Guide to Assessment

5 ECTS Careers and Employability
module for PhD students
2021-2022

Overview

This 5 ECTS module consists of three formal assessments: *Final Critical Reflection*, *Group Poster Project* and *CV and Cover Letter Review*. Details of each assessment are presented below, together with weighting and submission dates.

Please take time to review the marking rubrics for all assessments so that you are fully informed before completing. You will also attend a webinar with TCS to address any queries you may have, discuss the assessment rubrics and encourage peer learning.

Final Critical Reflection assessment - 80% weighting

This is a holistic assessment of your individual career and employability journey on this module. It requires you to critically reflect on the entire module and apply the learning to your own personal and professional development.

You should reflect on:

- Your skills in relation to your PhD and the workplace.

- Your beliefs, values, interests and potential.

- The tools you have utilised to plan and manage your career and the connections you have made with other students, alumni and industry partners.

  Your pre and post-course work, online Skills Audit tool and Reflective PDF, in-session reflective exercises, online discussions and journal entries, webinars, podcasts and videos, online tasks and tools (e.g. Profiling for Success assessments) and any other activities you feel will contribute.

With all of this in mind, you are required to write a 2,000 – 2,500 word critical reflection, which can be supported a 5-minute video or audio podcast or an optional image/s.*

*Submission of a video/audio podcast will mean that the overall wordcount requirement is reduced. A 5-minute video/audio podcast is the equivalent of 1,000 - 1,500 words and so reduces the word count to c. 1,000 words for the 5 ECTS module. The use of an image will not reduce the overall wordcount. However, it may be useful to support the reflection. Any images will need permission to photograph from the relevant individuals and/or workplace.
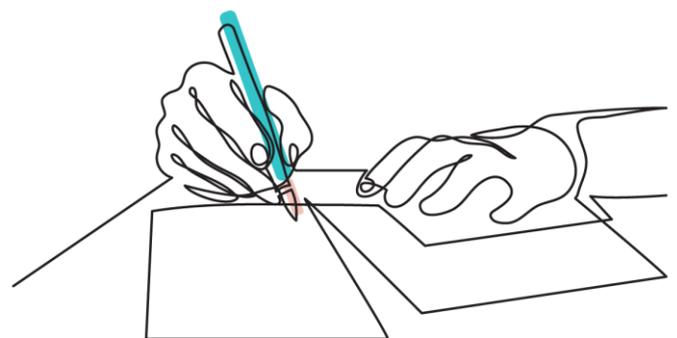
Final Critical Reflection Question:

Write a critical reflection of your individual career and employability journey on this module, which includes your personal and career plans and the career path which you feel, at this stage, is of most interest to you.

Prompt questions to aid the development of your Final Critical Reflection:

- Have my goals for how I would like to make an impact on the world changed? If so, how?

- At this point in my life, how do I want to continue to do things/do things differently in my career/professional life?

- At this point in my life, what are the areas of professional development that I will focus on?

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- What key skills do I offer?

    o What are my key strengths and areas for development?

    o How can I maximise my strengths and minimise/manage my areas of weakness?

- What skills do I realistically need in order to enter and survive in this career? Are there any immediate skills or knowledge gaps and how will I address these?

- What approaches could I take to designing my career?

- How does this career fit in with my beliefs, strengths, values, personality and areas of interest?

- How have I managed the emotions of navigating this career path? Are there internal obstacles I need to overcome?

- Would I describe myself as career resilient? Why?

- What tools have I developed which could be applied e.g. networking with alumni, tailoring my CV for a particular sector?

- How has my understanding of my work style changed/evolved e.g. am I a team-player or more individual?

- What are my crucial next steps and long-term actions that I could take to support myself on my career and employability journey?

Submit your assignment on Blackboard by **28th April 2022 at 5pm**. It will be reviewed and graded by the Module Co-ordinators.

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Group Poster Project - 10% weighting

The group poster project aims to identify the transferable skills that PhD students develop through the course of their degree. You will work collaboratively with other PhD students on the module to produce a poster which addresses:

Group Poster Project Question:

Showcase the employability skills of a PhD student in pursuing a career in academia or beyond academia

You will be allocated to a group of students and each group will be diverse in terms of research area and stage in their PhD. You are encouraged to meet separately as a group to decide on your focus and areas of responsibility. Try to consider each group member's areas of interest and expertise – this is a good opportunity to learn from each other. Please allow time to have engaging conversations on this topic.

Groups are asked to explore all information relevant to this topic as fully as possible and as a minimum should consider the following points and tips:

- Research existing skills tools e.g. IUA Graduate Skills Statement, Vitae RDF.

- Reflect on your experience of completing the online *Skills Audit, Reflective PDF* and attending the *Mapping Skills onto Career Options* session.

- Reflect on skills you have developed during your PhD. How might some of these transfer onto academic or non-academic settings?

- Include skills which are relevant to your chosen focus: careers in academia or beyond academia.

- We are looking for employability skills which transcend specific discipline requirements, so it is important to think of general or global skills (e.g. problem-solving) as opposed to a more granular focus (e.g. a specific lab technique).

- Consider how to present your content – how best can you graphically depict it?

- Make sure your content is supported by evidence.

Create a Poster of size A0/A1 (see poster template on Blackboard). Submit your group assignment on Blackboard by **Thursday 10th March 2022 at 5pm**. It will be reviewed and graded by the Module Co-ordinators.

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CV & Cover Letter Review - 10% weighting

Complete a CV and Cover Letter tailored to a particular academic or non-academic position submitted to Trinity Careers Service for feedback. Please submit three documents - your CV, Cover Letter and job advertisement through MyCareer (https://www.tcd.ie/Careers/mycareer/students.php). Submit by **4th March 2022** and attend a half hour feedback session between **14th & 31st March 2022**.

When submitting your three documents, you will be asked to book onto a half hour individual feedback appointment with a CV Reviewer.

Prior to completing this assessment, you should take time to review *The Art and Craft of a Great CV* and *Writing an Effective Cover Letter* sessions, including all pre- and post-session tasks.

You may wish to share and discuss your assessments with your Academic Supervisor to identify and progress areas for development.

Pass Standard

50% - The module will be assessed on a pass or fail standard.

Students who do not reach the required standard in any of the required assessments must re-submit following feedback.

When students successfully complete the Careers and Skills module components, they will be given the option to transfer to the 10 ECTS module, which includes an additional work-based learning component, or to continue to complete the assessment requirements for the 5 ECTS module.

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