

**The ARC Network for Early European Research presents ‘Preparing for Life after the PhD’, consisting of 2 Sponsored Postgraduate Advanced Training Seminars (PATS):**

1. ‘From postgraduate to professional: how to get a real job’  
and
2. ‘From thesis (or other scholarly work) to book: the proposal’

**Dates:** Tuesday 29 and Wednesday 30 September 2009

**Venue:** The University of Adelaide

**Organiser:** Dr Lucy Potter (English, University of Adelaide)  
[lucy.potter@adelaide.edu.au](mailto:lucy.potter@adelaide.edu.au)

**Distinguished Visiting Scholars:** Associate Professor Susan Broomhall (History, University of Western Australia), Dr Juanita Ruys (ARC QEII Senior Research Fellow and Associate Director of the Centre for Medieval Studies, University of Sydney)

**Rationale and Aims:**

These two training seminars aim to take the fear out of life after the PhD by preparing participants for their careers in two, specific ways:

- By giving participants a head start in today’s competitive job market through the production of a job application package; and
- By encouraging participants to look beyond their PhD with the production of a book proposal based on their thesis for an academic press.

These seminars are designed to enable postgraduates to identify the skills they have learned during their candidature, and to apply, or ‘transfer’ those skills to real-life contexts both in and beyond the academy. They offer expert guidance directed at developing two specific documents with which students can meet the challenges they will face after completing their PhD.

**Information for Applicants**

Applicants for the PATS are encouraged to attend the Symposium—‘Reading the Past in Present Day Adelaide: Researchers and Resources’—to be held at the University of Adelaide on Monday 28 September 2009. Postgraduates registered with NEER and ECR NEER participants accepted to attend may be eligible to receive financial assistance from NEER of up to \$500.00.

Applications should be sent directly to Lucy Potter ([lucy.potter@adelaide.edu.au](mailto:lucy.potter@adelaide.edu.au)), and should include:

- (i) details of the degree in which you are enrolled (PGs) or the title of your current research projects (ECRs)
- (ii) a statement of support from your supervisor or equivalent (PGs)
- (iii) a c.300-word statement outlining how the event will benefit your research (Symposium and PATS 2) and/or your current position (PATS 1)
- (iv) demonstrated necessity of financial assistance (if applicable)

**Deadline for Applications:** Friday 31 July 2009

Descriptions and details of each of the PATS follow.

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**‘From postgraduate to professional: how to get a real job’ (PATS 1)**

**Date:** Tuesday 29 September 2009

**Organiser:** Dr Lucy Potter (English, University of Adelaide)

**Presenters:**

Associate Professor Susan Broomhall (History, University of Western Australia), Professor David Lemmings (Head of the School of History and Politics, University of Adelaide), Professor Graham Tulloch (Dean of the School of Humanities, Flinders University), Dr Lucy Potter (English, University of Adelaide).

**For the attention of:** any postgraduates, especially those in the late stages of their candidature, and any early career researchers seeking professional employment in any sector (i.e. not restricted to those seeking academic employment).

**Aims and structure of the PATS:**

Applying for a professional position, no matter the sector, can be a daunting task. This is especially so for those seeking full-time employment for the first time. The job application is a genre in its own right: it has its own rules, rhetorical strategies (visual as well as written), specific audience, and expectations. The production of a successful job application package requires a great range of skills, and a great deal of preparation, planning and organisation. This training seminar is a hands-on, practical one in which participants will produce all three sections of the job application package: the covering letter, the CV, and the document addressing selection criteria (the really hard part!). There will also be time to address the job interview.

In the course of this one-day Postgraduate Advanced Training Seminar, participants will:

- Learn how to ‘decode’ job advertisements
- Learn about the challenges that job applications pose, and practice strategies for negotiating them successfully
- Learn how to match existing skills and experience with the requirements specified in the job advertisement
- Practice composing the three sections of the job application package and submit them for peer review and comment
- Learn the most common questions asked at interviews, and devise and practice answers to them
- Learn how to adapt and tailor a job application to individual positions
- Learn what an appointment committee is looking for in applications and applicants

**Objective:** To equip students with the knowledge and skills, and the primary document they require to successfully enter the job market by

- Producing a job application package

- Enabling students to identify existing skills and experience and apply them in a range of employment contexts
- Familiarising students with common aspects of job advertisements
- Familiarising students with interview questions and the expectations encoded in them
- Familiarising students with the role and practices of appointment committees

### Concrete Outcomes:

The concrete outcomes of this practical seminar are the production of a job application package that gives students a head-start in the competitive job market, and the development of the oral skills required in the interview process. Students will be directed in how to adapt and tailor their job application for a variety of positions. The first job application package is the hardest, and the production of one will give students a significant advantage and increased confidence as they prepare to enter the job market. Discussion and peer review of job application packages can continue after the seminar via a dedicated Confluence collaborative workspace.

**Expectations:** Participants MUST prepare for the seminar in the following ways:

1. Gather examples of advertisements for ‘serious’ jobs that you would apply for in real life. By ‘serious’ I mean professional—the job you want for your career—not pizza delivery person.
2. Prepare a draft of a CV: it doesn’t have to be perfect but it should be as up-to-date as possible.
3. Find and print out your university’s Graduate Attributes.
3. Bring the examples of job advertisements, the draft of your CV, and the Graduate Attributes of your university to the seminar.

**Format:** a combination of presentation, roundtable discussion, analysis of models, writing practice, peer review and comment.

### Program

Time	Topics and Tasks
<b>9.00-10.30</b>	<b>Introduction and CVs (Dr Lucy Potter):</b> <ul style="list-style-type: none"> <li>• Decoding the job advertisement</li> <li>• Parts of the job application and their function</li> <li>• CVs: sections, ordering information, formatting, attention to detail</li> <li>• Writing practice, peer review and comment</li> </ul>
<b>10.30-10.45</b> <b>Break</b>	
<b>10.45-12.30</b>	<b>Selection Criteria and Graduate Attributes (Lucy Potter)</b> <ul style="list-style-type: none"> <li>• Common selection criteria</li> <li>• Mapping against Graduate Attributes</li> <li>• Common academic selection criteria</li> <li>• Strategies for answering selection criteria (you have the skills but you might not know it yet)</li> <li>• Addressing selection criteria</li> <li>• Writing practice, peer review and comment</li> </ul>

<b>12.30-1.30 Lunch</b>	
<b>1.30-2.30</b>	<b>Covering Letters (Dr Lucy Potter)</b> <ul style="list-style-type: none"> <li>• Structure, tone and format</li> <li>• Matching the covering letter to the CV and the document addressing selection criteria</li> </ul> Writing practice, peer review and comment
<b>2.45-3.45</b>	<b>Panel Presentation</b> ‘Appointment committees: what are they looking for?’ Presenters: Associate Professor Susan Broomhall, Professor David Lemmings, Professor Graham Tulloch
<b>3.45-4.00 Break</b>	
<b>4.00-5.30</b>	<b>Roundtable Discussion: Interviews (Seminar participants in conversation with Associate Professor Susan Broomhall, Professor David Lemmings, Professor Graham Tulloch, Dr Lucy Potter)</b> <ul style="list-style-type: none"> <li>• Common Questions</li> <li>• Preparing for Interviews</li> <li>• Strategies for Answering Interview Questions</li> <li>• Oral Practice</li> </ul>

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**‘From thesis (or other scholarly work) to book: the proposal’ (PATS 2)**

**Date:** Wednesday 30 September 2009

**Organiser:** Dr Lucy Potter (English, University of Adelaide)

**Presenters:**

Associate Professor Susan Broomhall (History, University of Western Australia), Professor David Lemmings (Head of the School of History and Politics), Dr Juanita Ruys (ARC QEII Senior Research Fellow and Associate Director of the Centre for Medieval Studies, University of Sydney), Dr Lucy Potter (English, University of Adelaide).

**For the attention of:** postgraduates, especially those in the late stages of their candidature, and early career researchers seeking to publish their doctoral dissertation and/or develop sections of their dissertation as discrete articles for publication in scholarly journals.

**Aims and structure of the PATS:**

Every PhD that is submitted for examination is assessed primarily on the original contribution to knowledge that it makes. As such, every PhD that passes has the potential to be published as a scholarly monograph by an academic press. Turning a thesis into a book is an aspiration

that many postgraduates have. But before you race off to start designing the cover for your book, there is other important work to do. The key to securing a contract with an academic press is the proposal; without it, the only desk your thesis will end up on is your own. The aim of this training seminar is to provide participants with the background knowledge and practical skills they need to write a book proposal based on their doctoral dissertation. It is a combination of presentations by published academics about writing a winning book proposal, and practical sessions in which participants will try their hand at addressing common sections in book proposal guidelines. But what if you have a body of scholarly work other than your thesis that you want to turn into a book? The training session will address this possibility also, as well as how to develop sections of your thesis into discrete articles for scholarly journals.

In the course of this one-day Postgraduate Advanced Training Seminar, participants will:

- Learn about the unique contributions to knowledge that their theses make, and how to communicate these and their work's other strengths in a book proposal for an academic press
- Analyse proposal guidelines from a number of academic presses in order to identify the common 'compulsory' sections
- Scrutinise models of book proposals to determine what information goes where, and why it goes where it does
- Practice writing a book proposal based on their thesis or other scholarly work
- Discuss the merits and suitability of a number of academic presses in order to identify which one is best positioned to publish their work
- Learn some 'tricks of the trade' from published academics
- Develop techniques for turning sections of their thesis into discrete journal articles
- Develop a publication strategy that involves more than one academic press

**Objective:** To equip students with the knowledge and skills to develop a book proposal based on their thesis or other scholarly work, and/or develop discrete scholarly articles from their doctoral dissertations by

- Producing a draft of a book proposal based on their thesis or other scholarly work
- Enabling students to distinguish between academic presses and their suitability
- Familiarising students with sections of the book proposal and strategies to address them successfully
- Enabling students to identify sections/arguments in their thesis that have potential as discrete journal articles
- Enabling students to tailor a book proposal to the guidelines of more than one academic press

### **Concrete Outcomes:**

The concrete outcomes of this seminar are drafts of book proposals based on the participants' doctoral dissertations or other scholarly work. Participants will also develop a publication strategy that takes into account the possibility of rejection by their preferred academic press. In this way, students will learn about and ideally be more able to cope with the harsh realities of the academic publishing world (should they encounter them in life after their PhD), and develop strategies for moving on, such as the publication of sections of their dissertations as discrete journal articles. By helping participants think beyond their PhD with directed writing and development sessions, the seminar has the concrete objective of ultimately generating book-length and/or article-length publications for all student and ECR participants. Discussion and peer review of book proposals or discrete articles arising from the PATS can continue after the seminar via a dedicated Confluence collaborative workspace.

**Format:** a combination of panel presentation and roundtable discussion (morning), and analysis of guidelines for book proposals and writing practice (afternoon).

**Program**

Time	Topics and Tasks
9.00-10.30	<p><b>Panel Presentation (Associate Professor Susan Broomhall, Professor David Lemmings, and Dr Juanita Ruys):</b></p> <p>“How to get your work published”</p>
10.30-11.00 Morning tea	
11.00-12.30	<p><b>Roundtable Discussion (Seminar participants in conversation with Associate Professor Susan Broomhall, Professor David Lemmings, Dr Juanita Ruys, and Dr Lucy Potter)</b></p> <ul style="list-style-type: none"> <li>• Developing a publication strategy</li> <li>• Moving up by moving sideways: developing discrete journal articles</li> <li>• Writing proposals based on scholarly work other than the dissertation</li> </ul>
12.30-1.30 Lunch	
1.30-3.00	<p><b>The Book Proposal: Discussion and Analysis (Dr Lucy Potter):</b></p> <ul style="list-style-type: none"> <li>• Academic presses: which one is right for my work?</li> <li>• Identifying and contextualising your unique contribution to knowledge</li> <li>• Analysis of proposal guidelines</li> <li>• What goes where and why</li> <li>• Working with models</li> </ul>
3.00-3.30 Afternoon tea	
3.30-5.30	<p><b>The Book Proposal: Writing a Draft (Associate Professor Susan Broomhall, Professor David Lemmings, Dr Juanita Ruys, Dr Lucy Potter)</b></p> <ul style="list-style-type: none"> <li>• Writing workshop</li> <li>• Peer and expert review</li> </ul>