SPA5000 Communication Skills for Physicists..

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Lecture 4 Housekeeping and notes on academic References
Essay component

• Those of you who have not done so already, please email your academic advisor.

• It is easiest to simply email asking:

• When and where to meet for Meeting 1
  • In this meeting students will discuss titles with their advisor and agree a title each
Dear Dr X/Prof. Y/Your excellency,

I hope you are well etc...
Could you let me know when and where you would like to meet for the first Communication Skills Essay meeting?

Yours etc,

Name
Then complete the: “Individual Arrangements for Meetings with Advisors” section on the QMPlus webpage by Wednesday 24th October (under the “Module Essay” tab)
Academic and employment references

• Usually two referees required
• Academic advisor and project supervisor(s)

• Some applications have electronic (online) forms
• Some require just the two references
• Some a mixture of both

• Always check with whoever is going to supply the reference first!
One “recipe” for writing a reference

- How long known/in what capacity
- Academic results/qualifications
  - Achieved so far and/or predicted
- Ranking in cohort
- Notable achievements
  - Successful projects/prizes etc
- Written/oral communication
- Motivation/Independence
- Professionalism
  - Punctuality, collaborations, honesty, absences
- Other general information
  - Internships, student societies etc
- Final recommendation
  - tailored
These will form part of the exercise in week 6