

ANTH 501.01: PROFESSIONAL SKILLS
WINTER 2016, Monday 12:00-2:50
ES 702

Instructor Kathryn Reese-Taylor
Office ES 850
Phone 403-220-6369
Office Hours: Wednesday 1:00-3:00 or by appointment
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COURSE DESCRIPTION

This is a “hands-on” seminar course that includes guest speakers from across campus, as well as practical exercises, tutorials & discussion sessions. We will cover topics relevant to professional skills (e.g., CV’s, ethics statements, grantsmanship, poster design, academic writing & publishing, non-academic writing, job interviews).

In most weeks, there will be a guest speaker presentation during the first hour of class. This Noon Hour Presentation will be followed by a short break, and then we will continue to discuss the same topic without the presenter. In order for this course to be beneficial, you will need to attend regularly, participate actively, and offer feedback to one other.

There will be reading assignments and a small written assignment for you to bring to class almost every week. We will sometimes use class sessions to review and polish the written assignments you have turned in, and to discuss and offer feedback to each other on our 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.

On February 8th, there will be a teaching practicum during which you each “teach” an important concept or skill from your discipline to the rest of the class – these short presentations will be video recorded and I will go over these with you individually and give you feedback on Feb. 22, well prior to your final oral research presentations (conference format) on April 4th.

READINGS

Readings pertinent to each class listed in Syllabus; available from D2L & Red Binder in ES710

ASSIGNMENTS AND EVALUATIONS

Class Participation	On-going	10%
Small assignments	On-going	30%
Teaching Practicum	February 8	15%
Research (conference) Presentation	April 4	15%
Grant proposal/poster/technical report or manuscript for publication	April 11	30%

GRADING SCALE

A+ 4.0	B+ 3.4-3.2	C+ 2.4-2.2	D+ 1.4-1.2
A 3.9-3.8	B 3.1-2.8	C 3.1-1.8	D 1.1-0.5
A- 3.7-3.5	B- 3.7-3.5	C- 1.7-1.5	F <0.5

Writing Across the Curriculum

Writing skills are not exclusive to English courses and, in fact, should cross all disciplines. The University supports the belief that throughout their University careers, students should be taught how to write well so that when they graduate their writing abilities will be far above the minimal standards required at entrance. Consistent with this belief, students are expected to do a substantial amount of writing in their University courses and, where appropriate, instructors can and may use writing and the grading thereof as a factor in the evaluation of student work. The services provided by the Writing Centre in the Effective Writing Office can be utilized by all undergraduate and graduate students who feel they require further assistance.

Student Accessibility Services Accommodations

Student Accommodations. Students needing an Accommodation because of a Disability or medical condition should contact Student Accessibility Services in accordance with the Procedure for Accommodations for Students with Disabilities available at http://www.ucalgary.ca/policies/files/policies/procedure-foraccommodations-for-students-with-disabilities_0.pdf.

It is the responsibility of the student to request academic accommodations. If you are a student with a documented disability who may require academic accommodation and have not registered with Student Accessibility Services, please contact their office at (403)220-8237.

Students who have not registered with Student Accessibility Services are not eligible for formal academic accommodation. Students are also required to discuss their needs with the instructor no later than fourteen (14) days after the start of the course.

Academic Misconduct

Academic dishonesty is an unacceptable activity at the University of Calgary and students are strongly advised to read the Student Misconduct section of the University Calendar. Quite 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 you own without proper referencing
- 3) Using work completed for another course

This activity will not be tolerated and students conducting themselves in this manner will be dealt with according to the procedures outlined in the University Calendar.

For detailed information on what constitutes academic misconduct, please refer to the following link:

<http://www.ucalgary.ca/pubs/calendar/current/k-2-1.html>

Emergency Evacuation Assembly Points

In the event of an emergency that requires evacuation, please refer to the following link to become familiar with the assembly points for the class:

<http://www.ucalgary.ca/emergencyplan/assemblypoints>

USRI

At the University of Calgary, feedback provided by students through the Universal Student Ratings of Instruction (USRI) survey provides valuable information to help with evaluating instruction, enhancing learning and teaching, and selecting courses. Your responses make a difference, please participate!

Website: <http://www.ucalgary.ca/usri/>

Freedom of Information and Protection of Privacy Act

The University of Calgary is committed to protecting the privacy of individuals who work and study at the University or who otherwise interact with the University in accordance with the standards set out in the Freedom of Information and Protection of Privacy Act.

Please refer to the following link for detailed information:

<http://www.ucalgary.ca/secretariat/system/files/foip%20overview.pdf>

The Department of Anthropology and Archaeology's FOIP (Freedom of Information and Privacy) policy requires all reports/examinations to be returned to students during class time or the instructor's office hours. Any term work not picked up will be placed in the Anthropology and Archaeology Office (ES620) for distribution. Any student not wishing to have their work placed in the office must make alternate arrangements with the course instructor early in the term.

Safewalk Information

Campus Security, in partnership with the Students' Union, provides the Safewalk service, 24 hours a day to any location on Campus including the LRT, parking lots, bus zones and University residences. Contact Campus Security at (403) 220-5333 or use a help phone, and Safewalkers or a Campus Security Officer will accompany you to your campus destination.

Faculty of Arts Program Advising and Student Information Resources

- Have a question, but not sure where to start? The new Faculty of Arts Program Information Centre (PIC) is your information resource for everything in Arts! Drop in at SS110, call us at 403-220-3580 or email us at artsads@ucalgary.ca. You can also visit the Faculty of Arts website at <http://arts.ucalgary.ca/undergraduate> which has detailed information on common academic concerns.
- For program planning and advice, contact the Student Success Centre (formerly the Undergraduate programs Office) at (403) 220-5881 or visit them in their new space on the 3rd Floor of the Taylor Family Digital Library.
- For registration (add/drop/swap), paying fees and assistance with your Student Centre, contact Enrolment Services at (403) 210-ROCK [7625] or visit them at the MacKimmie Library Block.

Contact for Students Union Representatives for the Faculty of Arts:

arts1@su.ucalgary.ca

arts2@su.ucalgary.ca

arts3@su.ucalgary.ca
arts4@su.ucalgary.ca