

FACULTY OF PHILOSOPHY GRADUATE TRAINING PROGRAMME 2016 - 2017

CONTENTS

COMPUTING AND OTHER RESOURCES	3
Computing In Cambridge	3
Research Tools In Philosophy	3
Cambridge University Library	3
General Advice On Computing And Resources	4
TEACHING SKILLS	6
Teaching And Transferable Skills Training Programme*	6
Supervising In Philosophy	8
LECTURING	9
Lecturing Performance	9
Guidance Within The Faculty	9
Presentation Skills	9
GENERAL ADVICE AND RESOURCES	10
LANGUAGE SKILLS	11
Interview Technique Workshop*	12
Admissions Interviewing	13
Getting Papers Published	13
General Advice And Resources	13
TIMETABLE 2016 - 2017	15
RECOMMENDED READING	17

* *It is essential to sign up for these two courses; please see deadlines*

The Philosophy Graduate Training Programme runs alongside the academic programmes.

The aim of the Programme is threefold:

- i) To enable to students to learn about, and be trained in, all the resources available in Cambridge that might assist their studies;
- ii) To enable students to learn teaching, presentation and other transferable skills; and
- iii) To prepare students for making applications and attending interviews for the next stage in their careers.

COMPUTING AND OTHER RESOURCES

COMPUTING IN CAMBRIDGE

On Friday, 7th October at 11am, our Computing Officer, Marie-France Moss, will give a short presentation covering the Cambridge Desktop Services including e-mail, printing and wireless networks. The presentation will take place in the Philosophy Faculty's Graduate Centre.

RESEARCH TOOLS IN PHILOSOPHY

Jenni Lecky-Thompson, the Faculty Librarian, will introduce new Philosophy graduate students to Research Tools in Philosophy, on Friday, 7th October, 11.30am-12.30pm in the Faculty Board Room. This workshop will include demonstrations of a variety of e-resources for Philosophy and tips on how to use them effectively. *All new philosophy graduate students are expected to attend this presentation, which will follow on from the 'Computing in Cambridge' presentation mentioned above.*

This will be followed by a tour of the Casimir Lewy Library (the Philosophy Library) for those who are interested.

RESEARCHER DEVELOPMENT

Matthew Lane from the Development Office is organizing an Arts, Humanities and Social Science 1st Year PhD skills induction event. This is planned for the second week of term. Now in its third year, the event will give 1st year PhDs a further introduction to researcher development opportunities. Further information about this will be emailed when the date and location have been confirmed.

CAMBRIDGE UNIVERSITY LIBRARY

UL Orientation Tours

The UL is unique: a national, legal deposit library with an amazing collection of around 8 million items - over two million of which you can browse on our open shelves. If that sounds a bit daunting, why not go on a brief orientation tour to help you find your way around? In 45 minutes they'll show you how to find your way around the building and its print collections. You'll discover how to navigate the catalogues, order from the closed stacks, and find your book on the open shelves. They'll even tell you what they keep in the famous Library tower ...

Places can be booked at

<http://training.cam.ac.uk/cul/theme/orient?providerId=119246h>

GENERAL ADVICE ON COMPUTING AND RESOURCES

Writing and discussing

- Your fellow graduate students and research fellows are an invaluable resource. Show your work to them and ask for feedback. Or set up a reading group to discuss works of common interest. The Boardroom can be booked (via the Faculty Office) for informal seminars.
- Read Phillips & Pugh's *How to Get a PhD*
- For style, read Strunk and White's *The Elements of Style* (Please refer to P.16, Recommended Reading, for full details of these publications.)
- Reference books (dictionaries, thesaurus, style manuals, etc.) are on the shelves at the far end of the Graduate Study Centre.

I.T. resources

- The Faculty's web pages: <http://www.phil.cam.ac.uk>
- Many resources are available on-line. The most comprehensive list of the databases and e-journals now available is at the University Library's website <http://www.lib.cam.ac.uk/eresources/index.php> accessible on any computer connected to the @cam domain. These include *The Philosophers' Index* (searchable database of philosophical articles) and the *Routledge Encyclopedia of Philosophy*.
- A number of databases containing works of major philosophers are available on the PWF. Attend the 'Research tools in philosophy' presentation on 9th October for information about these.
- The Computing Service runs courses on all aspects of computing, including word processing and construction of web pages: <http://training.cam.ac.uk/ucs/> or pick up lists from the Service's reception on the New Museums Site (where you can also find some handy leaflets). Information also on the noticeboard in the Graduate Centre.
- Cambridge University has joined with e-learning publishers 'Epigeum' to collaborate in creating a series of online research skills courses. Topics include *Intellectual Property in the Research Context*, *Getting Published and Career Planning*. You can register using your Raven password at <http://www.skills.cam.ac.uk/postgrads> (see under 'Quick Links').
- The website <http://www.vitae.ac.uk> contains a wealth of information for doctoral students including planning a doctorate, self-development, supervision, raising your profile etc.
- The Graduate Study Centre is equipped with full computing facilities. Printer credit is available online.

TEACHING SKILLS

TEACHING AND TRANSFERABLE SKILLS TRAINING PROGRAMME

The programme, this year led by Dr Paulina Sliwa, is directed at graduate students and research fellows in philosophy. It consists of three interactive workshops. It aims to achieve:

- greater understanding of what is involved in learning and teaching.
- increased confidence and control through the development of skills.
- improved teaching practice through reflection and discussion.

This is the seventeenth year of the programme. It has been improved in the light of the feedback received from previous years' participants.

Graduate students and Research Fellows play a significant part in our undergraduate teaching programme. The Faculty is firmly committed to providing the best possible teaching for its undergraduates and expects that every PhD student will attend every workshop. The official list of supervisors distributed to Directors of Studies specifies whether supervisors have attended them. It is also a requirement for holders of AHRC awards to undertake transferable skills training.

MPhil students are very welcome to attend any of the training sessions. Visiting graduate students are also encouraged to attend.

Why you should take part

- (1) The programme will help you state ideas simply and clearly.
- (2) It will as a side-effect improve both the oral and written presentation of your research.
- (3) We hope that the workshops will be enjoyable occasions that bring together graduate students and research fellows to share experiences, ideas and concerns.
- (4) The Faculty will provide a certificate to add to your CV.

Brief descriptions of the workshops

1. *Small group teaching*

Monday 10th October, 2-4pm, Faculty Board Room

This first workshop covers discussion groups. We discuss basic practical matters related to the running of discussion groups as well as the options for covering the relevant parts of the syllabus. We also consider the impact of non-verbal behaviour on learning and examine ways to develop skills in listening and asking questions.

2. *Supporting students with special needs*

Friday 14th October, 3-5pm, Room G11, Faculty of Law

The aim is to raise the awareness of the special needs of particular groups of students. We will look at practical approaches to improving their learning environments. This workshop will be run by a member of the University's Disability Resource Centre.

3. *Supervising, assessment and evaluation*

Monday 24th October, 2-4pm, Faculty Board Room

We will focus on the particular challenges of supervising students one-to-one. We will look at the roles of supervisor and student, ways to structure supervisions, and the aims and methods of giving oral and written feedback. We will also consider methods of evaluation, both of students and of your own teaching, including supervision reports, questionnaires, and observation of colleagues.

Please book your place on this programme by contacting Zoe Walker-Fagg (zw249@cam.ac.uk) by Friday 7th October.

OTHER PROGRAMMES

SUPERVISING IN PHILOSOPHY

Supervising Undergraduates: An Introduction

All new supervisors should attend *Supervising Undergraduates: An Introduction*. The first session of the academic year is on Wednesday 5th October at 4-6.30pm, with more sessions running until 19th January 2017. Details and booking form can be found on the website of the Centre for Personal and Professional Development:

<http://www.training.cam.ac.uk/cppd/event/1791408>

Supervising Undergraduates more effectively

This session, run by the Centre for Personal and Professional Development, is aimed at those with one year's experience who might wish to compare their approach to that of others. There is just one session (Monday 16th January, 4-6pm, King's College, Keynes Hall), so do book early at

<http://www.training.cam.ac.uk/cppd/event/1791149>

Supervisors' Appraisal Scheme

This is a scheme run by the Philosophy PhD students, designed to assist students who are supervising undergraduates. Emphasis is placed upon improving supervising techniques; to do so, participants in the scheme are paired with an 'Appraiser' (a fellow graduate student working in a different area of philosophy, experienced in supervising). The Appraiser sits in on a supervision, offers feedback and collates feedback from supervisees which is in turn passed on to the participant. Luke Cash is co-ordinating the scheme in 2016-17. If you would like more information please e-mail him at:

lc580@cam.ac.uk

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LECTURING

Lecturing Performance

The Centre for Personal and Professional Development runs a half-day course: *Lecturing Performance*, on Tuesday 15th November, Friday 27th January, Tuesday 21st March, and Thursday 4th May.

<http://www.training.cam.ac.uk/cppd/event/1792304>

Guidance within the Faculty

Final year PhD students who are asked to offer a course of lectures may request advice from a member of the Faculty at the writing stage and feedback on the lectures. It can also be arranged for fellow PhD students to sit in on your lecture and offer feedback. Recording equipment is available if you would prefer to listen to a rerun of your lecture in private! Any questions to Zoe in room 324 or at zw249@cam.ac.uk.

Presentation Skills

The School of Arts, Humanities & Social Sciences run a course on **Presentation Skills: With One-to-One Feedback** as part of their Researcher Development Programme. This course can be booked on the Centre for Personal and Professional Development Website.

<http://www.admin.cam.ac.uk/offices/hr/ppd/information/graduate/training/index.html>

The Faculty is very happy to organise mock interviews and presentations for PhD students in the weeks before a formal interview. Please talk to your supervisor about this.

Further help is at hand thanks to the following run by the Computing Service:

<http://training.cam.ac.uk/ucs/>

PowerPoint (various levels), dates throughout the year

There are also a range of courses covering voice, presentation and communication. Full details of all these courses are on the Centre for Personal and Professional Development website: www.training.cam.ac.uk/cppd.

GENERAL ADVICE AND RESOURCES

- A guide for supervisors in Philosophy is available from the Faculty Office.
- Refer to the Undergraduate Handbook for information about the Philosophy Tripos. Recommend the notes on reading and writing philosophy to your students.
- Consult the Lecture List, Course Outlines/Descriptions, Reading Lists and past papers, which can all be found on the Faculty's webpage.
- Attached is an annotated reading list on teaching and learning. Some you can recommend to undergraduates.
- The supervision room can be booked in the Faculty Office.
- Feel free to consult the Director of Graduate Studies for advice on any aspect of teaching.

LANGUAGE SKILLS

LANGUAGE FOR ACADEMIC PURPOSES COURSES

The Language Centre will be running weekly classes for students in the Arts, Humanities and Social Sciences to develop their skills in reading documents in French, German, Italian, Brazilian Portuguese, Russian and Spanish. The aim is to develop strategies for reading longer texts faster. A variety of beginners and intermediate classes are offered.

Details of classes for the 2016/17 academic year can be found here:

<http://www.langcen.cam.ac.uk/lc/culp/culp-specialist-courses.html>

The Language Centre also holds resources that can be used to study 170 different Languages in the John Trim Centre, as well as online courses. More information can be found here:

<http://www.langcen.cam.ac.uk/graduates/graduates.php>

WHAT NEXT?

INTERVIEW TECHNIQUE WORKSHOP

Friday, 20th January 2017

9.15am – 12.00pm	Workshop: interview techniques, CVs & covering letters
2.00pm-6.00pm	One 30 minute slot at a time of your choice is available in the afternoon for a 1:1 video interview in the Video Suite, Room 8, Mill Lane Lecture Rooms

The Workshop

- * No matter how well qualified you are for a job, the actual selection decision is invariably made on your interview performance that day.
- * Confidence plays a vital part in an interview, and the course will focus on interview techniques, which will enable you to project yourself effectively and confidently.
- * It will cover both one-to-one interviews and panel interviews.
- * The workshop in the morning is a group session, and will include a wide range of one-to-one interviews and panel interviews. They will help you to develop your own technique to cope effectively with both predictable and non-predictable questions.
- * The afternoon offers one 30 minute individual slot to each Workshop participant for a 1:1 interview which can be videoed. Six slots are available. The video is then played back. After feedback and supportive recommendations, a further videoed interview enables you to refine your performance.

Eligibility

All research fellows and graduate students in Philosophy are very welcome to attend. **Please book your place by contacting Zoe (e-mail: zw249@cam.ac.uk) by Friday 6th January 2017.**

Workshop Director

Alan Fawcitt is a former Deputy Director of Cambridge University Careers Service and has over 25 years experience in selection systems and helping people to be successful through them.

ADMISSIONS INTERVIEWING

Towards the end of your time here as a PhD student you may well be asked by one of the Colleges to assist in the interviewing of prospective undergraduates. If this were the case you may be expected to take part in some form of professional development. There is an Admissions Interviewing workshop on Equality and Diversity Matters (Monday 22nd November from 12.30 to 1.45pm). This briefing will review ways in which equality and diversity issues relate to admissions interviewing. Participants will consider possible responses to a number of case studies in order to explore what 'good practice' really means.

<http://www.training.cam.ac.uk/cppd/event/1790241>

GETTING PAPERS PUBLISHED

Cambridge University has joined with e-learning publishers 'Epigeum' to collaborate in creating a series of online research skills courses. Topics include *Getting Published*. You can self register at:

<http://www.skills.cam.ac.uk/postgrads/> (see under 'Quick Links'), using your Raven password.

Your Supervisor will also be happy to give advice on this.

GENERAL ADVICE AND RESOURCES

Presentations and Conferences

Take every opportunity to present your work to discussion groups, seminars, faculty colloquia, philosophy societies and conferences. The public defence of your work will:

- * stimulate your research
- * provide extra feedback
- * improve your presentation skills
- * make you a better teacher
- * enhance your CV
- * raise your profile
- * give you deadlines.

There are many philosophy seminars, formal and informal, in Cambridge. Presenting work at these will boost confidence in a friendly setting. But it is also important to branch out. You could start with postgraduate conferences or postgraduate sessions at conferences (e.g. the Joint Session of the Aristotelian Society and the Mind Association held every July).

Advertisements for conferences are generally circulated by e-mail, but some are displayed in the Graduate Study Centre. Many journals contain announcements for conferences.

Academic job advertisements

- * Please notify the Graduate office if you intend to apply for jobs. Copies of any advertisements received can then be sent to you.
- * The best website for philosophy jobs is <http://philjobs.org>. Also, keep an eye on the jobs pages of the *THE* and the *Guardian* for UK jobs (including Research Fellowships), the [Reporter](#) for Research Fellowships.
- * <http://www.jobs.ac.uk>: lists academic jobs
- * the e-mail list (PHILOS-L@LISTSERV.LIV.AC.UK) has postings of jobs. To join, mail to LISTSERV@LISTSERV.LIV.AC.UK with the command: SUBSCRIBE PHILOS-L
- * Tell the Director of Graduate Studies and other members of the Faculty that you are applying for jobs so that they can keep you up to date with any information they receive.

Academic job applications

- * In the Faculty Office you will find a file containing advice on the construction of CVs, covering letters and application forms. A number of Research Fellows and UTOs have kindly deposited their CVs in the file.

Information about philosophy departments

- * Consult web pages
- * The UK sensitive map locates UK Universities:
<http://www.scit.wlv.ac.uk/ukinfo>

Advice for job seekers; mock interviews etc.

- * Supervisors are obvious first stops for advice on prospects and written submissions.
- * You can consult your supervisor for advice on the construction of CVs, etc. They will help organise mock interviews, job talks and presentations when the real things loom.
- * The [Careers Service](#) can also help with CVs and mock interviews.

TIMETABLE 2016 - 2017

Topic	Presented by	Date, Time and Venue
Michaelmas Term		
Supervising Undergraduates: An introduction		Wednesday 5 th October, Monday 17 th October, Thursday 19 th January All 4-6.30pm except Monday 31 st October 2-4pm University Centre, Mill Lane
Computing in Cambridge	Ms. Marie-France Moss	Friday 7 th October 11am Philosophy Faculty Graduate Centre
<i>followed by</i> Research Tools in Philosophy	Mrs. Jenni Lecky- Thompson	Friday 7 th October 11.30am-12.30pm Faculty Board Room
Teaching and Transferable Skills Training Programme:	Dr Paulina Sliwa	Sessions 1 & 3, 2-4pm Philosophy Faculty Board Room
1 Small group teaching;		Monday 10 th October
2. Supporting students with special needs	Ms Kirsty Wayland	Friday 14 th October 3-5pm Room G11, Faculty of Law
3. Supervising, assessment and evaluation;	Dr Paulina Sliwa	Monday 24 th October
Academic Languages	Language Centre	Please refer to Language Centre website: http://www.langcen.cam.ac.uk/lc/culp/culp-specialist-courses.html
*Time Management (MPhil Seminar) MPhil students only	Professor Richard Holton Dr Tom Dougherty	Thursday 6 th October 2.30pm-4pm Common Room, Faculty of Philosophy
Lecturing Performance		Tuesday 15 th November, Friday 27 th January, Friday 21 st March, Wednesday 4 th May, CPPD, Revans Room All 9am-1pm
Admissions Interviewing: Equality & Diversity Matters	Disability Resource Centre team	Tuesday 22 nd November 2015 12.30-1.45pm
Lent Term		

Supervising Undergraduates more effectively	Dr Rob Wallach	Monday 16 th January 4-6pm King's College
Interview Technique Workshop	Mr Alan Fawcitt	Friday 20 th January 9.15am-12.30pm, Philosophy Common room 2pm-6pm: Mill Lane Lecture Room 8

**Obligatory for MPhil students*

RECOMMENDED READING

for Graduate Students and Research Fellows in Philosophy

These books and many more can all be found in the reference section of the Philosophy Library.

The PhD

Phillips, E.M. & Pugh, D.S. (2005): *How to get a Ph.D.* (Milton Keynes: Open University Press); also 4th edition.

A classic 'survival manual' with useful chapters on managing supervisors and the psychology of writing a thesis.

Madsen, D.: *Successful Dissertations and Theses* 2nd edn. (San Francisco: Jossey-Bass Publishers, 1992)

Useful advice from proposal to viva and beyond

Cryer, Pat: *The Research Student's Guide to Success* 2nd edn. (Maidenhead: Open University Press, 2000)

Good general guide about how to approach a variety of tasks

Publishing

Hoffman, E. (ed.) (1997): *Guidebook for Publishing Philosophy* (Bowling Green: Philosophy Documentation Center)

In addition to notes on getting papers published, there is a section on resources for writing and publishing philosophy and a comprehensive listing of philosophy journals.

Style

Dummett, M. (1993): *Grammar and Style for Examination Candidates and Others* (London: Duckworth)

A philosopher offers advice; witty.

MHRA Style Book (London: MHRA, 1996)

'Notes for Authors, Editors and Writers of Theses'

Strunk, W. & White E.B. (2000): *The Elements of Style*, 4th edn. (Boston: Allyn & Bacon)

A sensible and simple set of guidelines for improving writing style.

N.B. There are several other relevant reference books in the graduate centre.

Guides for teachers

Brown, G. & Atkins, M. (1994): *Effective Teaching in Higher Education* (London: Routledge)

One of the best texts on teaching and learning. Excellent chapters on lecturing, small group teaching and helping students learn.

Forster, F., Hounsell, D., & Thompson, S. (1995): *Tutoring and Demonstrating: A Handbook* (Edinburgh: Centre for Teaching, Learning and Assessment)

Good chapters on the problems with small group teaching, and on marking essays.

Gibbs, G., Habeshaw, S., and Habeshaw, T (1992): *Preparing to Teach: An introduction to effective teaching in higher education* (Bristol: Technical and Educational Services)

A very readable and straightforward guide.

Gibbs, G., Habeshaw, S., and Habeshaw, T. (1992): *53 Interesting Things To Do In Your Seminars And Tutorials*, 4th edn, (Bristol: Technical and Educational Services)

Some good ideas on maximising student participation.

Gibbs, G., Habeshaw, S., and Habeshaw, T. (1989): *53 Interesting Ways of Helping Your Students To Study*, 2nd edn. (Bristol: Technical and Educational Services)

A dip-in book with lots of tips on helping students organise their studies, make effective notes, write and revise.

Gibbs, G., Habeshaw, S., and Habeshaw, T (1992): *53 Interesting Things to Do in Your Lectures*, 4th edn. (Bristol: Technical and Educational Services)

Lots of helpful tips

Hounsell, D. & Murray, R. (1992): *Essay Writing for Active Learning* (Sheffield; CVCP, USDU)

Part 2 includes some good examples of guidance given to students on essay writing.

Kemp, R. & Race, P. (1992): *Promoting the Development of Personal and Professional Skills* (Sheffield: CVCP, USDU)

Very useful guide to helping students with presentations, time-management, and learning from seminars. Part 2 contains good examples of guidance on these matters.

Newble, D. & Cannon, R. (1995): *A Handbook for Teachers in Universities and Colleges*,

3rd edn. (London: Kogan Page)

Ideal for a quick start. Informal and easy to read.

Race, P & Brown, S (1993): *500 Tips For Tutors* (London: Kogan Page)

Another dip-in book with ideas grouped under the major teaching areas.

Guides for undergraduates (to recommend to them and to mine for tips)

Martinich, A.P. (1996): *Philosophical Writing*, 2nd edn. (Blackwell: Oxford)
Focuses on the structure of arguments.

Northedge, A. (1990): *The Good Study Guide* (Milton Keynes: Open University)
An excellent, readable guide with lots of examples and exercises. It covers organisation, reading and note-taking, lectures, seminars, writing essays and exams.

Race, P. (1992): *500 Tips for Students* (Oxford: Blackwell)
Simple, practical tips to use from day one.

Taylor, G. (1989): *The Student's Writing Guide for the Arts and Social Sciences* (Cambridge: CUP)
Good advice on essay writing with lots of examples.