

**DEPARTMENT OF ANTHROPOLOGY AND ARCHAEOLOGY**  
**COURSE OUTLINE – FALL 2021**  
**ANTH 605: PROFESSIONAL SKILLS**  
**GFC HOURS [3-0]**

**Instructor: Dr. Susanne Cote**

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**Office Hours:** By appointment

**Fridays 2:00-4:45pm**

**Classroom:** ES 702

**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.

**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 1

October 8

October 29

December 3

December 15

December 10 (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.”*

## **COURSE POLICIES:**

### ***COVID-19 changes:***

- A major goal of this class is for graduate students to get to know each other and bond as a cohort. That is why I've insisted that this class be in-person. 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!
- If you need to miss class because you are isolating, ill, or waiting for testing/vaccination, no problem! Just let me know. It's a pass-fail class so there's no need to stress.
- I basically have an open-door policy for this class. You can meet with me either in person (ES 750) or over Zoom – whatever works for you.
- Students will also work in small groups outside of class time. You can decide for yourselves if you prefer to meet online or in person, or where you want to meet. I can facilitate room bookings in the department if you want to book a larger space.

### ***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 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](http://www.ucalgary.ca/pubs/calendar/current/k.html).

### **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>.

### **ACADEMIC MISCONDUCT**

“Academic Misconduct” includes such things as cheating, falsification, plagiarism, unauthorized assistance, and failure to comply with exam regulations or an Instructor’s expectations regarding conduct required of Students completing academic assessments. Students who participate in, or encourage the commission of, Academic Misconduct will be subject to disciplinary action, which could include Probation, Suspension, or Expulsion from the University. For information on academic misconduct and its consequences, please see the University of Calgary Calendar at <https://www.ucalgary.ca/pubs/calendar/current/k-3.html>

Further support on academic integrity is available at: <https://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.

## **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.

## **SUPPORT AND RESOURCES:**

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

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

## Tentative Schedule

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

<b>Date</b>	<b>Topics</b>
September 10	Course Introduction and welcome to the department Transitioning to grad school
September 17	Academic Jobs Grants and Fellowships I
September 24	Time Management, Goal Setting, and Academic Writing Degree Planning Exercise <b>Draft Degree Plan Due</b>
October 1	CVs of all kinds <b>Draft CVs Due</b> <b>Degree Plan Due</b>
October 8	Disseminating our Research I: Conferences, Abstracts and Conference Proceedings <b>CVs due</b>
October 15	Disseminating our Research II: Publishing 101 <b>Class ends 3:45pm</b>
October 22	Disseminating our Research III: Open Access Journals (Guest Speaker Christie Hurrell, Libraries) Disseminating our research IV: Presentations of all kinds
October 29	<b>Practice Presentations</b>
November 5	Ethics (Guest Speaker Dr. Sabrina Perić)
November 12	<b>No Class – Reading Week</b>
November 19	Equity, Diversity, and Inclusion in Anthropology Fieldwork in Anthropology
November 26	Scholarships and Fellowships II – the Graduate Awards Competition (GAC) (Guest Speaker: Dr. Warren Wilson)
December 3	<b>Open Topic – Students' choice</b> <b>GAC Draft Application Due</b>
December 10	<b>Major Writing Assignment Due; Small assignments should be submitted on or before this date</b>