ALUMNI MATTER!
A Quick Guide to Staying Connected and Continuing to Get the Most Out of Your Mid-Career Experience

Alumni of the Mid-Career Doctoral Program in Educational Leadership are part of an amazing and growing network of educational leaders. There are numerous benefits of being an alum of this program including opportunities to share your expertise, build your professional network, and to nurture and test innovative ideas. Most importantly, however, all of these exciting opportunities strengthen your connection to a supportive and reflective group of peers – practitioner leaders like you!

The Mid-Career Program recognizes that members of our community are busy and may not always be aware of the benefits to which they have access as alumni of Penn GSE. Thus, we have compiled a short list of information and resources for alum in this handout. Formatted as a list of FAQs, we hope that this document will help provide you with some of the answers you might find yourself asking now or in the near future.

Please take a moment to review this information, and let us know if you have any additional questions or concerns. For a quick source for most of the links and information provided here, visit the Penn GSE Alumni website at https://www.gse.upenn.edu/alumni.

For additional questions, contact:

Kathy Rho
Alumni Coordinator and Research Assistant
Mid-Career Doctoral Program in Educational Leadership
Graduate School of Education, University of Pennsylvania
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FREQUENTLY ASKED QUESTIONS: SOME BASICS

1. Penn Alumni Card: How can I take advantage of benefits available to Penn alumni?

All Penn GSE alumni are eligible to obtain a Penn Alumni Card for $30 that is good for five years. This card provides exclusive Penn Alumni benefits, including the following:

- a 10% discount at the Penn Bookstore;
• a 10% discount on tickets to the Annenberg Center’s Penn Presents and Dance Celebrations performances;
• $2 off admission to the Morris Arboretum and the University of Pennsylvania Museum of Archaeology and Anthropology;
• free use of the Penn Escort Services and the Penn Bus; and
• both physical and electronic access to Penn libraries and resources.

Please note that spouses and domestic partners of alum are also eligible to receive a PennCard for $30 which expires when the alumni cardholder’s PennCard expires.

For more information about obtaining your Penn Alumni Card, visit: http://cms.business-services.upenn.edu/penncard/obtaining-a-penncard/alumni.html.

2. Can I still set up a Penn e-mail account?

As a Penn alum, you are eligible for permanent email forwarding through the University. You can create your own “@alumni.upenn.edu” e-mail address by visiting the QuakerNet website, http://www.alumniconnections.com/Penn/, for more information.

3. What if my contact information or position changes? Who should I contact to be sure that I continue to receive information about exclusive Mid-Career opportunities and news?

You can send updates to both the Mid-Career Program as well as to the Office of Alumni Relations at Penn GSE. (Please note that the directories of alumni information for these two groups are not linked.) Just send an e-mail to:

• Kathy Rho, krho@gse.upenn.edu (for the Mid-Career Doctoral Program in Educational Leadership), or
• alumni@gse.upenn.edu (for the Office of Alumni Relations).

LIBRARY RESOURCES & CAREER SERVICES:

4. Can I access the Penn library system as an alumnus/a?

Penn alumni now have both in-person and virtual access to library resources. To take advantage of these services, however, a Penn Alumni Card is required.

• On Campus: alumni have physical access to Van Pelt-Dietrich Library Center and all campus departmental libraries. An Alumni PennCard provides access whenever library buildings are open except during reading period/exams, when special access policies may be in place.
  o For alumni who do not hold an Alumni PennCard, access to libraries is restricted to weekdays during general visitor hours.
  o Regardless of whether you have an Alumni PennCard, be sure to consult access policies for individual libraries before planning a visit to campus, or call the Van Pelt Library Reference Desk at (215) 898-7556 for information.

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**Borrowing Library Materials:** If you would like to *physically* borrow materials from the library, you can apply for courtesy borrowing privileges at the special alumni rate of $200.00 per year. To do this, an Alumni PennCard is required, and you will need to visit the Van Pelt-Dietrich Library Circulation desk for more information.

- **Accessing Electronic Resources:** There are two ways to access Penn’s electronic library resources – in-person or via remote access.
  
  o **To access electronic resources from within library buildings,** present your Alumni PennCard at the Van Pelt-Dietrich Library Center Circulation Desk, 9 a.m. – 8 p.m. weekdays, and they will issue you a credential providing single-day access to a public computer and thus the library’s collection of e-resources.
    
    ▪ *Please note that due to limited availability and license restrictions, not all resources may be available. Any one individual will be provided with a credential up to a maximum of 10 days per calendar month, and the maximum number of credentials available daily to the alumni community is 10.*
    
    ▪ *In addition, the service is not available during reading or exam periods when all library computing resources are reserved for current students. Be sure to call ahead to check for availability: Van Pelt Library Reference Desk, (215) 898-7556.*

  o **For more information about how to access electronic resources remotely** (i.e., from your own computer or wireless device), visit the Penn Libraries’ Alumni Services website: http://guides.library.upenn.edu/content.php?pid=433644&sid=3548078.

    ▪ You must have an **alumni** PennKey to access these e-resources. To register for an alumni PennKey, click [here](http://guides.library.upenn.edu/content.php?pid=433644&sid=3548078).

    ▪ *(Please note that information on how to register for an alumni PennKey is also available on the Penn Libraries’ Alumni Services website.)*

Lastly, be sure to also check out the library’s new and easier to navigate site for a guide to services particularly geared towards those in education: [http://guides.library.upenn.edu/libraryservicesgse](http://guides.library.upenn.edu/libraryservicesgse).

5. **It’s been awhile since I graduated. Can I still take advantage of Penn’s career services center?**

Yes, career services for alumni of Penn GSE are offered through the University of Pennsylvania’s main Career Services Center. This includes access to exclusive job postings, support from a career advisor, and ways to connect with other alumni through social media.

A brief list of resources and supports available to you as an alumna/us is included below. For more information, visit the Penn Career Services website for alumni: [http://www.vpul.upenn.edu/careerservices/alumni/services.php](http://www.vpul.upenn.edu/careerservices/alumni/services.php)

- **Sign up for a distribution list.** The following distribution lists send out job listings, information on career-related programs and other pertinent information. Here are the lists that are geared toward GSE students and graduates of the Mid-Career Program:

  o **Education: Academic** (EDACAD) -- for those with interest in academic careers
  o **Education: Higher Education** (HEDADMIN) -- for those seeking careers in higher education administration or management

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○ **Education: Human Services** (EDPSYCH) -- for those interested in counseling and psychological services

○ **Education: K-12 Administration** (K12ADMIN) -- for private or public school administrators or supervisors

○ **Education: Policy/Research/Non-Profit Administration** (EDPOLRESNP) -- for those looking to work in education-related policy/research, program development or non-profit administration

*For information on all of Penn’s graduate lists and how to sign up, go to:* [http://www.vpul.upenn.edu/careerservices/gradstud/grad_distribution_lists.php](http://www.vpul.upenn.edu/careerservices/gradstud/grad_distribution_lists.php)

- **Meet with a career advisor.** You can connect with one of the members of the Career Services team by way of appointment (in-person or by phone), during walk-in hours (Tuesdays, 1:30-2:30pm for GSE students), or via e-mail. Career Services are located on campus in Philadelphia in the McNeil Building at 3718 Locust Walk, Suite 20 (basement floor).

  ○ To make an appointment, call the office at #215-898-4381 during office hours (Monday-Friday, 9-5pm) or e-mail one of their members today. (E-mails are included below.)

  *The Career Services Team for GSE Students*
  - Sharon Fleshman, Senior Associate Director, [fleshman@upenn.edu](mailto:fleshman@upenn.edu)
  - John Tuton, Career Counselor, [jftuton@upenn.edu](mailto:jftuton@upenn.edu)
  - Sarah Hastings, Career Counselor, [shasting@upenn.edu](mailto:shasting@upenn.edu)
  - Ebony Brown, Administrative Assistant, [ebonyn@upenn.edu](mailto:ebonyn@upenn.edu)

- **Participate in career networking events.** The Career Services Center at Penn offers a wide variety of career networking and professional learning events to alum including webinars, a live faculty lecture series, and more! For more information about these events, visit: [http://www.alumni.upenn.edu/s/1587/gid2/index.aspx?sid=1587&gid=2&pgid=423](http://www.alumni.upenn.edu/s/1587/gid2/index.aspx?sid=1587&gid=2&pgid=423)

- **Hire Penn Students or Alum.** Is your organization or school looking to hire? Post a job opportunity for free on PennLink or schedule an on-campus recruiting event by visiting [http://www.vpul.upenn.edu/careerservices/alumni/recruitingandmentoring.php](http://www.vpul.upenn.edu/careerservices/alumni/recruitingandmentoring.php).

- **Be an Alumni Mentor.** Consider mentoring or hosting Penn College of Arts and Sciences and Wharton undergraduate students and alumni by offering career advice and guidance or hosting them for a day. For more information, visit: [http://www.vpul.upenn.edu/careerservices/alumni/recruitingandmentoring.php](http://www.vpul.upenn.edu/careerservices/alumni/recruitingandmentoring.php).

Please note that these services are in addition to the exclusive programs and opportunities provided to you as an alum of the Mid-Career Doctoral Program in Educational Leadership. For more information about those resources, visit *Mid-Career’s “Lifetime Supports”* section of our website at [https://www.gse.upenn.edu/degrees_programs/midcareer/related_programs](https://www.gse.upenn.edu/degrees_programs/midcareer/related_programs).

**WAYS TO STAY CONNECTED, ENGAGE, & GIVE BACK:**

6. I’m interested in giving back to the Mid-Career Program. What opportunities are available for alum?
There are many opportunities throughout the year in which alum can help strengthen and support the Mid-Career Program. Some examples of key events and activities are included below:

- **Alumni Advisory Group:** Consider becoming a cohort representative in Mid-Career’s Alumni Advisory Group. Meetings are held approximately one to two times per year. For more information or to express interest in becoming a cohort representative, contact Kathy Rho at krho@gse.upenn.edu.

- **Recruitment:** In the fall, the Mid-Career Program holds informational sessions for prospective students virtually as well as in cities across the country. Consider attending one of these exciting networking events to discuss your experiences and insights as alum of the program. And as always, if you know of a colleague for whom this is the right time and the right program, invite them along!
  - An updated list of these events are posted every fall. For more information, refer to the “Calendar” on the Mid-Career website: [https://www.gse.upenn.edu/midcareer](https://www.gse.upenn.edu/midcareer).

- **Alumni Panelist:** As graduates of the Mid-Career Program, you have unique insights into the world and work of educational leaders. Consider serving as an alumni panelist for prospective student interviews which are held every February or for the Year 2 Benchmark Exercise which is held every June. Contact Kathy Rho at krho@gse.upenn.edu for more information.

- **Saturday Commons & Other Learning Sessions:** Alumni are always welcome to facilitate or host a learning session or discussion. These learning opportunities can take on a variety of formats – in-person such as a presentation, panel discussion, or Q&A session as well as virtual via webinar (e.g., Google Hangout) or podcast. In addition, we encourage alumni to consider hosting a gathering local to you (e.g., at your place of work). In addition, be sure to advantage of the services and supports offered by the MC Innovation Lab to blend in-person and virtual formats to learning and sharing (e.g., EdCamps).

7. **Which national leadership conferences does the Mid-Career Program attend annually?**

The Mid-Career Program knows that there are many professional conferences of value in our work today! However, logistically, it is difficult for the Program to have a presence at them all. A list of annual national leadership conferences which we do our best to attend is included below. We encourage you to consider attending these conferences, and if you do, we hope you’ll consider joining us at a Mid-Career network gathering often held during these exciting national conferences:

*(Listed in no particular order.)*

- **UCEA** - University Council for Educational Administration
- **AASA** - American Association of School Administrators
- **NAIS** – National Association of Independent Schools
- **NAESP** - National Association of Elementary School Principals
- **NASSP** - National Association of Secondary School Principals
- **ASCD** (formerly Association for Supervision and Curriculum Development)
- **AERA** - American Educational Research Association

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8. **I’d like to share a recent professional accomplishment or highlight with the Mid-Career network. To whom do I send this information?**

We would love to celebrate you and your work in the upcoming **Network News**, the Mid-Career Program’s newsletter! Just send a brief description as well as any photos that you would like us to share to Kathy Rho, krho@gse.upenn.edu.

If you’re on Twitter, you can also follow @MCDPEL or use the hashtag, #pennedchat, to share your learning with others!

9. **As an alumnus/a, is there a way that I can continue to reach out to my peers to discuss problems of practice I’m facing or to learn more about what others are doing?**

The Mid-Career Program is continuously working to provide space and opportunities for our alumni to create, develop, and refine initiatives of benefit to our everyday practice and to those we serve, as well as to the wider field of K-12 education. We seek to be the “makerspace” for practitioner leaders such as yourself and encourage you to take advantage of a wide variety of opportunities currently available to alum to deepen your learning and to share challenges you may be facing with others.

A brief list of resources to keep you connected to this work is included below. For more information, be sure to visit the **“Lifetime Supports”** section of the Mid-Career Program’s website at [https://www.gse.upenn.edu/degrees_programs/midcareer/related_programs](https://www.gse.upenn.edu/degrees_programs/midcareer/related_programs).

- If you are on Twitter, follow Mid-Career learning events and activities via by following @MCDPEL and using the #pennedchat hashtag.
- Check out **MC’s new educational leadership scenario-based podcast**, #B@CKCH@NNELedu (@B@CKCH@NNELedu) now available in the iTunes store, the MC Innovations Lab website, and on the Stitcher website or download the free podcast radio app (available for iPhone, iPad, Android, and Kindle Fire).
- Read highlights of all MC Program learning events and activities on the **MC Innovations Lab site**.
- Stay up-to-date on the latest stories and resources available on social media by reading the **#PennEdChat School Leadership Daily**.

And don’t hesitate to let us know if you have an idea for a learning session, podcast, #B@CKCH@NNELedu scenario, or other networking activity not already included here or on the “Lifetime Supports” site!
For more information or to share an idea, contact Joe Mazza, Leadership Innovation Manager, at mazzajos@gse.upenn.edu.

10. As an alumnus/a, how can I meet other members of the Mid-Career Network?

Alumni are always welcome to join us during Mid-Career class weekends and during July Week to mingle with current students and join us for a meal! For those not in the regional Philadelphia area, feel free to contact MC’s Alumni Coordinator to be introduced to other Mid-Career students and alumni near you or consider hosting an event or more casual gathering for network members at your place of work.

For more information, contact Kathy Rho, Alumni Coordinator and Research Assistant, at krho@gse.upenn.edu.

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11. Are there any other benefits to being an alumni?

All Penn GSE alumni are eligible for University-wide PENN-efits, including discounts on insurance, computers, and car rentals as well as access to Penn Alumni Podcasts and the Penn Alumni Travel Program.

For more information about benefits afforded to alumni of Penn GSE, check out GSE’s new alumni website: https://www.gse.upenn.edu/alumni.
CONTACTS FOR LIFETIME SUPPORTS AND OPPORTUNITIES FOR ALUMNI

As alumni of the Mid-Career Program, you have access to a number of ongoing lifetime supports to deepen your learning and to support the Mid-Career Network in our leadership to the wider field. For more information about current opportunities and programs, visit the “Lifetime Supports” section of the Mid-Career Program’s website, https://www.gse.upenn.edu/degrees_programs/midcareer/related_programs.

If you are interested in taking advantage of any of these opportunities or would like more information, contact the appropriate individual(s) using the contact list below:

**Writing and Research Coaches (as of spring 2015; subject to change):**

- Mary Yee, Research Coach, yeemp@gse.upenn.edu
- Adrienne Flack, Writing Coach, aflack@gse.upenn.edu

**Innovation Coaching & the MC Innovations Lab:**

- Joe Mazza, Leadership Innovation Manager and Cohort 9 alum
  Email: mazzajos@gse.upenn.edu
  Twitter: @Joe_Mazza
  Voxer: Joe_Mazza
  Skype: leadlearner

- [http://midcareer.gse.upenn.edu/innovationslab](http://midcareer.gse.upenn.edu/innovationslab)

**Saturday Commons and to Share Other Ideas for a Learning Event:**

- Joe Mazza, Leadership Innovation Manager and Cohort 9 alum
  Email: mazzajos@gse.upenn.edu
  Twitter: @Joe_Mazza
  Voxer: Joe_Mazza
  Skype: leadlearner

- Kathy Rho, Research Assistant and Alumni Coordinator
  Email: krho@gse.upenn.edu
  Twitter: @RhoKathy
  Voxer: rhokathy
Penn Educational Leadership Simulations Program (PELS):

- Eric Bernstein, Association Program Director, PELS
  Email: erbernstein10@gmail.com
  Twitter: @BernsteinCT

- www.gse.upenn.edu/pels

Participation in current student research:

- Jessica Lundeen, Program Coordinator, mlundeen@gse.upenn.edu
- Martha Williams, Program Coordinator, marthaw@gse.upenn.edu

Have a question or idea and not sure who to contact? No problem. Send all inquiries to:

- Kathy Rho, Research Assistant and Alumni Coordinator
  Email: krho@gse.upenn.edu
  Twitter: @RhoKathy
  Voxer: rhokathy