FACULTY OF PHILOSOPHY
GRADUATE TRAINING PROGRAMME
2018 - 2019

CONTENTS

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, 5th October at 10am, 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

Jo Harcus, the Faculty Librarian, will introduce new Philosophy graduate students to Research Tools in Philosophy, on Friday, 5th October, 10.30am-11.30am 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

The Researcher Development Programme offers training for Research students. Information on the courses available can be found here:

http://www.rdp.cam.ac.uk

Some of the courses available to do online include; Managing a Research Project, Presentation Skills Toolkit, Time Management Toolkit, and Making the Most of Conferences. Courses can be booked here:
https://training.cam.ac.uk/theme?providerId=36644

RESEARCH DEVELOPMENT LOG

The University provides a Research Development Log which PhD students are encouraged to use to keep a log of all research development training attended:
https://www.rdlog.admin.cam.ac.uk/

Journals: publishing your research effectively (for PhD students in Humanities, Arts & Social Sciences):
https://www.training.cam.ac.uk/event/2658904

What is Open Research and what does it mean FOR YOU?

Are you thinking about publishing your research or would you like to boost citations of your work? Are you managing your research data effectively?

Would you like to share your research findings with the international academic community, and did you know that funders recognise the benefits of Open Access and most now require it as a condition of their grants?

These are questions for students at all stages of their PhD.

The Office of Scholarly Communication is offering a Michaelmas Term programme of training workshops for PhD students in Humanities, Arts and Social Sciences (HASS). Sign up now to explore the whys and hows of open research, learn essential tips for managing your data, and discover more ways to publish your research and gain citations.
https://training.cam.ac.uk/theme?providerId=1862623
Please note that you will need to register for each workshop individually.

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 6th 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. Graduate Students receive an initial allocation of printer credit from the Faculty, but should you use this up, additional printer credit is available online.

CamGuides

CamGuides (https://camguides.lib.cam.ac.uk/) is a free online resource for all Master's students with a taught element, designed as an introduction to some of the academic, digital and research practices that they will engage in. It encourages students to think about ways they can prepare for their Master's degree before it starts. The guides have been created for taught masters students but they may also be useful for students on other programmes, they can choose the parts that seem most important or relevant to them. The content on CamGuides has been created by Cambridge University Libraries as part of the Cambridge Information Literacy Network. Valuable input from current taught Master's students and academic staff has

been used throughout the resource. It has the support of the Cambridge Centre for Teaching and Learning.

TEACHING SKILLS

TEACHING AND TRANSFERABLE SKILLS TRAINING PROGRAMME

The programme, this year led by Dr John Filling, 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 1st October, 2.30-4.30pm, 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. *Supervising, assessment and evaluation*
Monday 8th October, 11am-1pm, Graduate Common 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.

3. *Supporting students with special needs*
Monday 29th October, 2.30-4pm, 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.

Please book your place on this programme by contacting Charlie Evans (cme34@cam.ac.uk) by Friday 5th October.

OTHER PROGRAMMES

Details of all training available for both staff and students can be searched and booked here:
https://training.cam.ac.uk/
Listed below are courses particularly relevant to our graduate students.

SUPERVISING IN PHILOSOPHY

Supervising Undergraduates: An Introduction

All new supervisors should attend *Supervising Undergraduates: An Introduction*. The first sessions of the academic year are on Tuesday 2nd and Monday 8th October at 4-6.30pm. Details and booking form can be found on the website of the Centre for Personal and Professional Development:

https://www.training.cam.ac.uk/cctl/course/cctl-supunder

LECTURING

Lecturing Performance

The Centre for Personal and Professional Development runs a half-day course: *Lecturing Performance*, on Thursday 4th October:

https://www.training.cam.ac.uk/event/2616671

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 Charlie in room 324 or at cme34@cam.ac.uk.

Presentation Skills

The Careers service offers advice on interviews and can arrange interview practice with a careers advisor, using a webcam. More information can be found on the attached link:

http://www.careers.cam.ac.uk/applying/selection/interviews/index.asp

The Computing Service offer training on Powerpoint with dates throughout the year:
https://training.cam.ac.uk/ucs/event/2225777

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. https://www.phil.cam.ac.uk/curr-students/IA/curr-students/ugrad-handbk
- 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 Portugese, 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 2018/19 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/lc/resources/resources-index.html

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. The Centre for Personal and Professional Development runs Admissions Selection Workshops which can be booked via the following link:

https://www.training.cam.ac.uk/cppd/event/2179655

GETTING PAPERS PUBLISHED

If you are considering getting your work published, you may find it useful to read some online guides and be aware of phishing scams. Some good guides to read are:

Publishing Advice for Graduate Students
and
Publishing your Philosophy

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 on 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

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 2018 - 2019

Topic	Presented by	Date, Time and Venue
Michaelmas Term		
Supervising Undergraduates: An introduction		Tuesday 2nd October, Monday 8th October. See https://www.training.cam.ac.uk/cctl/course/cctl-supunder
Computing in Cambridge *followed by* Research Tools in Philosophy	Ms. Marie-France Moss Ms. Jo Harcus	Friday 5th October 10am Philosophy Faculty Graduate Centre Friday 5th October 10.30am-11.30am Faculty Board Room
Teaching and Transferable Skills Training Programme: 1 Small group teaching; 2. Supervising, assessment and evaluation; 2. Supporting students with special needs	 Dr John Filling Dr John Filling Kirsty Wayland	 Monday 1st October 2.30-4.30pm, Faculty Board Rm Monday 8th October 11am – 1pm, Faculty Common Rm Monday 29th October 2.30-4pm Room G11, Faculty of Law
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	Dr Nakul Krishna and Prof Richard Holton	See graduate timetable. This session will take place during the MPhil seminar in Michaelmas term, Common Room, Faculty of Philosophy
Lecturing Performance		Thursday 4th October CPPD, Revans Room 9am-1pm https://www.training.cam.ac.uk/event/2616671
Admissions Interviewing: Equality & Diversity Matters	Disability Resource Centre team	TBC Check: https://www.training.cam.ac.uk/cppd/event/2179655

An introduction to Open Research (for PhD students in Humanities, Arts and Social Sciences)	Office of Scholarly Communication Training	Wednesday 10th October, 17 Mill Lane, Seminar room G https://www.training.cam.ac.uk/osc/event/2658865

*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*, 4 th 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. (2015): *Philosophical Writing*, 4th edition. (Blackwell: Oxford)
    Focuses on the structure of arguments.

Northedge, A. (2005): *The Good Study Guide* (Milton Keynes: Open University) 2nd edition
    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.