

Academic Skills Seminars

Alice Mattoni and Manuela Moschella

Course Overview

This course aims to equip graduate students with essential skills for academic and professional development. Through interactive seminars, students will gain practical insights into crafting effective CVs and motivation letters, publishing academic articles and books, applying for grants, exploring career opportunities outside academia, and preparing for job interviews.

Learning Objectives

By the end of this course, students will:

1. Develop a professional CV and motivation letter that effectively highlight their academic achievements and career goals.
2. Understand the publication process for academic articles and books, including how to approach editors and reviewers.
3. Gain insights into applying for competitive research grants, with a particular focus on Marie Curie and ERC Starting grants.
4. Network and engage with journal editors to understand their expectations and best practices for publication.
5. Explore career options outside academia and understand the skills and qualifications needed for these roles.
6. Prepare for job interviews in both academic and non-academic settings.

Course Structure

- **Session Format:** Each session will include a presentation by the instructor followed by interactive discussions and activities. Some sessions will also include guest speakers.

- **Assignments:** Students will complete short assignments to prepare a CV, draft a motivation letter, and explore career options. Feedback will be provided to support skill development.
- **Final Assessment:** A mock job interview will serve as the final assessment, allowing students to practice interview techniques and receive feedback.

Calendar of Meetings

Date	Time	Instructor(s)	Topic	Description
07/01/25	14:00 - 16:00	Alice Mattoni	CV and Motivation Letter	Introduction to crafting an impactful CV and motivation letter. Students will receive guidelines to prepare their own.
08/01/25	14:00 - 16:00	Manuela Moschella	Publishing Articles	Overview of the article publication process, including selecting journals, preparing manuscripts, and responding to reviewer feedback.
15/01/25	14:00 - 16:00	Manuela Moschella	Publishing Books	Focus on the book publication process, from proposal to final manuscript. Strategies for selecting a publisher and working with editors.
21/01/25	14:00 - 16:00	Alice Mattoni	Marie Curie and ERC Starting Grants	Guide to applying for Marie Curie and ERC Starting grants, with insights into the application process, selection criteria, and proposal writing.
22/01/25	14:00 - 16:00	Manuela Moschella	Meet the Journal Editors	Interactive session with journal editors discussing what they look for in submissions, common mistakes, and tips for successful publication.

Date	Time	Instructor(s)	Topic	Description
04/02/25	10:00 - 12:00	Manuela Moschella	Jobs Outside Academia	Exploration of career paths outside academia, including transferable skills and tips for preparing job applications.
04/02/25	14:30 - 17:30	Alice Mattoni & Manuela Moschella	Job Interviews	Practical session on job interview techniques, including mock interviews and feedback on performance

Assignments and Expectations

- **Preparation and Participation:** Students are expected to come prepared, having completed any pre-assigned reading or reflection tasks.
- **CV and Motivation Letter:** Due before the job interview. Students will draft their CV and motivation letter in preparation of the mock job interview.
- **Publishing Plan:** Create a plan for an article or book they hope to publish, due in the relevant session.

Final Assessment

The final assessment will be a mock interview, where students will apply the skills developed in the course. They will receive detailed feedback on their performance, including areas for improvement and suggestions for further preparation.