A Year in View

Here at team Professional Track we have had a great year, and we think you have too. In the academic year 2015/6 so far we have...

✓ Offered 7 different courses and 15 courses all together
✓ Offered 2 Professional Track masterclasses
✓ Supported 68 students with their academic placements

We have been overwhelmed by the amazing response to and uptake of these opportunities. THANK YOU all for being brilliant! Time and again we have been delighted by your creativity, maturity and professionalism. In short, you are an inspiration and make our jobs immeasurably rewarding.

We will soon start planning the Professional Track for next year. If you have any great ideas for courses, masterclasses or placements, please email Sarah (s.a.mills@reading.ac.uk) or Lucy (l.k.stone@reading.ac.uk).

Many Professional Track smiles from,

Lucy Stone and Sarah Mills

Your Professional Track and Academic Placement Facilitators.

“We are delighted with the success of the Professional Track in its first year. With our students completing training courses, attending masterclasses and undertaking an astonishing range of academic placements, it has certainly been a busy year so far.

We know from data collected on recent University Visit Days that the Professional Track will be a deciding factor for the majority of potential students in making their choice of university, so we are confident that the scheme will prove even more popular next year.

Congratulations to those dynamic students who have completed, and well done to the many who are already near completion. Many thanks to all colleagues who have supported the Professional Track, especially to those valiant pioneers who taught on the free professional courses this year – we know that students really appreciated your efforts.

Thanks of course also to the amazing Lucy Stone and Sarah Mills, who are making it all happen from HUMSS 118!”

Dr Cindy Becker

School of Literature and Languages

Professional Track and Placements Coordinator

In this issue

- Academic placements: Spotlight on Ellie De Wild
- Top phone tips
- Visit Days
- Masterclass success
- Academic placements over the Summer
- Courses in the Summer Term
Academic Placements

Spotlight on: Ellie De Wild

Name: Ellie De Wild  
Degree: Art and English Literature

Year of Study: Part 2  
Module: Communications at Work

Why did you decide to do a placement?

I wanted to add to my CV, particularly as a joint honours student. I wanted to demonstrate an interest in both subjects outside of my studies. I am a joint honours student so I decided to opt for a placement which integrated my two subjects.

What did you get up to?

I worked at the Lemongrove Gallery in Reading. I helped with the lead up to a big exhibition including planning the event, organising the guest list and promoting of the event on the social media pages. I also spoke to regular clients at the gallery, those who have a long term client-consultant relationship with Lemongrove Gallery.

Would you recommend it to others?

Yes! It enables you to get experience working in a professional environment with support from the university. I would advise you to go somewhere that you are passionate about and find interesting, somewhere you might want to work when you graduate.

Top phone tips by Ellie

If you’ve ever tried to arrange a placement, you might be familiar with composing a fantastic email stating your case, firing it off to your dream company and then receiving...radio silence.

A well timed follow-up phone call can be your ticket to confirming the placement.

So what’s the best way to make a phone call?

Ellie’s been in this situation before. Here are her top 5 tips:

1)  Don’t think about it too much — so you don’t panic.
2)  Make sure you are well hydrated so you don’t stutter on the phone.
3)  Have a pen and paper to hand.
4)  Write a short script of how to start the conversation.
5)  Be polite and positive — a little enthusiasm can go a long way!

Ellie De Wild (Art and English Literature, Part 2).

Thanks Ellie!

If you have any questions about how to make a professional phone call, please email Sarah at s.a.mills@reading.ac.uk.

You are welcome to use the phone in Humss Room 118 for calls, and we would be happy to assist with any queries!
Visit Days

A-Level offer holders have attended Visit Days throughout February and March.

We really enjoyed promoting the Professional Track at our stand (pictured right). It was great to talk to students and parents about the scheme and the exciting opportunities available. We also loved showing off our new PT Banner Stand (see picture below), which features Becky Plummer, our first PT graduate!

Congratulations Becky!

It was also lovely to work with the Student Ambassadors, who answer queries and help the day to run smoothly. This counts towards the Professional Track as a University Scheme. If you would like to become a Student Ambassador for SLL, please contact Katy Green by emailing: k.e.s.green@reading.ac.uk. Recruitment will open late in the Summer Term.

Masterclass success

In the Spring Term we held two Insight Into Publishing masterclasses led by the experienced publishers, Mark Pollard and Kathleen Fearn.

These informal, hour-long sessions were full of practical tips, and offered a realistic view of the publishing sector. Attendees were enthusiastic about the events, as the comment (right) shows.

We were delighted by the popularity of the events and have kept details of students on the waiting lists for future events.

Next year will see a roll out of a series of masterclasses, on a variety of industry areas, so keep your eyes peeled! If you have a particular sector you wish to be covered by a masterclass, email l.k.stone@reading.ac.uk.

“It’s important to be aware of what you are signing up for when entering a certain career pathway. This talk helps with that”

Kathleen Fearn  Mark Pollard
Academic placements over the Summer!

Did you know that you can complete an academic placement over the summer?

The placement report will replace the assessed essay and this means that you can complete 33% to 50% of a module before you even start the year!

There are thousands of places you can go, it’s a great addition to your CV and Dr Cindy Becker and Sarah Mills are here throughout the summer to guide you through.

Where will your summer take you?

Courses in the Summer Term

Thanks to everyone who completed the summer courses poll and provided ideas!

Report Writing Course

We will be running the Report Writing Course in Weeks 3, 4 and 5 of the Summer Term on Tuesdays at 12pm. To sign up, please email Lucy Stone at l.k.stone@reading.ac.uk.

Creating reports will be essential in most job roles and so attending a course on report writing will show you, step by step, factors such as the style of writing, the layout and format, things to include, and the length reports should be.

Course for Part 3 Students

Moving on in your career...the best way forward.

This one-day event for Part 3 students will support your transition into a successful career. With a mix of handy tips, practical activities and expert advice, this course will provide you with all the tools from understanding your own motivations to landing your dream job. A full summary of the event itinerary can be found on The Professional Track Blackboard site, in the announcements section.

Please register your interest for either Friday 22nd April or Thursday 9th June. Based on feedback, we will then run the event on the most popular date. Please email Lucy Stone on l.k.stone@reading.ac.uk to sign up.

As an English student I only every write essays – if an employer ever asked for a report I wouldn’t have known where to start. Now I feel confident and supported in report writing!”