

DEPARTMENT OF HISTORY OF ART

TRANSFERABLE SKILLS TRAINING FOR GRADUATE STUDENTS, 2017-18

INTRODUCTION

The acquisition and development of transferable skills forms an essential part of the education of graduate students at the University of Cambridge. Such skills enhance your experience of life within the University and beyond; improve academic performance; and are highly attractive to employers, whatever career you choose to follow.

The Department therefore sets up a programme of transferable skills training each year, some of which is organised by and delivered within the Department, and some of which draws on centralised provision within the University.

Graduate students are required to attend skills training courses and workshops where appropriate throughout their programme of study, and record details of these in their logbooks, which are reviewed at the end of every year, and submitted on completion of their programme of research. Some of the courses are run on several occasions throughout the year, giving a range of dates to choose from. Others are one-off events which you should make every effort to attend if they are relevant to your work.

REGISTRATION WITHIN THE DEPARTMENT

You are also warmly invited to the following:

Wednesday 4th October 11.30am	Department Photo Courtyard, Department of History of Art
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Wednesday 4th October 5.00pm	Department Welcome Party Foyer, The Old Divinity School, St John's College
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PROVISION WITHIN THE DEPARTMENT

Within the Department, all MPhil students, and full-time PhD students residing in Cambridge, are expected to attend the weekly Cambridge Art History Research Seminars held at 5pm on Wednesdays in Full Term, in Lecture Room 2.

The Department also organises the following courses and workshops, **some of which are compulsory to MPhil and first year PhD students**, which all graduate students are welcome to attend when relevant to their research and particular career stage. **These are one-off events which will not be repeated during the academic year, so please make every effort to attend if these are appropriate to your work.** You do not need to enrol or register your interest in advance: simply turn up on the day.

Michaelmas Term

Thursday 5th October
9.30-2.00

Induction Day (Compulsory: all new students)

Dr Alexander Marr and colleagues

A series of events to introduce students to various aspects of Departmental organisation and research training, including introductory sessions in the Faculty Library. Faculty Library (lunch at Grove Lodge, Fitzwilliam Museum from 1pm-2pm)

Thursday 12th October
14:00-16:00

Starting your PhD in Art History (Compulsory: all new PhD students)

Dr Donal Cooper

Seminar Room, Scroope terrace

Tuesday 17th October
10:30-11:30

Introduction to the Fitzwilliam Library (Compulsory: all students new to Cambridge/History of Art)

Diana Caulfield, Fitzwilliam Librarian

Please assemble in the foyer inside the Courtyard entrance to the Fitzwilliam Museum, where staff at the information desk will be expecting you.

Wednesday 18th October
13.00-14.00

How to Improve your Presentations (Compulsory: all new students)

Dr Anna Gannon

Seminar Room, Scroope Terrace

Thursday 26th October
10.00-12.00

How to Improve your Essays (Compulsory: all MPhil students)

Dr Anna Gannon

Seminar Room, Scroope Terrace

****The cohort will be divided into two groups, Group A at 10am and Group B at 11am***

Wednesday 1st November
10.00-11.00

Continuing to a PhD (Voluntary)

Dr Alexander Marr

Seminar Room, Scroope Terrace

Wednesday 29th November
10.00-11.00

Research Integrity (Compulsory: all MPhil and 1st Year PhD Students)

Dr Rhys Morgan, Research Strategy Office

Seminar Room, Scroope Terrace

Lent Term

Thursday 25th January
9.00-10.00

Publishing your Work (Voluntary)

Dr Alexander Marr

Seminar Room, Scroope Terrace

Thursday 25th January
10.00-11.00

Good Practice for MPhil Dissertations (Compulsory: all MPhil students)

Dr Alexander Marr

Seminar Room, Scroope Terrace

<p>Wednesday 31st January 10.00-11.00</p>	<p>Digital Humanities workshop (Voluntary) Isabel Stokholm Seminar Room, Scroope Terrace How new digital methods and computer programmes are being used in humanities learning and research, especially in art-historical scholarship.</p>
<p>Thursday 1st February 10.00-12.00</p>	<p>PhD Evaluation (Compulsory: all 1st and 3rd Year PhD students) Dr Alexander Marr All 1st and 3rd Year PhD students to attend the relevant session below: Seminar Room, Scroope Terrace</p>
<p>10.00-11.00</p>	<p>1st Year PhD Registration Exercise (requirements for the documentation and viva)</p>
<p>11.00-12.00</p>	<p>3rd Year Graduate Symposium (preparing for and organising the Symposium, including effective project management, designing and disseminating a poster, other publicity by way of announcements and email postings, general understanding of the academic and practical challenges of organising conferences and colloquia).</p>
<p>Thursday 22nd February 10.00-11.00</p>	<p>Negotiating the Academic Job Market in Art History (Voluntary) Dr Alexander Marr Seminar Room, Scroope Terrace</p>
<p>Wednesday 7th March 10.00-11.00</p>	<p>Jobs in Curatorship, Museums, and Galleries (Voluntary) Henrietta Ward, Assistant PDP Keeper, Fitzwilliam Museum Miranda Stern, Head of Learning, Fitzwilliam Museum Seminar Room, Scroope Terrace</p>

PROVISION WITHIN THE UNIVERSITY

In addition to the sessions in skills training which the Department organises, there are courses run centrally within the University by the Graduate Development Programme, the Centre for Personal and Professional Development, the University Library, and the Computing Service. Some of these courses are tailored for the School of Arts and Humanities, and some are University-wide. The courses form a central component of the training available to graduate students, and you are encouraged throughout your time here to attend those courses most relevant to your particular stage of research.

Please note that these programmes are regularly updated as more courses are arranged throughout the year, and you are encouraged to check the relevant websites at the start

of each term. The most popular courses are run on more than one occasion, in which case the various dates from which you can choose are given below.

Graduate Development Programme

For full details of each course, including the venue, and to book a place, please visit: www.training.cam.ac.uk

The 'Timetable' tab on the right-hand side provides access to the events calendar, which is updated, usually on a termly basis, as more course dates are finalised. While you are welcome to apply for a place on any of the courses which the Graduate Development Programme offers, the following (some of which run on more than one date) are particularly recommended for graduate students in the History of Art:

Being Assertive

MBTI: Understanding personality in a research environment

Personal Effectiveness: Building resilience and coping with setbacks

Planning and Managing a Research Project

Presentation Skills

Time Management

Solving research problems creatively

Starting your PhD

Supervising & Small Group Teaching (see the next page)

Writing your first year report

University Library

The University Library runs a Research Skills Programme which includes introductory sessions and tours, a programme of subject sessions, and practical, hands-on, information skills sessions. The subject sessions cover many areas of interest to art historians in specific fields, such as 'Resources for 18th-Century Studies', 'Resources for 19th-Century Studies', and 'Asian and Middle Eastern Resources'.

For full details of each course, including the venue, and to book a place, please visit <http://www.lib.cam.ac.uk/courses/>

The University Computing Service

For full details of each course, including the venue, and to book a place, please visit <http://www.training.cam.ac.uk/ucs/theme>

The courses in PowerPoint and EndNote are highly recommended for all graduates. MPhil students are also advised to attend the first session on Presenting, in preparation for their first MPhil presentations.

PowerPoint 2016: Introduction	Friday 1 December 2017
PowerPoint 2016: Further Use (self-paced)	Wednesday 6 December 2017
Publisher 2016: Creating Professional Publications	Friday 16 March 2018
Endnote: Introduction to a Reference Management Program (Self-paced)	Wednesday 18 October 2017
Office 2016: Excel, Word and PowerPoint Top Ten Tips	Friday 20 October 2017

Centre for Personal and Professional Development

For full details of each course, including the venue, and to book a place, please visit <https://www.ppd.admin.cam.ac.uk/courses-and-programmes>

Supervising Undergraduates: An Introduction

Tuesday 3 October 2017
 Monday 16 October 2017
 Monday 30 October 2017
 Thursday 18 January 2018

Supervising Undergraduates More Effectively

Monday 15 January 2018

The above course can be booked via the following link:

<http://www.training.cam.ac.uk/cppd/event/650905>

The Language Centre

The Language Centre supports the teaching and learning of languages throughout the University. It does so flexibly in accordance with the needs of its users; it uses IT to underpin its operations and its activities are informed by relevant research in second language acquisition and educational technology. For more information visit their webpage:

<http://www.langcen.cam.ac.uk/lc/index.html>