Syllabus
Course description

| Course title | Seminar "How to Approach Your Next Application: An Introduction" |
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| Course code | 97141 |
| Scientific sector | - |
| Degree | Bachelor in Design and Art (L-4) |
| Semester | Summer semester 2020/21 |
| Year | 1$^{st}$, 2$^{nd}$, 3$^{rd}$ |
| Credits | 2 |
| Modular | No |

| Total lecturing hours | 18 |
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| Total hours of self-study and / or other individual educational activities | about 32 |
| Attendance | 75% of the attendance is compulsory to be admitted to the exam |
| Prerequisites | none |

| Specific educational objectives | **Course description:**<br><br>The seminar provides tools to plan, develop and edit your forthcoming internship, job, grant and postgraduate degree applications.<br><br>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. A lecture, however, will be devoted to the preparation of oral interviews. The seminar is practice-based, but it will also include frontal lectures and guests' presentations.<br><br>**Specific educational objectives**<br>*include the following:*<br><br>**The disciplinary objectives**<br>The course objective is:<br>• Providing a critical understanding of how to best prepare for successful applications.<br>• Learning how to develop and structure your application materials (especially cover letter and a project proposal)<br>• Getting insights into the existing opportunities in Italy and abroad (especially EU).<br><br>**Students will have acquired**<br>• how to critically approach a call for application; |
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| | • how to write, edit and critically assess relevant written application materials, such as CV, resumé, application forms, cover letter, and project proposal;<br>• how to best prepare for an interview. |

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| **Lecturer** | Elisabetta Rattalino<br>office F5.08,<br>e-mail Elisabetta.Rattalino@unibz.it |
| **Teaching language** | English |
| **Office hours** | Friday from 17:30 to 19:30 |
| **List of topics** | - Compiling CV and Resumé<br>- Mapping the available opportunities<br>- Writing a cover letter<br>- Writing project proposals and grants applications<br>- 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. |

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| **Specific educational objectives of the course** | Expected learning outcomes:<br><br>Students will acquire:<br>- a critical approach to application writing;<br>- the ability to combine theoretical reflection with personal experience into the assessment of one's work and thus in the writing of cover letters;<br>- tools to develop a project proposal;<br>- insight into the cultural and social phenomena that characterize the design, art and the cultural sector at large. |
| **Expected learning outcomes** | *Disciplinary skills*<br><br>At the end of the seminar, students will be able to:<br>- Read critically a call for applications (we will consider job, university, grant and internship applications and project proposal);<br><br>- Assess their profiles' suitability for a call for application;<br><br>- How to structure knowledges and experiences in cover letters;<br><br>- Develop a project proposal and structure it in their writings;<br><br>- Consider organizational aspects in setting up their own independent practice;<br><br>- How to best prepare for interviews. |

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| | *Knowledge and understanding*<br>The students will have acquired:<br>- 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;<br>- the basic knowledge to orientate themselves in the art, design and cultural scene in Italy and abroad and to look for opportunities;<br><br>Ability to apply knowledge and understanding<br>Students will be able to:<br>- present their work in written form<br>- develop their written project proposals in the field of design, visual arts, and culture at large;<br>- Critical assess and edit their written applications, cover letters and project proposals;<br><br>Transversal skills /soft skills<br><br>*Autonomy of judgment*<br>The students must have developed:<br>- 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<br><br>- 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.<br><br>*Communication skills*<br>Students will be able to:<br>- present their own work orally and in written form at a professional level;<br><br>- communicate and motivate the reasons for their choices and motivate them from a formal, technical, scientific and theoretical point of view;<br><br>*Learning skills*<br>Students learn to:<br>- to autonomously write well-structured, coherent and relevant application materials and project proposals. |

| Examination method/ Assessment | Fulfilment of the expected learning outcomes:<br>- Written and oral exam: students will be asked to analyze and respond to a call for application by producing relevant materials to this aim.<br><br>To successfully complete the module, students will have to actively participate to the collective discussions and exercises. |
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| 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.<br>- Readings will be provided each week, following the lecture. |
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| Supplementary readings | |