

Spring 2014

## ACADEMIC JOB WORKSHOP

**SYLLABUS: [updated March 4]**

### **Goal:**

The aim of this Workshop is to help students prepare for the application and selection process for an academic position in the discipline, institution and academic culture of their choosing.

### **Stages of Work:**

#### *1/ Preliminary Survey:*

No later than on **February 23**, Students will send to all the Professors (and/or post-docs) a short (no longer than 150 words) Preliminary Survey, which should contain the answers to two questions: a/ What would be my dream job? b/ What difficulties I anticipate in applying for an academic job?

#### *2/ General Meeting (March 6, 3:30-5:00PM):*

All the students and all the Professors (and/or post-docs) meet for a General Meeting (1.5 hours), which would consist in:

a/ Presentations by each Professor (and/or post-doc): each Professor will make a short (up to 7 min.) presentation devoted to two questions: How does hiring of new faculty and staff work in the institution/academic culture I am familiar with? What are the most important recommendations I would like to make for people applying for an academic job?

b/ Questions from the students and answers from the Professors (and/or post-docs)

#### *3/ Individual Work by each Student:*

At this stage each student should:

a/ Find an ad for a job he/she would be inclined to apply for. The ad should be genuine, it may come from any discipline and any country, the position does not have to be still open (i.e. it may be an old ad)

b/ Write his/her application for that job. This should not be a draft, but a complete and polished application!

c/ No later than 3 weeks after the General Meeting of the Workshop (i.e. by **March 27**) each student-“candidate” should send his/her application to his/her Selection Committee (see below). Each application will be reviewed and critiqued by a committee composed of 3-4 Professors (and/or post-docs) and 1 Student. The Selection Committee should be also given the copy of the job ad the student-candidate is applying for.

#### 4/ Individual Job Interview:

This will be a mock job interview for the position selected by the student and based on his/her application. It will last about 25-30 minutes and it will involve the student-“candidate” and his/her Selection Committee (see below). This interview should be scheduled on an individual basis by the student-candidate, no later than 5 weeks after the General Meeting of the Workshop (i.e. by **April 10**).

#### 5/ Written Critiques by the Selection Committee:

No later than 2 weeks after the Individual Job Interview (i.e. by **April 24**), each of the Selection Committee members will independently send to the student-“candidate” their critiques composed of: a/ corrections and remarks to his/her written application; b/ remarks regarding his/her performance during the job interview.

#### 6/ Final Debriefing

No later than 3 weeks after receiving the Written Critiques (i.e. by **May 15**), the student-candidate should schedule a 30 minutes Debriefing with his/her Selection Committee. This final meeting will be devoted to the conclusions from the Workshop and to final questions and recommendations.

#### Selections Committees:

Student-Candidate	Selection Committee (3-4 Professors and/or post-docs and 1 fellow Student)
Kasia Chruszczewska	Szymon Wrobel ; Piotr Wilczek; Ewa Lukaszyk; <b>Krzysztof Skonieczny</b>
Karolina Mroziewicz	Maciej Abramowicz; Jan Kieniewicz; Ewa Lukaszyk; <b>Julia Lewandowska</b>
Kamil Wielecki	Simon Burton; Maciej Abramowicz; Jan Kieniewicz; Jolanta Sujecka; <b>Ines Ackermann</b>
Natalia Obukowicz	Jan Miernowski; Simon Burton; Maciej Abramowicz; Ewa Lukaszyk; <b>Kasia Chruszczewska</b>
Ines Ackermann	Jan Kieniewicz; Piotr Wilczek; Jolanta Sujecka; Jerzy Axer; <b>Agnes Mate</b>
Olimpia Dragouni	Jan Kieniewicz; Szymon Wrobel; Piotr Wilczek; Ewa Lukaszyk; <b>Karolina Mroziewicz</b>
Mate Agnes	Jan Miernowski; Simon Burton; Jerzy Axer; <b>Natalia Obukowicz</b>
Krzysztof Skonieczny	Jan Miernowski; Szymon Wrobel; Piotr Wilczek; Simon Burton, Jerzy Axer; <b>Kamil Wielecki</b>
Julia Lewandowska	Jan Kieniewicz; Szymon Wrobel ; Piotr Wilczek; Ewa Lukaszyk; <b>Olimpia Dragouni</b>

#### Participants:

Professors: Jerzy Axer, Piotr Wilczek; Jan Kieniewicz; Szymon Wróbel; Maciej Abramowicz; Ewa Łukaszyk; Simon Burton; Jolanta Sujecka; Jan Miernowski,

Students: Kasia Chruszczewska; Karolina Mroziewicz; Kamil Wielecki; Natalia Obukowicz; Ines Ackermann; Olimpia Dragouni; Mate Agnes; Krzysztof Skonieczny; Julia Lewandowska

**Expected Outcome:**

- A preliminary survey written by each student participant
- A complete, genuine application for a job written by each student participant
- A presentation by each Professor
- Critiques to the students' job applications written by 2-3 Professors and 1 fellow student.