

**PG7002 CAREER DEVELOPMENT, THE JOB MARKET, AND VIVA PREPARATION FOR END-STAGE
PHD STUDENTS IN HUMANITIES AND SOCIAL SCIENCES
2025-2026**

Time and Date: Mon 1, Tues 2 and Thurs 4 December 2025

Module Co-ordinator: Prof Silvia Ross, School of Languages, Literatures and Cultures

Number of Credits: 5 credits

Teaching Methods: 2.5-day workshop

Lecturer(s): Prof Silvia Ross, Department of Italian and Staff, Deirdre Parker & Mary McCarthy, Career Services, UCC

Venue: In-person, on campus.

Monday, 1 December - Brookfield Health Sciences Building, Room 3.01

Tuesday, 2 December - Brookfield Health Sciences Building, Room 3.01

Thursday, 4 December - Tower Room 2, North Wing of the Quad

Module Objectives:

- To develop the advanced doctoral student's professional profile and his/her understanding of the job market and the interview process.
- To prepare end-stage doctoral students for the viva voce exam.

Module Content: This course will provide professional training for postgraduate students in the humanities (in their second year or higher) as they approach completion of their studies and prepare for the job market. Topics addressed include the following: importance of and strategies for completing the thesis; preparing job applications; the job market (e.g. Ireland, UK, and N. America); opportunities for PhD graduates outside the Academy; documenting evidence of good teaching practice; developing a publishing profile; conference participation and organization; investigating grant opportunities; among others.

Learning Outcomes: On successful completion of this module the student will be expected to demonstrate an ability to:

- Identify key areas in his/her curriculum vitae that need to be developed
- Build an online presence that will enhance his/her professional profile
- Present a professional dossier for job interviews
- Have an awareness of the job market, the interview process and what skills s/he needs to develop further

Assessment: In addition to participation in a mock job interview, students will be required to produce a professional portfolio which will include the following elements:

- a Curriculum Vitae
- a cover letter for job application
- a LinkedIn profile (or a profile using an alternative social media platform, e.g. Academia.edu, ResearchGate.net)
- a teaching dossier

The co-ordinator will advise regarding deadlines.

Compulsory Elements: Continuous Assessment

Penalties (for late submission of Course/Project work etc.): 10% reduction on grade achieved.

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Monday 1, Tuesday 2 and Thursday 4 December 2025

Please note that the schedule below may be subject to modification

PREWORK:

In order to maximise the time involved in the workshop, participants will need to do some preparatory work in advance. We have indicated appropriate resources below. Prework includes:

1. Complete the Hallowell Questionnaire.
2. Completing the Interests, Skills and Values assessments at this website:
<https://www.imaginephd.com/>
3. Creating a "Master CV" using the automated tools offered to UCC Careers Services: <https://careerset.io/ucc>
4. Selecting a **peer-reviewed journal** in their field in which they would like to publish and indicating the relevant website for submissions
5. Identifying a **job spec**, whether an academic or non-academic post, and providing the website/announcement

Schedule

Monday, 1 December

9.30 am-11.00 am	Introductions Preparing for the Academic Job Market <ul style="list-style-type: none"> ▪ Developing a publishing profile: journal articles; thesis into book ▪ Completing the thesis: strategies ▪ Viva preparation 	Silvia Ross
11.00 am-11.30 am	Coffee Break	
11.30 am-1.00 pm	Preparing for the Academic Job Market <ul style="list-style-type: none"> ▪ The Job Market: applying for Academic jobs e.g. in Ireland, the UK, North America ▪ Writing Job Applications for an academic post 	Silvia Ross
1.00 pm- 2.00 pm	Lunch break	
2.00 pm-3.30 pm	Preparing for the Academic Job Market <ul style="list-style-type: none"> ▪ Documenting evidence of good teaching practice for job applications (e.g. student evaluations, Teaching Portfolio) 	Silvia Ross
3.30-4.00	Coffee Break	
4.00 pm – 5.00 pm	<ul style="list-style-type: none"> ▪ Documenting evidence of good teaching practice for job applications: relationship of research and teaching; developing a teaching philosophy 	Silvia Ross

Tuesday 2 December

9.30 to 9.50 am	Welcome, Introductions, Hopes and Expectations	
9.50 to 10.30 am	Career Brainstorming for Arts and Humanities PhDs This practical, interactive workshop builds on the interests, skills and values assessments in the “Imagine PhD” tool to brainstorm career options through the creative power of the group.	
10.30 to 11.00 am	Coffee	
11.00 to 12.30 pm	Career Networking and Relationship Building for Arts and Humanities PhDs This practical, interactive workshop explores ways of increasing your visibility, relationships and reputation through the application of networking and relationship building skills and techniques, online and offline. Participants will be encouraged to apply those same networking techniques to establish and strengthen their visibility, relationships and influence in targeted job clusters.	Deirdre Parker, Mary McCarthy (Careers) TEL Unit and CACSSS panel
12.30 to 1.30 pm	Lunch	
1.30 to 2.45	CVs and Written Applications: <ul style="list-style-type: none"> • Tailoring Your CV for the Context (Academic and Non-Academic Roles) • Creating an “online” CV using LinkedIn and other relevant platforms 	
3.00 – 4.00 pm	Interview Readiness for PhD Students: Participants will be taken through what to expect at interviews for academic and non-academic roles and given the opportunity to take a practice interview through the “Shortlist.Me” interview practice system, currently available to UCC students on licence.	Mary McCarthy, Deirdre Parker (Careers)

Thursday, 4 December

10.00-1.30	Mock Interviews A simulated panel interview for an academic post resulting in individualised feedback from experienced academic interviewers	Silvia Ross, Deirdre Parker, Mary McCarthy
1.30-3.00	Lunch	
3.00-5.30 p.m.	Mock Interviews	Deirdre Parker, Mary McCarthy, Silvia Ross, Staff