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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 Harcus, 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 1st Year PhD skills induction event, which will give 1st year PhDs a further introduction to researcher development opportunities. This will take place on Monday 14th 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 7th 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 17th 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:

Orientation tours start from Tuesday 8th 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](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](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](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/](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](https://www.research-integrity.admin.cam.ac.uk/training)

- The website [http://www.vitae.ac.uk](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 7th 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 14th 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 21st 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 30th 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.

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
GENERAL ADVICE AND RESOURCES

- 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](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/](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](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

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](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](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.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Presented by</th>
<th>Date, Time and Venue</th>
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<tbody>
<tr>
<td>Lecturing Performance</td>
<td>Stewart Theobald</td>
<td>Monday 30th September, Student Services Centre, 9am-1pm</td>
</tr>
<tr>
<td>Effecte Undergraduate Supervision (Arts, Humanities &amp; Social Sciences)</td>
<td>Dr Steve Joy</td>
<td>Friday 4th October, Student Services Centre, 9.30am – 12.30pm</td>
</tr>
<tr>
<td>Computing in Cambridge</td>
<td>Ms. Marie-France Moss</td>
<td>Friday 11th October, 10am Philosophy Graduate Centre</td>
</tr>
<tr>
<td>Research Tools in Philosophy</td>
<td>Ms. Jo Harcus</td>
<td>Friday 11th October, 10.30am - 11.30am Faculty Board Room</td>
</tr>
<tr>
<td>Hit the Ground Running: Arts, Humanities and Social Sciences PhD Induction Event</td>
<td>Dr Steve Joy</td>
<td>Monday 14th October, Student Services Centre, 9.30am – 12.30pm</td>
</tr>
<tr>
<td>Teaching and Transferable Skills Training Programme:</td>
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<tr>
<td>1. Small group teaching</td>
<td>Dr John Filling</td>
<td>Monday 7th October, 1pm – 3pm, Faculty Board Room</td>
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<td>2. Supervising, assessment and evaluation</td>
<td>Dr John Filling</td>
<td>Monday 14th October, 1pm – 3pm, Faculty Board Room</td>
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<tr>
<td>3. Supporting students with special needs</td>
<td>Kirsty Wayland</td>
<td>Monday 21st October, 2 - 4pm Room G11, Faculty of Law</td>
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<tr>
<td>Academic Languages</td>
<td>Language Centre</td>
<td>Please refer to Language Centre website:</td>
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<tr>
<td>Open research and open minds: a Cambridge perspective on sharing research outputs (for PhD students in Humanities, Arts and Social Sciences)</td>
<td>Office of Scholarly Communication Training</td>
<td>Thursday 17th October, 17 Mill Lane, Seminar room G, 2-3pm</td>
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<tr>
<td>Event</td>
<td>Speaker/Host</td>
<td>Details</td>
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<td>*Research Skills (MPhil Seminar)</td>
<td>Dr Nakul Krishna and Dr Maeve McKeown</td>
<td>See graduate timetable. This session will take place during the MPhil seminar in Michaelmas term, Common Room, Faculty of Philosophy</td>
</tr>
<tr>
<td>Admissions Interviewing: Equality &amp; Diversity Matters</td>
<td>Dr Meg Tait, Dr Sam Lucy, Deb Taylor</td>
<td>Monday 18th 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></td>
</tr>
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</table>

*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


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


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


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


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


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.


‘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*


‘Notes for Authors, Editors and Writers of Theses’.


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**


‘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](https://www.cctl.cam.ac.uk/tap).


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


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


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


‘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.’


Focuses on the structure of arguments.


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

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.

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