

DEPARTMENT OF ANTHROPOLOGY AND ARCHAEOLOGY
COURSE OUTLINE – FALL 2020
ANTH 605: PROFESSIONAL SKILLS
GFC HOURS [3-0]

Instructor: Dr. Susanne Cote

Office: ES 750

Tel: (403) 220-8190

Email: scote@ucalgary.ca

Office Hours: Mondays 1-3pm [hybrid – attend either in person or on Zoom]

Fridays 2:00-4:45pm

Classroom: Online [Zoom]

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, poster design, academic writing & publishing etc.). In sum: how to get funded, published and hired.

Many weeks, there will be a guest speaker presentation during class. 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 reading assignments and a 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.

Part way through the semester there will be a presentation during which you give a presentation on your research area 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.

COURSE REQUIREMENTS AND GRADING:

Grades* Based on:

Degree Planning Exercise

Final CV

Presentation

GAC draft application

Proposal/Manuscript/Thesis Chapter

Small Assignments

Class Participation

Working Group Participation

Date Due

October 2

October 9

October 16

December 4

December 9

December 9 (or as completed)

Throughout the term

Throughout the term

*This is a pass/fail course. Therefore, 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.”

COURSE POLICIES:

COVID-19 changes and requirements:

- This course will be taught completely online, because of COVID-19. All lectures and discussions will be delivered during the scheduled class time (Friday afternoons).
- Students will also work in small groups on their writing assignments outside of class time.
- A major goal of this class is for graduate students to get to know each other and bond as a cohort. That will be more challenging with an online format, but we will do our best! Please do take the time to get to know each other during the course. I am very open to student suggestions of how I can best support grad student socialization and camaraderie!
- Office hours will be hybrid – you can see me either in person in my office or on Zoom. While I hold official office hours on Mondays, I basically have an open-door policy for this class.
- You must have a working computer with a broadband internet connection, an updated browser, webcam, and microphone to participate in lectures and discussions. Please ensure your technology is working prior to the first class. If you have concerns or problems acquiring appropriate tech, please reach out to me.

Classroom behavior and attendance:

- The most important thing is to be respectful and supportive of other students. Please find a quiet space and 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 during office hours. 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 by midnight on the date indicated in this course outline.
- All assignments are to be submitted electronically using the Dropbox feature on D2L. They will also be returned electronically.
- 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 AND INFORMATION:

Principles of Conduct

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.

Plagiarism, Cheating, and Student 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://ucalgary.ca/policies/files/policies/student-academic-misconduct-procedure.pdf>

For students wishing to know more about what constitutes plagiarism and how to properly cite the work of others, the Department of Anthropology and Archaeology 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

Information on Instructor Intellectual Property can be found at <https://www.ucalgary.ca/policies/files/policies/Intellectual%20Property%20Policy.pdf>

Freedom of Information and Protection of Privacy

Freedom of Information and Protection of Privacy (FOIP) legislation in Alberta disallows the practice of having students retrieve assignments from a public place, such as outside an instructor's office, the department office, etc. Term assignments will be returned to students individually, during class or during the instructor's office hours; if students are unable to pick up their assignments from the instructor, they must provide the instructor with a stamped, self-addressed envelope to be used for the return of the assignment.

Guidelines for Zoom Sessions

Zoom is a video conferencing program that will allow us to meet at specific times for a “live” video conference, so that we can have the opportunity to meet each other virtually and discuss relevant course topics as a learning community.

To help ensure Zoom sessions are private, do not share Zoom link or password with others, or on any social media platforms. Zoom links and passwords are only intended for students registered in the course. Zoom recordings and materials presented in Zoom, including any teaching materials, must not be shared, distributed or published with the instructor’s permission.

The use of video conferencing programs relies on participants to act ethically, honestly and with integrity; and in accordance with the principles of fairness, good faith and respect (as per the Code of Conduct). When entering Zoom or other video conferencing sessions (such as MS Teams), you play a role in helping create an effective, safe and respectful learning environment. Please be mindful of how your behavior in these sessions may affect others. Participants are required to use names officially associated with their UCID (legal or preferred names listed in the Student Centre) when engaging in these activities. Instructors/moderators can remove those whose names do not appear on class rosters. Non-compliance may be investigated under relevant University of Calgary conduct policies (e.g. Student Non Academic Misconduct Policy). If participants have difficulties complying with this requirement, they should email the instructor of the class explaining why, so the instructor may consider whether to grant an exception, and on what terms. For more information on how to get the most out of your Zoom sessions visit: <https://elearn.ucalgary.ca/guidelines-for-zoom/>.

If you are unable to attend a Zoom session, please contact your instructor to arrange an alternative activity for the missed session (e.g., to review a recorded session). Please be prepared, as best as you are able, to join class in a quiet space that will allow you to be fully present and engaged in Zoom sessions. Students will be advised by their instructor when they are expected to turn on their webcam (for group work, presentations, etc.).

The instructor may record online Zoom class sessions for the purposes of supporting student learning in this class – such as making the recording available for review of the session or for students who miss a session. Students will be advised before the instructor initiates a recording of a Zoom session. These recordings will be used to support student learning only and will not be shared or used for any other purpose.

Academic Accommodations

It is the student’s responsibility to request academic accommodations, according to the university policies and procedures listed in the University Calendar.

The student accommodation policy can be found at:

https://www.ucalgary.ca/policies/files/policies/student-accommodation-policy_0.pdf

Students needing an accommodation because of a disability or medical condition should communicate this need to Student Accessibility Services in accordance with the Procedure for Accommodations for Students with Disabilities: www.ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf.

Students needing an accommodation based on a protected ground other than disability should communicate this need, preferably in writing to their instructor or the Department Head (email: pcdawson@ucalgary.ca).

Copyright Legislation

All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright <https://www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright-policy.pdf> 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 unauthorised 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 Act.

Wellness and Mental Health Resources

The University of Calgary recognizes the pivotal role that student mental health plays in physical health, social connectedness, and academic success and aspires to create a caring and supportive campus community where individuals can freely talk about mental health and receive supports when needed. We encourage you to explore the mental health resources available throughout the university community, such as counselling, self-help resources, peer support, or skills-building available through the SU Wellness Centre (Room 370, MacEwan Student Centre, <https://www.ucalgary.ca/wellnesscentre/services/mental-health-services>) and the Campus Mental Health Strategy website (<http://www.ucalgary.ca/mentalhealth/>). Students requiring assistance are encouraged to email the Student at Risk line if they or others appear to need wellness assistance: sar@ucalgary.ca. For a more immediate response, please call: 403-210-9355 and select option #2.

Contact Information for Student and Faculty Representation

- Student Union VP Academic 403-220-3911, suypaca@ucalgary.ca
- Students Union Representatives for the Faculty of Arts – 403-220-3913, arts1@su.ucalgary.ca, arts2@su.ucalgary.ca, arts3@su.ucalgary.ca, arts4@su.ucalgary.ca
- Student Ombuds Office information can be found at: www.ucalgary.ca/ombuds/

Campus Safewalk

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

Teaching Evaluations / USRIs (Universal Student Ratings of Instruction)

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/>

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, members of faculty can and should use writing and the grading thereof as a factor in the evaluation of student work. The services provided by the Writing Support, part of the Student Success Centre, can be utilized by all undergraduate and graduate students who feel they require further assistance

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>

Tentative Schedule

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

Date	Topics
September 11	Course Introduction Welcome to the department (for some) Transitioning to grad school
September 18	Grants and Fellowships I – Overview, Tri-Council
September 25	Time Management, Goal Setting, and Academic Writing Degree Planning Exercise
October 2	CVs of all kinds Degree Plan Due
October 9	Giving Presentations – abstracts and beyond CVs due
October 16	Practice Presentations
October 23	Transferable Skills and Non-Academic Jobs
October 30	Ethics (Guest Speaker Dr. Sabrina Peric)
November 6	Publishing your research (Guest Speaker Christie Hurrell, Libraries)
November 13	No Class – Reading Week
November 20	Equity, Diversity, and Inclusion in Anthropology Fieldwork in Anthropology
November 27	Scholarships and Fellowships II – the Graduate Awards Competition (GAC) (Guest Speaker: Dr. Warren Wilson)
December 4	Open Topic – Students’ choice GAC Draft Application Due
December 11	Major Writing Assignment Due; Small assignments should be submitted on or before this date