
ANTH 605
Professional Skills for Anthropologists
GFC Hours 3-0

Instructor:	Dr. Susanne Cote	Lecture Location:	ES 702
Phone:	403-220-8190	Lecture Days/Time:	Fridays 14:00 – 16:45pm
Email:	scote@ucalgary.ca		
Office:	ES 750		
Office Hours:	Drop in		

COURSE DESCRIPTION:

This is a “hands-on” seminar course that includes guest speakers, practical exercises, tutorials & discussion sessions. We will cover topics relevant to professional skills (e.g., CVs, ethics, grants, presentations, academic writing & publishing etc.) Another main topic in the course is time management, goal setting, and work-life balance. Finally, in keeping with student’s career goals, we will learn about academic and non-academic jobs. Fundamentally, my goal is for you to start working together as colleagues and developing the peer support network that will carry you through graduate school and beyond.

In order for this course to be beneficial, you will need to attend all classes, participate actively, and offer feedback to one other. There will be several written assignments, but we will work on your drafts, discussing and offering feedback to each other on individual and joint progress. This practice will introduce you to the research of your fellow grad students and to the peer review process, which is very much a part of academic life.

Part way through the semester you will give a presentation to the rest of the class. These short presentations will be video recorded and I will go over these with you individually.

Prerequisite(s): Consent of the department.

REQUIRED READINGS: Will be posted to D2L.

REQUIRED TECHNOLOGY and EQUIPMENT: A computer that can access the internet and has basic word processing, spreadsheet and presentation software.

LEARNING OUTCOMES:

The Department of Anthropology and Archaeology is committed to student knowledge and skill development. Upon completion of this course, students should be able to:

- List 4-7 outcomes that accurately capture what students will achieve.

COURSE REQUIREMENTS AND ASSESSMENT

Grades* Based on:

Degree Planning Exercise

Final CV

Presentation

Scholarship Application

Writing Journal and Completed Project

Small Assignments

Class Participation

Working Group Participation

Date Due

October 14

October 21

November 4

As completed

December 7

December 7 (or as completed)

Throughout the term

Throughout the term

**This is a pass/fail course. I will assign pass/fail grades rather than marks for each assignment. You must pass each of the components of the course to receive a final grade of "pass."*

Late Policies: Students may provide supporting documentation for an exemption/special request. This may include, but is not limited to, a prolonged absence from a course where participation is required, a missed course assessment, a deferred examination, or an appeal. Students are encouraged to submit documentation that will support their situation. Falsification of any supporting documentation will be taken very seriously and may result in disciplinary action through the Academic Discipline regulations or the Student Non-Academic Misconduct policy.

Reappraisal of Graded Term Work: <http://www.ucalgary.ca/pubs/calendar/current/i-2.html>

Reappraisal of Final Grade: <http://www.ucalgary.ca/pubs/calendar/current/i-3.html>

COURSE POLICIES

Classroom behavior and attendance:

- The most important thing is to be respectful and supportive of other students. Please turn off your cell phone and any other electronic devices/background noises on your computer.
- As this is a graduate course, you are expected to attend ALL classes unless there is a legitimate reason for your absence. Please note that you will not receive a passing grade if you have unexcused absences from class activities.
- You are responsible for taking your own notes, or for obtaining notes from a classmate if you have to miss a class for unavoidable reasons.

- In order to preserve a spirit of openness and foster frank discussion on some controversial and difficult topics, these sessions will not be recorded (except for presentations).
- I always prefer to talk to students rather than answer emails. Please talk to me during/before/after class or visit me in my office (or on Zoom). I will of course answer questions over email, however due to the volume of emails I receive I cannot commit to answering email questions immediately. It may take up to 2 business days (48 hours), so do not send questions last minute.

Assignments:

- All assignments are due **in class** on the date indicated in this course outline.
- You will mostly be submitting your assignments on paper.
- The assignments are not intended to be particularly onerous, or to take up large amounts of your time. Many of them are things you would need to complete during your first year of graduate school anyway. There is a lot of flexibility in the assignments so that you can choose options that are best suited to your needs and interests. Additional tailoring of assignments is possible; just speak to me about it!

UNIVERSITY POLICIES

ACADEMIC ACCOMMODATIONS

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services; SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit <https://live-ucalgary.ucalgary.ca/student-services/access>. Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor or the Department Head. The full policy on Student Accommodations is available at <https://www.ucalgary.ca/legal-services/university-policies-procedures/accommodation-students-disabilities-procedure>.

ACADMIC INTEGRITY POLICY

Academic integrity is the foundation of the development and acquisition of knowledge and is based on values of honesty, trust, responsibility, and respect. We expect members of our community to act with integrity. The University Calendar includes a statement on the principles of conduct expected of all members of the university community (including students, faculty, administrators, any category of staff, practicum supervisors, and volunteers), whether on or off university property. This statement applies in all situations where members of the university community are acting in their university capacities. All members of the university community have a responsibility to familiarize themselves with the principles of conduct statement, which is available at: www.ucalgary.ca/pubs/calendar/current/k.html.

ACADEMIC MISCONDUCT

The University of Calgary is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect.

Academic dishonesty is not an acceptable activity at the University of Calgary, and students are **strongly advised** to read the Student Misconduct section in the University Calendar at:

www.ucalgary.ca/pubs/calendar/current/k-3.html. Often, students are unaware of what constitutes academic dishonesty or plagiarism. The most common are (1) presenting another student's work as your own, (2) presenting an author's work or ideas as your own without adequate citation, and (3) using work completed for another course. Such activities will not be tolerated in this course, and students suspected of academic misconduct will be dealt with according to the procedures outlined in the calendar at: <https://www.ucalgary.ca/legal-services/university-policies-procedures/student-academic-misconduct-procedure>

For students wishing to know more about what constitutes plagiarism and how to properly cite the work of others, the Department of Geography recommends that they attend Academic Integrity workshops offered through the Student Success Centre: <https://www.ucalgary.ca/student-services/student-success/learning/academic-integrity>

INSTRUCTOR INTELLECTUAL PROPERTY

Course materials created by professor(s) (including course outlines, presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the professor(s). These materials may NOT be reproduced, redistributed or copied without the explicit consent of the professor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing. Information on Instructor Intellectual Property can be found at <https://www.ucalgary.ca/legal-services/university-policies-procedures/intellectual-property-policy>

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Student information will be collected in accordance with typical (or usual) classroom practice. Students' assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary.

COPYRIGHT LEGISLATION

All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (<https://ucalgary.ca/legal-services/university-policies-procedures/acceptable-use-material-protected-copyright-policy>) and requirements of the copyright act (<https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>) to ensure they are aware of the consequences of unauthorized sharing of course materials (including instructor notes, electronic versions of textbooks, etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.

SUPPORTS FOR STUDENT LEARNING, SUCCESS, AND SAFETY

Please visit the Registrar's website at: <https://www.ucalgary.ca/registrar/registration/course-outlines> for additional important information on the following:

- Wellness and Mental Health Resources
- Student Success Centre
- Student Ombuds Office
- Student Union (SU) Information
- Emergency Evacuation/Assembly Points
- Safewalk

TENTATIVE CLASS SCHEDULE

**Please note that this is a tentative schedule. There will be changes made throughout the term!

Date	Topics
September 9	Course Introduction and welcome to the department Transitioning to grad school Academic Jobs, Alt-Ac Jobs and Non-Ac Jobs
September 16	Grants and Fellowships with Dr. Warren Wilson
September 23	Teaching and TAing
September 30	No Class – National Day for Truth and Reconciliation
October 7	Time Management, Goal Setting, and Academic Writing Degree Planning Exercise
October 14	CVs of all kinds Jobs of all kinds Degree Plans Due
October 21	Disseminating our Research I CVs due
October 28	Disseminating our Research II
November 4	Practice Presentations
November 11	No Class – Reading Week
November 18	Ethics Equity, Diversity, and Inclusion in Anthropology Fieldwork in Anthropology
November 25	Transferable Skills and Non-Academic Jobs
December 2	Grants and Fellowships II – the Graduate Awards Competition (GAC)
December 7	Writing Journal and Project Due; Small assignments should be submitted on or before this date

IMPORTANT DATES

<https://www.ucalgary.ca/pubs/calendar/current/academic-schedule.html#fall2017>