for-your-degree/>, answer the questions below and complete the exercises on the next pages.

Why is it important to make a plan for your degree?

Why is it important to identify your end goals when you make a plan?

## **Exercises**

### **Make a Plan for Your Degree**

The first step in making a plan for your degree is to identify all of the requirements of your degree and their due dates. You will then want to identify any other priorities you will have while you complete your degree, such as family responsibilities and your job search.

Use the space below to make a list below of requirements and due dates. If you are unsure on all of your requirements, or their due dates, check with your department or institution.

Now that you've listed all of your requirements, re-organize them according to each semester of your Master's program. This will help you to identify what you need to accomplish each semester of your degree, and help ensure that you're making time each semester for your requirements.

You may have a 1-year program, or a 2-year program, so use the space below as appropriate for your degree (ie. You may only need to outline 3 semesters as your program only runs for 3 semesters).

**Semester #1:**

**Requirements and Due Dates:**

**Semester #2:**

**Requirements and Due Dates:**

**Semester #3:**

**Requirements and Due Dates:**

**Semester #4:**

**Requirements and Due Dates:**

