

# FAQ „Academic Work Experience 1 & 2”

Prof. Dr. Marcus Callies, June 18th, 2020 (Version 3.0)

First: Read the module descriptions for both modules carefully! You may find answers to some of your questions there. The descriptions can be found on the program’s website at <https://blogs.uni-bremen.de/maesc/> , section “Modules & Study Program”

## 1. Basic information

### AIMS

The idea of these two modules is for you to gain first-hand experience of **the manifold facets of academic work and practice**. Targeted competencies and skills are:

- organizing skills when co-organising a workshop / conference,
- gaining insights into the structure and daily routines of an academic (research) institution,
- gaining insights into the structure and daily routines of an academic publishing house etc.,
- gaining some first teaching experience,
- professionalising your presentation skills (e.g. giving an oral presentation, designing and presenting a poster),
- professionalising your academic writing skills (e.g. writing a conference abstract, a proceedings or research paper, a book review etc.),
- gaining first reviewing and editing experience,
- developing network skills, e.g. when attending academic events.

### ACTIVITIES

Students individually organise their active participation in various forms of academic work and practice in co-operation and under the supervision of their mentor. **Students can and should select from a variety of activities to create their portfolio:**

- helping in the (co)organization of a workshop or (student) conference,
- internship / guest stay with a research institution, an academic publishing house, an educational or a cultural institution of significance to the study program, e.g. film, theatre etc.
- participation in a conference or workshop, if possible with your own contribution, e.g. paper or poster presentation,
- participating in a summer school or similar extracurricular graduate event
- submitting a first small publication, e.g. in publication relating to a conference or workshop you participated in (e.g. a proceedings volume or online publication)

- reviewing conference abstracts or writing a book review
- editing conference proceedings etc.
- teaching, e.g. a tutorial within one of the faculty's study programs.

**! IMPORTANT !:** This is an open-ended list, other types of activities are feasible. Please talk to your mentor or a representative of your targeted specialisation area, as well as the person who is responsible for the two modules (currently Prof. Callies).

## ASSESSMENT

For the two modules, **9 credit points** (CP) each have to be acquired. One CP is approximately equivalent to **30 hours of work**.

- AWE 1: 1 “Studienleistung” (ungraded exam, only pass or fail) = **portfolio** (for all the activities you have carried out in this module, you collect the respective certificates you have obtained and submit them in a portfolio)
- AWE 2: 1 “Prüfungsleistung” (graded exam, you grade for the whole module) = **written reflective project report**

## 2. Some first FAQs (to be extended)

1. **How do I obtain a certificate for a relevant activity and what information must be provided on that certificate for it to count towards the modules?**

A: You need to ask a person from the hosting/organising institution to issue a certificate that is signed and possibly also stamped. For activities within the university (e.g. when helping faculty members in the organization of a workshop or conference etc.) we have designed a template that you can download from the program's website and use:

<https://blogs.uni-bremen.de/maesc/academic-work-experience-1-2/>

Otherwise, esp. for external activities, please ask the responsible person to issue an official certificate that clearly details:

- a) the specific activities you carried out,
- b) the number of working hours you spent (for the individual activities and in total; this is needed to calculate the number of CP that can be awarded), and
- c) that the activities were carried out in English.

**2. How do I know if a certain activity I have in mind and I would like to do is relevant and will count towards my CP in the modules?**

A: It is advisable to talk to your mentor or a person from the subject area you intend to specialise in. Then go and talk to the person who is responsible for the two modules (currently Prof. Callies) to obtain consent.

**3. I don't really know what types of activities I should target. I am lost. What can I do?**

A: First, consult your mentor or a person from the subject area you intend to specialise in. They are the experts in their respective fields and know what workshops/conferences etc. will be organised and may be relevant and suitable for you. It is also a good idea to choose activities that are relevant for your future field of occupation (e.g. academia, education/teaching, translation, publishing, culture etc.).

**4. Do courses that are offered in the regular course catalogue qualify as activities for AWE 1 and/or 2?**

A: No, you can only gain credit points for **extracurricular** activities that relate to academic work and practice. Classes offered by other programs in our faculty, and those offered by neighbouring faculties (e.g. in history, ethnology, politics, sociology etc.) may qualify for the Supplementary Studies module, though.

**5. The form of assessment in AWE 2 is a graded project report. What kind of report is expected, what should it contain and how long should it be?**

This reflective report (5-10 pages of text) you should be a written reflection and assessment of a longer activity (e.g. an internship) you picked and completed in the AWE 2 module. In the report you describe your motivation for doing the activity and its relevance for your studies / intended specialisation and its potential usefulness for professional aims and plans. Then write something about your expectations and detail the things you did during the activity. Reflect on its usefulness and if your expectations were fulfilled or not. What did you take away from the activity, what are the insights into the professional field, what skills did you acquire? Did this experience help you make decisions for your future professional life? Did it confirm your professional plans or not?