

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 2023/2024
Year	2 nd and 3 rd
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	<p><i>The course belongs to the class "altro" in the curriculum in Design.</i></p> <p>The seminar sets out to introduce students to strategies and approaches to planning, writing and editing their future internship, job, grant and postgraduate degree applications in professionally and academically relevant contexts. The seminar will thus focus on the written documents required as part of an application, such as CVs, resumés, cover letters, project proposals, and application forms. Additionally, there will be a focus on planning oral interviews and fostering students' communication skills. The interactive seminar requires active student participation in a range of modalities, and will moreover include frontal lectures and presentations by guests whenever appropriate.</p>
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.

Lecturer	Valentina Gobbett Bamber email vgobbettbamber@unibz.it
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	webpage https://www.unibz.it/it/faculties/education/academic-staff/person/8075-valentina-gobbett-bamber
Scientific sector of the lecturer	n.n.
Teaching language	English
Office hours	Fridays 10:00-10:40
List of topics covered	<ul style="list-style-type: none"> - Course/Context-relevant linguistic and communication issues regarding English as an international language - Approaches to writing context-relevant CVs and resumés - Biographical statements - Mapping available opportunities and analysing calls for applications - Writing context-relevant cover letters - Writing context-relevant project proposals - Introducing strategies for optimising oral interviews
Teaching format	<p>Seminar modalities and principles</p> <p>The seminar teaching/learning modalities stem from sociocultural principles entailing interactive lectures supported by a wide range of programme-relevant input, and individual, pair and group work activities, to include active/creative modes of presentation by students (individually/in pairs/in groups) and lecturer alike. Students' development is therefore fostered through written and spoken lecturer input and feedback during lectures/tutorials (office hours). Such tutorials are provided in-presence as well as remotely (Teams) as appropriate.</p>

Expected learning outcomes	<p>Disciplinary competence</p> <p>At the end of the seminar, students will be able to:</p> <ul style="list-style-type: none"> - 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. <p><i>Knowledge and understanding</i> The students will have acquired:</p>
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	<ul style="list-style-type: none"> - 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; <p>Ability to apply knowledge and understanding Students will be able to:</p> <ul style="list-style-type: none"> - 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; <p>Transversal skills /soft skills</p> <p><i>Autonomy of judgment</i> The students must have developed:</p> <ul style="list-style-type: none"> - 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. <p><i>Communication skills</i> Students will be able to:</p> <ul style="list-style-type: none"> - 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; <p><i>Learning skills</i> Students learn to: to autonomously write well-structured, coherent and relevant application materials and project proposals.</p>
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<p>Assessment</p>	<p><u>Formative Assessment</u> Individual participants' development is formatively assessed on the basis of coursework, active engagement, projects and tasks, and on the basis of the participants' incorporation of lecturer feedback in their ongoing written and oral work. Weighting: 30%.</p>
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	<p>Summative Assessment</p> <p>Each individual student's participation in the Seminar is summatively assessed through the submission of a portfolio of written documents, previously informed and supported by lecturer suggestions, input, and feedback, and through brief oral presentations, culminating in a joint oral discussion of each student's work.</p> <p>Weighting - portfolio of written documents: 50%. Weighting - oral presentations: 20%.</p>
Assessment language	The same as the teaching language
Evaluation criteria and criteria for awarding marks	<p>Individual students' participation in the seminar and linked learning outcomes are evaluated on a pass or fail basis.</p> <p>Evaluation criteria:</p> <ul style="list-style-type: none"> - Active participation in course learning activities - Producing course/context-relevant written documents - Participating in brief course/context-relevant oral presentations/interview simulations - Benefiting from lecturer feedback in own written and oral work - Demonstrating an awareness of context-relevant documentation formats, and of linguistic/communicative issues regarding English as an international language in written and oral domains.
Required readings	All the course readings are provided/indicated by the lecturer during the lectures and through Teams.
Supplementary readings	All the course readings are provided/indicated by the lecturer during the lectures and through Teams.