BTP2BA_T_9
Academic Self-efficacy
PhD course
Spring 2020/2021

Time: Friday, 14.00-15.40

Contact: Webex/ rm. 111.

Instructors:
Dr. Eszter Ureczky
Dr. Balázs Venkovits

Guest instructors:
Dr.Tünde Polonyi
(psychologist)
Eszter Patócs (librarian)

Course description: This course is designed to help PhD students learn how to bring the very best out of themselves while working on their doctoral dissertations, both in terms of academic achievement and mental wellbeing. The first half of the course is devoted to four major blocks related to the practicalities of academic life: written genres (e.g. how to write a successful research plan when applying for a scholarship?), oral skills (e.g. how to make a good impression at an interview and other occasions?), IT know-how (e.g. how to use databases effectively for research?), and action planning (e.g. how to make long-term career plans?). The second half of the course is entirely focused on self-care and mental health (e.g. stress, conflict management, assertiveness, burn-out, etc.). The course is concluded by all students presenting their online academic profiles developed during the term.

Important information: the class is limited to a maximum of **10 students** and the second half of the course will be preceded by a short individual interview to facilitate discussion, ensure effective cooperation and work in consideration of personal needs as well. The **grade received for the course is based ONLY on student performance related to the first part of the class**.

Requirements
Presence at classes: **no more than three** absences are allowed. In the case of a longer absence (either due to illness or official leave), the tutors and the student will come to an agreement of how to solve the problem.
Assignments: in some cases, students will be asked to prepare an assignment for class as a basis of in-class work. The preparing of these **home assignments** and their quality also contribute to the final grade.
Participation in classroom discussions: students are expected to take part in **classroom discussions,** to support fellow students by their feedback, this activity contributes also to the final grade.
Term assignment: by the end of the course, students will have created and updated their **Linked-in, Academia.edu, and Google Scholar, ResearchGate, Scimago, Scopus profiles,** which also contribute to the final grade.

Grading

Course components	
presence in class	14%
home assignments	16%
classroom discussion	20%
term assignment	50%
total	100%

Grades	
87-100%	**5**
75-86%	**4**
63-74%	**3**
51-62%	**2**
0-50 %	**1**

Week	Date	Topic
1	12/02	Orientation, introduction: why take this course?
2	19/02	I. WRITTEN GENRES (EU) • longer and shorter research plan (English/Hungarian) • cover letter (contacting someone for a letter of support) • application forms for grants & scholarships • book proposal
3	26/02	II. ORAL SKILLS (BV) • interviewing skills (job/scholarship) • self-presentation • elevator pitch • academic communication
4	05/03	III. IT KNOW-HOW (EP) • how to edit your CV • list of publications • MTMT • how to use data bases and libraries for research
5	12/03	IV. ACTION-PLANNING (BV, EU) • time management, procrastination • evaluating publication opportunities, editors • networking • how to make long-term career plans, topic changes
6	19/03	V. SELF-CARE (TP) V.1 Professional identity, career routes Time management Cooperating with colleagues and supervisors, team work
7	26/03	V.2 Institutional roles and identity Efficiency at work, offline and online Developing soft skills
8	02/04	No class (national holiday)
9	09/04	No class (Spring break)
10	16/04	V.5 Mental health in academia, self-knowledge and self-care Handling work stress Writer's block, impostor syndrome
11	23/04	V.6 Professional and personal life paths Assertive communication, agreeability
12	30/04	V.7 Conflict prevention and management Burn-out
13	07/05	V.8. Open session to discuss problems suggested by the group
14	14/05	VI. Presenting your online academic profiles, evaluation