

Common Seminar

1. General information

Instructors

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Code: W0R00A

Credits: 4 EC

Term: Fall 2023

Time: Wednesday, 09.00-12.00 + one evening (Nov. 8, 19.15-21.15 – see schedule, below)

Room: A (Kardinaal Mercierplein 2) **unless indicated otherwise** (see schedule, below)

Office hours: By appointment (send an email to the relevant person)

2. Purpose and requirements

This seminar is designed to prepare students for a range of central aspects of an academic career in philosophy. The meetings are intended (1) to provide information on a variety of relevant subjects; (2) to teach students how to write abstracts, articles, grant proposals, personal statements and a C.V.; and (3) to teach students how to give oral presentations. When possible, the results of the assignments will be discussed in class. Students will receive feedback on all assignments.

The sessions will usually take around 2 - 2,5 hours, but 3 hours if necessary. At times, the more formal part of the session may be followed by conversations among small groups of students about the material of that week and/or the assignments (either drafts or graded versions).

3. Evaluation

The course is evaluated as Pass/Fail (i.e., no numeric grade). The course evaluation consists in 3 written assignments and 2 oral presentations. They will not be numerically graded, but in order to pass course, students **must receive a ‘pass’ for all assignments and oral presentations**. If assignments are submitted after the deadline without good reasons, they will not be graded. **Attendance is obligatory**: only one absence without a valid reason is permitted.

Students who **miss two classes** or more, must have an excuse from the HIW ombuds (i.e., requiring a valid reason and supporting documentation) or cannot pass the course.

The written assignments can only be resubmitted during the third exam period (which is in August). This is to say they **cannot** be resubmitted during the first or second term. **The oral presentations cannot be retaken during the third exam period.** All details about the assignments will be posted on Toledo. The assignments need to be submitted through Toledo as well.

Deadlines

Assignment 1	Title, keywords, and abstract of a journal article or conference talk	October 20, 17.00
Assignment 2	Introduction and statement of purpose of a research proposal	November 17, 17.00
Assignment 3	Personal Statement and CV	December 22, 17.00
Oral Presentation 1		November 29, 09-12
Oral Presentation 2		December 13, 09-12

4. Schedule

Unless indicated otherwise, meetings are on **Wednesday, 09.00 – 12.00.**

Session	Date	Room	Subject	Instructors
1	September 27	A	Introduction - Introduction - Applying to Doctoral Programs	Friedman Polloni
2	October 4	A	Writing I: Academic Papers - The structure of academic papers - Title, abstracts, and keywords - Introduction, body of the article, and conclusion - <i>Assignment 1</i> (Explanation)	Polloni
3	October 18	A	Writing II: How papers and proposals are evaluated - From planning to publication - The peer-review process - Research positions and grants - The evaluation of research proposals	Polloni
4	October 25	A	Writing III: Research Proposals - Form and structure of a research proposal - Aims, output, and results of your research - Academic style - Storytelling and research - <i>Assignment 2</i> (Explanation)	Polloni
	Wednesday, November 8, 19.15-21.15	Mercier Room	Roundtable What is it like to be a PhD student in philosophy or an academic philosopher?	Various

5	November 8	A	Writing IV: Plagiarism and Teaching - Plagiarism - Teaching and learning - Active learning and UDL principles - The syllabus	Polloni Friedman
6	November 15	A	Oral Presentation: Introduction - Poster Presentations - Giving a(n Academic) Talk - Handout and Powerpoint	Meneganzin Friedman
7	November 22	A	Writing V: Presenting Yourself - Personal Statements (aka Statements of Purpose) - CV - <i>Assignment 3</i> (Explanation)	Friedman
8	November 29	TBA	Oral Presentations I For the 5-minute presentations, the group will be divided into groups of 8-10 students.	Friedman Roudaut Meneganzin
9	December 13	TBA	Oral Presentations II For the 10-minute presentations, the group will be divided into groups of 6-8 students.	Friedman Roudaut Masolini Meneganzin

5. Useful Information

a. Recommended literature

Feibelman, Peter J. (2011), *A PhD Is Not Enough!: A Guide to Survival in Science*, Basic Books.

Murray, Rowena (2011), *How to Write a Thesis*, Open University Press.

Strunk, William Jr. and White, E.B. (1999), *The Elements of Style*, Pearson. (On Toledo)

Susan Thurman (2003), *The Only Grammar Book You'll Ever Need: A One-Stop Source for Every Writing Assignment*, Adams Media. (On Toledo)

Desmond Thomas (2016), *The PhD Writing Handbook*. Macmillan (in the library of the institute)

An electronic version of the *Chicago Manual of Style* can be accessed through LIMO; a short version is available at: http://www.chicagomanualofstyle.org/tools_citationguide.html

b. Writing Lab, English Courses, Learning Foreign Languages

Students who wish to receive feedback on their English writing can consult the **Writing Lab** of the Institute of Philosophy: <https://hiw.kuleuven.be/eng/programmes/writinglab>

Students who wish to improve their English can enroll in a course offered by the **Leuven Language Institute** (ILT) of KU Leuven. Deadline for the first term: September 23. See http://ilt.kuleuven.be/english/cursus/andere_academic_english.php

The ILT also offers (free) **face-to-face advice** and an electronic tool called **Academic Writing Assistant**:

<https://ilt.kuleuven.be/english/writingcentre/>

https://ilt.kuleuven.be/schrijfhulp_eng/

Websites / apps that offer advice on learning languages (in many cases for free) through the internet:

<http://www.english-for-students.com/Grammar.html>

<https://learnenglish.britishcouncil.org/en/english-grammar>

<http://www.mosalingua.com/en/>

<http://www.openculture.com/freelanguagelessons>

<https://www.tandem.net/>

<https://www.ldoceonline.com/exercise/>

https://owl.purdue.edu/owl/general_writing/index.html

<https://www.springer.com/gp/authors-editors/authorandreviewertutorials/writinginenglish>

<https://learnenglish.britishcouncil.org/basic-grammar>

Apart from English, it is strongly recommended that students who want to pursue a PhD learn at least to read the foreign language(s) relevant to their project (Latin, Greek, French, German, etc.). Apart from the courses offered by ILT, the Theology Department offers courses in (Church) Latin and Greek; the Institute of Philosophy offers courses devoted to reading French and German philosophical texts (NB: they cannot be taken as electives):

https://onderwijsaanbod.kuleuven.be/2017/opleidingen/e/SC_50531920.htm#bl=04,0401

https://onderwijsaanbod.kuleuven.be/syllabi/e/W0EA0AE.htm#activetab=doelstellingen_idm4055520

https://onderwijsaanbod.kuleuven.be/2017/syllabi/e/W0EB0AE.htm#activetab=doelstellingen_idp37888

c. Information about Philosophy Journals

- **Guidebook for Publishing Philosophy**: very helpful as regards acceptance rate, backlog etc: <http://sophia.smith.edu/~jmoulton/guidebook/j.htm#JHP>

- **Wikipedia**: https://en.wikipedia.org/wiki/List_of_philosophy_journals

- **Flemish Academic Bibliography** for the Social Sciences and Humanities (VABB-SHW): see Toledo or <https://www.ecoom.be/en/data-collections/vabb-shw>

- **Erih list:** see Toledo. Ideally, you should publish in journals listed here. The list distinguishes 3 categories: INT1 (high-end international journals), INT2, and NAT (national journals).

- Avoid publishing in so-called **predator journals** at all costs: they are just means to make money. So make sure the journal of your choice is listed on the VABB-SHW list or another reliable list. See:

<http://www.aje.com/en/arc/8-ways-identify-questionable-open-access-journal/>

Finding books and journal articles

At KU Leuven, **LIMO** is the tool that allows you to identify or access books and journals, and to download articles. Other tools include **Philpapers** (recommended), **Research Gate**, and the **Philosopher's Index** (the latter must be accessed through LIMO). Many books are (partly) available on **Google Books**.

<http://limo.libis.be/primolibweb/action/search.do?vid=KULeuven&fromLogin=true>

<http://philpapers.org/>

<https://www.researchgate.net/>

Email lists that announce calls for papers, conferences, jobs, etc. (you need to subscribe):

Philos-L: <http://listserv.liv.ac.uk/archives/chora.html>

Philevents: <http://philevents.org/>

Philosop: <https://lists.louisiana.edu/mailman/listinfo/philosop>

Videos about IELTS exams and the Toefl test: try www.youtube.com

Blogs and websites that may offer useful information about applying to doctoral programs etc.:

<https://thegradcafe.com>

<https://blog.apaonline.org/tag/the-splintered-mind>

<http://dailynous.com>