

ANTHROPOLOGY 9001A
PROFESSIONAL DEVELOPMENT
COURSE OUTLINE
Fall 2019

Class day/time: Thursdays; 9:30-12:30am

Classroom: SSC 3315

Instructor: Dr. Lisa Hodgetts

Office: SSC 3423

Office hours: By appointment or drop by my office any time.

Email: lisa.hodgetts@uwo.ca

Credit value: 0.5 credit

Course Description:

Anthropologists develop a suite of valuable transferrable skills that can be effectively applied in a wide range of job settings. This course aims to help students identify and strengthen their marketable skills and learn to present themselves effectively to prospective employers both within and outside of academia. These skills include time management, oral communication, grant writing, teaching, leadership, research, project management, editing, interpersonal skills, and an appreciation of ethical and civic responsibility. The course emphasizes peer and participatory learning and includes a series of collaborative and individual exercises that will not only serve to enrich students' skills, but also provide them with concrete experiences to add to their CVs. For 2019, the group project involves developing anthropology themed activities for our first ever "High School Anthropology Day" outreach event, scheduled for May 2020.

A full course schedule including a week-by-week breakdown of topics and assigned readings is available on the course's OWL site. Please note that this schedule is a living document, open to negotiation over the course of the semester so that course content can respond to students' needs and interests. Any changes will be discussed in class and posted on OWL.

Course Philosophy and Structure:

This course aims to foster a community of practice in which everyone in the class shares information and experiences with the group, facilitating personal and professional development. We will also engage in service learning activities that will extend that community of practice beyond the classroom. Class format will vary from week to week and will include, among other things, a mix of brainstorming sessions, guest speakers, group discussions, student presentations, and workshop sessions.

Learning Outcomes:

By the end of the course you should be able to:

- describe a range of strategies to improve your work efficiency and productivity
- utilize a range of online tools to search for and manage research articles
- write and present for a range of audiences more effectively than you did previously
- effectively and quickly incorporate constructive feedback into your writing and presentations
- provide constructive, specific, actionable feedback to peers
- implement backwards design principles in planning learning experiences for diverse learners
- identify steps you can take to improve your chances on the job market and begin implementing them
- market yourself more effectively to a range of prospective employers both within and outside of academia

Course Materials:

Course readings are posted on the "For Next Week" tab in OWL

Evaluation:

Grant Application with Budget – 15%

Due Oct. 17

Special Topics Course Outline – 15%

Due Nov. 14

Job Application Package – 15%

Due Dec. 5

High School Outreach Project (group service learning project) – 35%

Due Dec. 12

Participation – 20%

Grading: Your grade in this course will be based on a series of short assignments and your participation. The first three assignments listed above involve individual written work (details will be posted on the “Assignment Instructions” tab in OWL early in the semester). The service learning project involves group collaboration to develop a specific product for a particular audience, and an individual written reflection on the process (with specific attention to transferrable job skills obtained). Everyone will receive the same grade on the group project, and an individual grade for the written reflection. The two components will be averaged to obtain each student’s project grade. Participation accounts for a substantial part of your grade and is a measure of the strength of your contributions during group discussions (in terms of both quality and quantity) and the quality of your in-class presentations, feedback on peers’ work, and any in class activities or short written assignments that are not assessed individually. Being prepared for class (check the course syllabus and the “for next week” tab in OWL for instructions) will help you do well in this aspect of the course.

Late Assignments: It is not fair to other students in the class if you have extra time to complete an assignment. Late assignments will therefore be penalized at 10% per day late. Sometimes there are extenuating circumstances that make it impossible to complete work on time – in such cases please speak to me in advance of the deadline to make arrangements.

Assignment Submission: Please submit paper or electronic (MS word files via e-mail) copies of all assignments to me for marking, and if requested, upload an electronic version through the assignments tab in OWL for plagiarism checking. *All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as*

source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and [Turnitin.com](https://www.turnitin.com).

Course Specific Statements and Policies:

Statement on Seeking Special Accommodations:

No accommodations will be granted retroactively more than 10 days after an assignment's due date or a missed quiz or test. Please see your academic counsellor immediately if you will be seeking accommodations based on medical or compassionate grounds.

Statement on Plagiarism:

Students must write their assignments in their own words. Whenever students take an idea from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing. It is also a scholastic offence to submit the same work for credit in more than one course. Plagiarism is a major scholastic offence.

Institutional Statements and Policies

All students should familiarize themselves with Western's current academic policies regarding accessibility, plagiarism and scholastic offences, and medical accommodation. These policies and links to Western's Health and Wellness page are outlined, here: [Western's academic policies](#).