

ANTH 605
Professional Skills
GFC Hours 3-0
Fall 2023

Instructor:	Dr. Sabrina Perić	Course Location:	ES 702
Phone:	403-220-6518	Course Days/Time:	F: 14:00-16:45
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LAND ACKNOWLEDGEMENT:

Oki, Aba-wath-tech, Tansi, Dadanast'ada, Hello! My name is Sabrina Perić, and I am a settler, living as an uninvited guest in beautiful Treaty 7. I want to acknowledge that the University of Calgary is located on the traditional territory of the people of Treaty 7. This includes the Niitsitapi (including the Siksika, Piikani and Kainai First Nations), the Tsuut'ina First Nation, and the Iyethka Nakoda (which includes the Goodstoney, Bearspaw and Chiniki First Nations). Calgary is situated on the confluence of the Bow and Elbow rivers, the Niitsitapi name for this place is Mohkinstsis, the Iyethka call it Wicispa Oyade, and the Tsuut'ina call this area Gutsistsi. Calgary is also home to the Metis Nation of Alberta, Region 3. It is important for me to trace out these ties – because without them we would not be here. Universities and scholars have benefited greatly from the dispossession of Indigenous people. Territorial acknowledgement is therefore very important for me – it is not only about my accountability as a settler to ongoing processes of colonialism, but as a member of a large immigrant family. I do not want to simply take for granted where I live and where I work. Nor do I want colonial processes to continue with immigrants as key actors – as they have in the past. So I begin by thanking the people on whose territories I continue to live and work as an uninvited guest in the sincere hope that we can go forward together in a good way: Nitsiniiyi'taki, Isniyes, Kinanâskomitin, Siyisgaas, and Thank You!

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.

REQUIRED TECHNOLOGY and EQUIPMENT:

- Computer, Office Suite (like Microsoft Office etc), Internet

REQUIRED TEXTS

- There are no required readings for this class.

COURSE REQUIREMENTS AND ASSESSMENT

This is a pass/fail course. Assignments are therefore neither “weighted” nor will you receive a numeric grade for any assignment. You will receive a pass/fail grade rather than marks for each assignment. You will also likely receive copious notes and comments. However, it is important to note that you must pass each of the components of the course to receive a final grade of “pass.”

Assignment

Degree Plan

Final CV

Presentation

GAC draft application

Major Writing Assignment

Class Participation

Writing Group Participation

Date Due

September 29

October 13

November 3

December 1

December 15

Throughout the term

Throughout the term

- Students who miss an assignment have up to **48 hours** to contact the instructor to make arrangements. If you do not make arrangements to make up the assignment, you will not be able to hand it in, and will receive a mark of zero on the assignment. This means an automatic “fail” in the class, as you are required to receive a grade of “pass” on each assignment in the course.
- Should a request to defer term work exceed the end of the term, a Deferral of Term Work form must be completed and submitted to the Office of the Registrar. The deferral will be recorded on the student record. Deferrals are granted at the discretion of the Dean or

designate and are normally granted for 30 days beyond the last day of the term. Should circumstances warrant, the maximum time that may be granted for a deferral of term work is one additional term. Approved extensions must be sent to the Office of the Registrar. Application information is available at: <https://www.ucalgary.ca/registrar/student-centre/student-forms>

DEPARTMENT OF ANTHROPOLOGY AND ARCHAEOLOGY LAND ACKNOWLEDGEMENT

The University of Calgary, located in the heart of Southern Alberta, both acknowledges and pays tribute to the traditional territories of the peoples of Treaty 7, which include the Blackfoot Confederacy (comprised of the Siksika, the Piikani, and the Kainai First Nations), the Tsuut'ina First Nation, and the Stoney Nakoda (including Chiniki, Bearspaw, and Goodstoney First Nations). The City of Calgary is also home to the Métis Nation of Alberta Region 3.

ACKNOWLEDGEMENT AND RESPECT FOR DIVERSITY

The Department of Anthropology and Archaeology views diversity of identity as a strength and resource. Your experiences and different perspectives are encouraged and add to a rich learning environment that fosters critical thought through respectful discussion and inclusion.

COURSE POLICIES

General Policies

- A major goal of this class is for graduate students to get to know each other and bond as a cohort. Please do take the time to get to know each other inside and outside of the classroom. I am very open to student suggestions of how I can best support grad student socialization and camaraderie!
- I basically have an open-door policy for this class. You can meet with me either in person if I am in my office and available, set up an appointment via email or over Zoom – whatever works for you.
- Students will also work in small writing groups outside of class time. You can decide for yourselves when and where you want to meet. I can facilitate room bookings in the department if you want to book a larger space. The writing groups (organized for blocks of 2-3 hours at a time) should be the environment within which you complete the majority of your work for this class.

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.

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!

TENTATIVE CLASS SCHEDULE

Date	Topics
September 8	No class today
September 15	Course Introduction and welcome to the department Transitioning to grad school Grants and Fellowships I - Overview
September 22	Time Management, Goal Setting, and Academic Writing Degree Planning Exercise - Draft Degree Plan Discussed in Class
September 29	CVs of all kinds Final Degree Plan Due – Draft CVs worked on in class Class ends 3:45pm
October 6	Career Pathways: Panel Discussion (Guest Speakers)
October 13	Disseminating our Research I: Conferences, Abstracts and Conference Proceedings CVs due
October 20	Disseminating our Research II: Publishing in Academic and Non-Academic Settings (Guest Speakers) Disseminating our Research III: Open Access Journals (Guest Speaker Christie Hurrell, Libraries)
October 27	Disseminating our research IV: Presentations of all kinds
November 3	Practice Presentations
November 10	Grants and Fellowships II (Guest Speaker)
November 17	NO CLASS – READING WEEK
November 24	Ethics and Fieldwork Equity, Diversity, and Inclusion in Anthropology
December 1	Open Topic – Students' choice GAC Draft Application Due
December 15	Major Writing Assignment Due

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/sites/default/files/teams/1/Policies-Student-Accommodation-Policy.pdf>

ACADEMIC 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
- Graduate Students' Association (GSA) Information
- Emergency Evacuation/Assembly Points
- Safewalk
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IMPORTANT DATES

M Sept 4	Labour Day, No Classes
T Sept 5	Start of Classes
R Sept 14	Last day to drop a class without a financial penalty
F Sept 15	Last day to add or swap a course
F Sept 22	Fee payment deadline for Fall Term full and half courses.
S Sept 30	National Truth and Reconciliation Day
M Oct 9	Thanksgiving Day, No Classes.
M Nov 13	Remembrance Day Observance

Nov 12-18	Reading Break. No classes.
W Dec 6	Fall Term Lectures End. Last day to withdraw with permission from Fall Term half courses.
Dec 9-20	Fall Final Exam Period.
Dec 25-31	Holiday Observance, University Closed.

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