Freie Universität Bozen
Libera Università di Bolzano
Università Liedia de Bulsan

Syllabus
Course description

Course title	Seminar 3: How to Approach Your Next Application: An Introduction
Course code	97140
Scientific sector	M-FIL/05
Degree	Bachelor in Design and Art (L-4)
Semester	Winter semester 2022/2023
Year	2nd and 3rd
Credits	2
Modular	No

Total lecturing hours	18
Total hours of self-study and/ or other individual educational activities	about 20
Attendance	75% of the attendance is compulsory to be admitted to the exam
Prerequisites	none
Maximum number of students per class	20

Course description	*The course belongs to the class "altro" in the curriculum in Design.*
	The seminar provides tools to plan, develop and edit your forthcoming internship, job, grant and postgraduate degree applications.
	The seminar will especially focus on the written documents often required as part of an application, such as CV, resumé, cover letter, project proposal, and application forms. In addition, a lecture will be devoted to the preparation of oral interviews. The seminar is practice-based, but it will also include frontal lectures and guests' presentations.
Specific educational objectives	The seminar "How to Approach Your Next Application: An Introduction" will provide useful job-related knowledge consistent with the above course description.
	The disciplinary objectives The course objective is: • Providing a critical understanding of how to best prepare for successful applications. • Learning how to develop and structure your

	application materials (especially cover letter and a project proposal)
	• Getting insights into the existing opportunities in Italy and abroad (especially EU).
	Students will have acquired
	• how to critically approach a call for application;
	• how to write, edit and critically assess relevant written application materials, such as CV, resumé, application forms, cover letter, and project proposal;
	- how to best prepare for an interview.

Lecturer	Elisabetta Rattalino email Elisabetta.rattalino@unibz.it webpage https://www.unibz.it/en/faculties/design-art/academic-staff/person/39990-elisabetta-rattalino
Scientific sector of the lecturer	L-ART/04
Teaching language	English
Office hours	Friday, after class and on appointment.
List of topics covered	- Compiling CV and Resumé - Writing a biographical statement - Mapping the available opportunities and analyzing calls for applications - Structure cover letters and a project proposal - How to approach an interview
Teaching format	The seminar is planned as a series of modules, following the main objectives as described above. Each class will include short frontal lectures, a guest's presentation and a collaborative workshop

Expected learning outcomes	**Disciplinary competence** At the end of the seminar, students will be able to: - Read critically a call for applications (we will consider job, university, grant and internship applications and project proposal); - Assess their profiles' suitability for a call for application - How to structure knowledges and experiences in cover letters; - Develop a project proposal and structure it in their writings; - Consider organizational aspects in setting up their own independent practice; - How to best prepare for interviews.

	Knowledge and understanding
	The students will have acquired:
	- the basic knowledge necessary for writing a clear project proposal for a grant application in the field of design, visual arts, or the cultural sector at large;
	- the basic knowledge to orientate themselves in the art, design and cultural scene in Italy and abroad and to look for opportunities;
	Ability to apply knowledge and understanding
	Students will be able to:
	- present their work in written form
	- develop their written project proposals in the field of design, visual arts, and culture at large;
	- Critical assess and edit their written applications, cover letters and project proposals;
	Transversal skills /soft skills
	Autonomy of judgment
	The students must have developed:
	- a good autonomy of judgement aimed at developing one's own capacity and the set of decisions necessary to carry out an application and/or a project proposal to its' conclusion
	- a good autonomy of judgement in the critical evaluation of their work and in their ability to use correct interpretative methods in relation to the contexts in which they intend to apply for an internship, a job, a grant, or a course of study.
	Communication skills
	Students will be able to:
	- present their own work orally and in written form at a professional level;
	- communicate and motivate the reasons for their choices and motivate them from a formal, technical, scientific and theoretical point of view;
	Learning skills
	Students learn to:
	to autonomously write well-structured, coherent and relevant application materials and project proposals.
Assessment	Fulfilment of the expected learning outcomes:
	- Written and oral exam: students will be asked to analyze and respond to a call for application by producing relevant materials to this aim.
	To successfully complete the module, students will have

	to actively participate to the collective discussions and exercises.
Assessment language	The same as the teaching language
Evaluation criteria and criteria for awarding marks	No final mark, but only "passed" or "fail".

Required readings	Lecture notes.
Supplementary readings	