

# **FACULTY OF PHILOSOPHY** **GRADUATE TRAINING PROGRAMME** **2019 - 2020**

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The aim of the Training Programme is threefold:

1. To enable students to learn about, and be trained in, all the resources available in Cambridge that might assist their studies;
2. To enable students to learn teaching, presentation and other transferable skills; and
3. To prepare students for making applications and attending interviews for the next stage of their career.

## **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 you'll engage in at the University of Cambridge. It encourages you to think about ways you can prepare for your course before it starts. It offers information and guidance on: finding your way around the University and the city; finding and managing information and resources for your studies; using academic software to stay organised, for writing and for referencing; and developing essential transferrable skills, such as time management, critical thinking and academic writing. CamGuides has been created by Cambridge University Libraries with valuable input from existing Master's students who share their experiences and advice throughout.

# COMPUTING AND OTHER RESOURCES

## COMPUTING IN CAMBRIDGE

On Friday, 11th 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

The wealth of print and electronic resources made available to researchers by the 100+ libraries at Cambridge can initially feel overwhelming and tricky to navigate. Come along to this workshop to learn more about the tools on offer to help you find, access and manage relevant material for your research as quickly and painlessly as possible. The workshop will be delivered by your Philosophy Librarian, Jo Marcus, on Friday 11th October, 10:30am – 11:30am in the Faculty Board Room. *It follows the 'Computing in Cambridge' presentation mentioned above and all new philosophy graduate students are expected to attend.* There will also be an opportunity after the session to explore the space and collections of the Casimir Lewy Library for Philosophy and to meet other members of the Library team.

## RESEARCHER DEVELOPMENT

Steve Joy from the Development Office is organizing an Arts, Humanities and Social Science 1<sup>st</sup> Year PhD skills induction event, which will give 1<sup>st</sup> year PhDs a further introduction to researcher development opportunities. This will take place on Monday 14<sup>th</sup> October, 9.30am – 12.30pm.

<https://www.training.cam.ac.uk/event/3089930>

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://www.training.cam.ac.uk/gdp/>

## 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. The log can be found here:

<https://www.rdlog.admin.cam.ac.uk/>

## **Journals: publishing your research effectively (for PhD students in Humanities, Arts & Social Sciences):**

Thursday 7<sup>th</sup> November 2019, 17 Mill Lane, Seminar Room E. Bookings and further details are here:

<https://www.training.cam.ac.uk/event/3079427>

## **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 offer training in relation to Open Access/Open Research. Please see here for further information about the training they offer:

<https://osc.cam.ac.uk/current-events>

Of particular note is their course 'Open research and open minds: a Cambridge perspective on sharing research outputs (for PhD students in Humanities, Arts and Social Sciences)' to be held on Monday 17<sup>th</sup> October, from 2-3pm, at 17 Mill Lane, Seminar Room G. Bookings and details here: <https://www.training.cam.ac.uk/event/3079761>

## **CAMBRIDGE UNIVERSITY LIBRARY AND ORIENTATION TOURS**

Cambridge University, known affectionately as the 'UL', is unique. It is a national, legal deposit library housing vast collections of around 9 million physical items and provides access to millions more resources online. If that all sounds a bit daunting, why not join a brief orientation tour to learn how to navigate the building and access the books, etc. you need? In 45 minutes you'll learn how to use the catalogues, order from the closed stacks, and find items on the open shelves. They'll even tell you what they keep in the famous Library tower ...!

More information about Orientation Tours and study skills training offered by the UL can be found at:

<http://www.lib.cam.ac.uk/using-library/library-tours-orientation-and-study-skills>.

Orientation tours start from Tuesday 8<sup>th</sup> October, and can be booked at: <https://www.training.cam.ac.uk/event/3097022>.

# 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 <https://www.libraries.cam.ac.uk/eresources> 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 Managed Cluster Service (<https://help.uis.cam.ac.uk/service/desktop-services/mcs/mcs>) Attend the 'Research tools in philosophy' presentation on 11th 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 in the Roger Needham Building (where you can also find some handy leaflets).
- Cambridge University is committed to achieving excellence in research and scholarship. The pursuit of excellent research and the fulfilment of our responsibilities to participants in research, research users and the wider community require the maintenance of the highest standards of integrity and ethics. Information on training on these topics can be found here: <https://www.research-integrity.admin.cam.ac.uk/training>
- 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.

# **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 eighteenth year of the programme. It undergoes continuous improvement 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**

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

## **Brief descriptions of the workshops**

### **1. Small group teaching**

*Monday 7<sup>th</sup> October, 1 – 3pm, Philosophy Board Room*

This first workshop covers discussion groups and other seminars. We discuss basic practical matters related to the running of discussion groups/seminars, 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 14<sup>th</sup> October, 1-3pm, Philosophy 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.

### **3. Supporting students with special needs**

*Monday 21<sup>st</sup> 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 4th 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 sign up to the Effective Undergraduate Supervision course. This is a course that consists of: an online module, which introduces practices and principles of undergraduate supervision at Cambridge, and a face-to-face workshop in which you will explore challenges and approaches to supervising.

<https://www.training.cam.ac.uk/gdp/event/2687612>

In addition to the online course listed above, the course 'Effective Undergraduate Supervision (Arts, Humanities & Social Sciences)' will run from 9.30am -12.30pm on **Friday 4th October**. Places on this course can be booked here:

<https://www.training.cam.ac.uk/cctl/event/3129905>

# **LECTURING**

## **Lecturing Performance**

The Cambridge Centre for Teaching and Learning runs a half-day course: *Lecturing Performance*, on Monday 30<sup>th</sup> September:

<https://www.training.cam.ac.uk/event/3120523>

## **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](mailto: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 various self taught training courses on Powerpoint. Please see the following webpage for further information:

<https://training.cam.ac.uk/ucs/event/2737548>

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](http://www.training.cam.ac.uk/cppd)

## GENERAL ADVICE AND RESOURCES

- The philosophy Faculty's guide for undergraduate supervisors can be found here: <https://www.phil.cam.ac.uk/intranet/DofS-area/guide-supervisors-2019-final.pdf> (Raven password needed)
- Refer to the Undergraduate Handbook for information about the Philosophy Tripos. Recommend the notes on reading and writing philosophy to your students. The handbook can be viewed here: <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. The Faculty's lecture listings can also be found on the University's Timetable app: <https://2019-20.timetable.cam.ac.uk/>
- At the end of this document is an annotated reading list on teaching and learning. Some you can recommend to undergraduates.
- Supervision rooms can be booked via the following link: <https://booker.eventmapsolutions.com/Account/Login> (Raven password needed).
- 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 2019/20 academic year can be found here:

<https://www.langcen.cam.ac.uk/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:

<https://www.langcen.cam.ac.uk/language-learning-resources.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](#)**

**[https://papers.ssrn.com/sol3/papers.cfm?abstract\\_id=857344](https://papers.ssrn.com/sol3/papers.cfm?abstract_id=857344)**

and

**[Publishing your Philosophy](#)**

**<http://www.colyvan.com/publishing.pdf>**

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 defense 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**

- 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.

### **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 2019 - 2020

Topic	Presented by	Date, Time and Venue
Lecturing Performance	Stewart Theobald	Monday 30 <sup>th</sup> September Student Services Centre 9am-1pm <a href="https://www.training.cam.ac.uk/event/3120523">https://www.training.cam.ac.uk/event/3120523</a>
Effective Undergraduate Supervision (Arts, Humanities & Social Sciences)	Dr Steve Joy	Friday 4 <sup>th</sup> October, Student Services Centre, 9.30am – 12.30pm <a href="https://www.training.cam.ac.uk/event/3129905">https://www.training.cam.ac.uk/event/3129905</a>
Computing in Cambridge	Ms. Marie-France Moss	Friday 11 <sup>th</sup> October 10am Philosophy Graduate Centre
Research Tools in Philosophy	Ms. Jo Harcus	Friday 11 <sup>th</sup> October 10.30am-11.30am Faculty Board Room
Hit the Ground Running: Arts, Humanities and Social Sciences PhD Induction Event	Dr Steve Joy	Monday 14 <sup>th</sup> October, Student Services Centre, 9.30am – 12.30pm <a href="https://www.training.cam.ac.uk/event/3089930">https://www.training.cam.ac.uk/event/3089930</a>
Teaching and Transferable Skills Training Programme:		
1 Small group teaching	Dr John Filling	Monday 7 <sup>th</sup> October 1pm – 3pm, Faculty Board Room
2. Supervising, assessment and evaluation	Dr John Filling	Monday 14 <sup>th</sup> October 1pm – 3pm, Faculty Board Room
3. Supporting students with special needs	Kirsty Wayland	Monday 21 <sup>st</sup> October 2 - 4pm Room G11, Faculty of Law
Academic Languages	Language Centre	Please refer to Language Centre website: <a href="http://www.langcen.cam.ac.uk/lc/culp/culp-specialist-courses.html">http://www.langcen.cam.ac.uk/lc/culp/culp-specialist-courses.html</a>
Open research and open minds: a Cambridge perspective on sharing research outputs (for PhD students in Humanities, Arts and Social Sciences)	Office of Scholarly Communication Training	Thursday 17 <sup>th</sup> October, 17 Mill Lane, Seminar room G, 2-3pm <a href="https://www.training.cam.ac.uk/osc/event/3079761">https://www.training.cam.ac.uk/osc/event/3079761</a>

*Research Skills (MPhil Seminar) MPhil students only	Dr Nakul Krishna and Dr Maeve McKeown	See graduate timetable. This session will take place during the MPhil seminar in Michaelmas term, Common Room, Faculty of Philosophy
Admissions Interviewing: Equality & Diversity Matters	Dr Meg Tait, Dr Sam Lucy, Deb Taylor	Monday 18 <sup>th</sup> November 12.30 – 1.45pm <a href="https://www.training.cam.ac.uk/cctl/event/3117855">https://www.training.cam.ac.uk/cctl/event/3117855</a>

*\*Obligatory for MPhil students*

## Recommended Reading for Graduate Students and Research Fellows in Philosophy

The following books and many more can be found in the Study & Teaching Skills collection in the Casimir Lewy Library of Philosophy. If there is a book you would like to recommend the Library purchase for this collection please complete the book suggestion form on our website at: <http://www.phil.cam.ac.uk/library/book-suggestion-form>.

### The PhD

Kirchherr, J., *The Lean PHD: Radically improve the efficiency, quality and impact of your research* (London: Macmillan Palgrave, 2018)

Applies lean methodologies used by start-up companies to offer a new and more efficient approach to the doctoral research process.

Phillips, E.M. and Pugh, D.S., *How to get a Ph.D.: A Handbook for Students and their Supervisors*, 6th ed., Milton Keynes: Magraw-Hill/Open University Press, 2015)

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

Silvia, P. J., *How to Write a Lot: A practical guide to productive academic writing*, 2nd ed., (Washington, DC: American Psychological Association, 2019)

Offers advice to help overcome barriers to writing journal articles, books and proposals for grants and fellowships.

Wisker, G., *The Postgraduate Research Handbook*, 2nd ed., (London: Palgrave Macmillan, 2008)

Provides guidance on how to plan and conduct your research from getting started, managing your time and your supervisor, starting to write through to writing up, the viva, presentations and beyond.

### Publishing

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

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.

Murray, R., *Writing for Academic Journals*, 3rd ed., (Maidenhead: Macgraw/Open University, 2013)

'This book demystifies the process of writing academic papers, showing readers what good papers look like and how they can be written.'

## Style

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

A philosopher offers advice; witty.

Gopen, G. *The Sense of Structure: Writing from the Reader's Perspective*

Richardson, B., *MHRA Style Guide*, 3rd ed., (London: MHRA, 2013)

'Notes for Authors, Editors and Writers of Theses'.

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

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

Sword, H. *Stylish Academic Writing*

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

## Referencing

Pears, R. and Shields, G., *Cite them Right*, 11th ed., (London: Red Globe Press/Macmillan Education, 2019)

'The essential referencing guide'.

## Guides for teachers

The following titles are selected from the reading list for the Teaching Associates' Programme offered by the Cambridge Centre for Teaching and Learning. The full course description and reading list can be downloaded from their website at: <https://www.cctl.cam.ac.uk/tap>.

Ambrose, S., (ed.), *How Learning Works: Seven researched-based principles for smart teaching* (San Francisco: Jossey-Bass, 2010).

Biggs, J. and Tang, C.S., 'Teaching according to how students learn' in *Teaching for Quality Learning at University*, 4th ed. (Maidenhead: McGraw-Hill/Open University, 2011). Also available as an ebook via iDiscover.

Bligh, D., *What's the Use of Lectures?* (San Francisco: Jossey Bass, 2010). Also available as an ebook via iDiscover

Fry, H., Ketteridge, S. and Marschall, S., (eds.), *A Handbook for Teaching and Learning in Higher Education*, 4th ed., (London: Routledge, 2015).

Kember, D. and Ginns, P., *Evaluating Learning and Teaching: A practical handbook for colleges, universities and the scholarship of teaching* (London: Routledge, 2012).

Mills, D. and Alexander, P. *Small-Group Teaching: A toolkit for learning* [Online]. Available to download from the Higher Education Academy website at: <https://www.heacademy.ac.uk/knowledge-hub/small-group-teaching-toolkit-learning>. (Accessed: 22 August 2019).

Morss, K, and Murray, R., *Teaching at University: A guide for postgraduates and researchers* (London: SAGE, 2005).

Race, P., *The Lecturer's Toolkit: A practical guide to assessment, learning and teaching*, 3rd ed., (London: Routledge, 2007).

Ramsden, P., *Learning to Teach in Higher Education*, 2nd ed., (London: Routledge Falmer, 2003).

You may also find the following Philosophy specific titles helpful for your teaching:

Cahn, S. M., *Teaching Philosophy: A guide* (London: Routledge, 2018)

Fisher, A. and Tallant, J., *How to Get Philosophy Students Talking: An instructor's toolkit* (London: Routledge, 2016)

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

Bailey, S., *Academic Writing for International Students*, 5th ed., (London: Routledge, 2018).

'Written to deal with the specific language issues faced by international students, this practical, user-friendly book is an invaluable guide to academic writing in English.'

Martinich, A. P., *Philosophical Writing*, 4th edition. (Oxford: Wiley Blackwell, 2016)

Focuses on the structure of arguments.

Moran, A., *Managing Your Own Learning at University: A practical guide*, 3rd ed., (Dublin: University College Dublin Press, 2018)

'...a practical self-help guide for new and continuing students who are faced with taking responsibility for their own studies in college and university.'

Saunders, C., et al., *Doing Philosophy: A practical guide for students*, 2nd ed., (London: Bloomsbury, 2013)

Offers practical exercises and useful examples to examine what it means to think, read, discuss and write philosophically. Includes a guide to key library and online resources for Philosophy.

Warburton, N., *Philosophy: The essential Study Guide* (London: Routledge/Taylor & Francis, 2004).

Advice from a philosopher on reading, listening to, discussing and writing philosophy as well as preparing for exams. Very short.