

THE UNIVERSITY OF CALGARY
FACULTY OF ARTS
DEPARTMENT OF ANTHROPOLOGY AND ARCHAEOLOGY

ANTH 605.01
PROFESSIONAL SKILLS
WINTER 2016
Monday 12:00-2:50
ES 702



Instructor Alan Smart
Office ES 834
Phone 220-6707
Office Hours: T 10:0-11:00, W 10:00-11
or by appointment
Email: asmart@ucalgary.ca

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, job interviews). In sum: how to get funded, published and hired.

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 from 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 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

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 four components of the course to receive a final grade of “pass.”

Teaching Practicum	February 8
Research (conference) Presentation	April 4
Grant Proposal/Poster or Manuscript for journal	April 11
Class Participation/Small assignments	On-going

ACADEMIC ACCOMMODATIONS

It is the student's responsibility to request academic accommodations. If you are a student with a documented disability who may require academic accommodation and have not registered with the Disability Resource Centre, please contact their office at 220-8237. You are required to discuss your needs with your instructor no later than fourteen (14) days after the start of this course. Students who have not registered with the Disability Resource Centre are not eligible for formal academic accommodation.

PLAGIARISM AND CHEATING

Plagiarism: "to steal and pass off the ideas or words of another as one's own" (Webster's). Plagiarism will not be tolerated and will automatically result in a failing grade for the submission. Any student caught plagiarizing July also be subject to additional University sanctions. Students are expected to be familiar with the Anthropology Departments policy on intellectual honesty available at: <https://www.anth.ucalgary.ca/home/links/intellectual-honesty-guidelines>

EMERGENCY EVACUATION

In the event that the classroom should need to be evacuated due to an emergency please note that the primary assembly point shall be the Social Sciences Food Court .